



Ohio Administrative Code

Rule 3745-300-04 Certified laboratories - retention of documents and data.

Effective: February 16, 2025

(A) A certified laboratory shall maintain all documents and data prepared or acquired in connection with a voluntary action for a period of at least ten years after the date that the laboratory's analyses were submitted to a certified professional or volunteer.

(B) The certified laboratory may retain the documents and data using any available technology, provided that the laboratory can readily retrieve the documents and data in legible condition when retrieval is requested by Ohio EPA during the ten-year retention period.

(C) If a certified laboratory does not intend to retain such documents and data after ten years, the laboratory shall notify Ohio EPA of such intent, and provide Ohio EPA the opportunity to obtain the documents and data.

(D) The documents and data shall be retained until the notice described in paragraph (C) of this rule is provided to Ohio EPA, and Ohio EPA notifies the certified laboratory in writing whether Ohio EPA will obtain the documents and data.

(E) Notification of Ohio EPA pursuant to this paragraph is not required as long as a certified laboratory continues to retain all documents and data.
