TOXIC CHEMICAL SAFETY ORDER REQUIREMENTS **2590.1**

(Revised 03/02)

In order to comply with the safety order, the following statewide policy is established:

- The director of each department shall designate an individual to be responsible for employee toxic exposure records. It is suggested that the departmental Safety Coordinator, Return-to-Work coordinator or the Personnel Officer be designated.

- For purposes of GISO No. 3204, the State of California is deemed to be one employer, exclusive of the employees of the Regents of the University of California.

- Employee toxic exposure records shall be retained by the employing State agency until the employee transfers to another state agency or until the employee separates from State service. Departments may, at any time store retained records at the Department of General Services' State Records Center (SRC). The department must include the toxic exposure records in their Departmental Records Retention Schedule. See your Departmental Records Management Coordinator. Whenever toxic exposure records are sent to the State Records Center, a copy of the Records Transfer List must be placed in the employee's personnel file.
- Upon transfer to another state agency, the toxic exposure records shall be transferred to the new agency. Any toxic exposure records at the State Records Center shall be retrieved and sent to the new agency.

- Upon separation from state service, for whatever cause, the toxic exposure records shall be sent to the State Records Center, as custodian. These records must be kept for 30 years after state employment ends. See SAM Section 1670. The record shall remain the property of the agency transferring the document to State Records Center.

- The departmental designee shall develop and establish procedures for the orderly filing, retention, flagging, and retrieval of employee toxic exposure records.

- Every state agency shall post notices in conspicuous places, stating where employee toxic exposure records are kept and who is responsible for maintaining and providing access to these records. CAL/OSHA Form S–11, Access to Medical and Exposure Records, can be used to meet this requirement. A supply of these forms may be obtained form the nearest CAL/OSHA Office.

- Environmental or workplace monitoring or measurement records which affect more than one state agency or more than one employee shall be retained by each safety coordinator, or other departmental designee, of the affected state agencies, and a copy of such records shall be sent to the Office of Risk and Insurance Management, Department of General Services. The Office of Risk and Insurance Management shall store its copy at the State Records Center for the prescribed time. If you have any questions contact the Office of Risk and Insurance Management, at (916) 376-5285 or CALNET 480-5285.