

**7045.0294 RECORD KEEPING.**

Subpart 1. **Manifests.** A generator must keep a copy of each manifest signed according to part 7045.0265, subpart 1, for three years or until the generator receives a signed copy from the designated facility which received the waste. This signed copy must be retained as a record for at least three years from the date the waste was accepted by the initial transporter.

Subp. 1a. **Alternate manifests.** Record keeping requirements under the alternate manifest system provided in part 7045.0075, subpart 5, include:

A. a generator must maintain a copy of the reclamation and transport agreement during the term of the agreement and for a period of at least three years after termination or expiration of the agreement; and

B. for each shipment of waste using an alternate manifest, a generator must submit a completed copy of that alternate manifest to the commissioner within five working days of the transporter's acceptance of the waste shipment.

Subp. 1b. **Very small quantity generator collection program receipt.** A generator must keep a copy of each signed receipt for waste delivered to a collection site under part 7045.0320. This signed copy must be retained as a record for at least three years from the date the waste was accepted at the collection site.

Subp. 2. **Reports.** A generator must keep a copy of the license application, each license renewal application, and each exception report for at least three years from the due date of the report.

Subp. 2a. **Container inspection reports.** A generator must keep a copy of each weekly container inspection report required for generator accumulation under part 7045.0292 for a period of at least three years from the date of the inspection.

Subp. 3. **Test results.** A generator must keep records of any test results, waste analyses, or other determinations made in accordance with parts 7045.0214 to 7045.0217 for at least three years from the date that the waste was last sent to on-site or off-site treatment, storage, or disposal.

Subp. 3a. **Training records.** A generator must keep training records required under part 7045.0292, subparts 1, item G, and 5, item H, subitem (3), on current personnel until closure of the licensed site. Training records on former employees must be kept for at least three years from the date of the employee's termination. Personnel training records may accompany personnel transferred within the same company.

Subp. 4. **Extension of retention period.** The periods of retention referred to in subparts 1 to 3 are extended automatically during the course of any unresolved enforcement action regarding the regulated activity.

Subp. 5. **Location of records.** The records required in subparts 1 to 3a must be located at the licensed site. The records must be easily available for agency inspection.

**Statutory Authority:** *MS s 116.07*

**History:** *9 SR 115; 16 SR 2102; 18 SR 1565; 33 SR 2042*

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