

**WAC 296-62-20023 Recordkeeping.** (1) Exposure measurements. The employer must establish and maintain an accurate record of all measurements taken to monitor employee exposure to coke oven emissions required in WAC 296-62-20007.

(a) This record must include:

(i) Name, Social Security number, and job classification of the employees monitored;

(ii) The date(s), number, duration and results of each of the samples taken, including a description of the sampling procedure used to determine representative employee exposure where applicable;

(iii) The type of respiratory protective devices worn, if any;

(iv) A description of the sampling and analytical methods used and evidence of their accuracy; and

(v) The environment variables that could affect the measurement of employee exposure.

(b) The employer must maintain this record for at least forty years or for the duration of employment plus twenty years, whichever is longer.

(2) Medical surveillance. The employer must establish and maintain an accurate record for each employee subject to medical surveillance as required by WAC 296-62-20017.

(a) The record must include:

(i) The name, Social Security number, and description of duties of the employee;

(ii) A copy of the physician's written opinion;

(iii) The signed statement of any refusal to take a medical examination under WAC 296-62-20017; and

(iv) Any employee medical complaints related to exposure to coke oven emissions.

(b) The employer must keep, or ensure that the examining physician keeps, the following medical records:

(i) A copy of the medical examination results including medical and work history required under WAC 296-62-20017;

(ii) A description of the laboratory procedures used and a copy of any standards or guidelines used to interpret the test results;

(iii) The initial X-ray;

(iv) The X-rays for the most recent five years;

(v) Any X-ray with a demonstrated abnormality and all subsequent X-rays;

(vi) The initial cytologic examination slide and written description;

(vii) The cytologic examination slide and written description for the most recent ten years; and

(viii) Any cytologic examination slides with demonstrated atypia, if such atypia persists for three years, and all subsequent slides and written descriptions.

(c) The employer must maintain medical records required under subsection (2) of this section for at least forty years, or for the duration of employment plus twenty years, whichever is longer.

(3) Availability.

(a) The employer must make available upon request all records required to be maintained by this section to the director for examination and copying.

(b) Employee exposure measurement records and employee medical records required by this subsection must be provided upon request to employees, designated representatives, and the assistant director in accordance with chapter 296-802 WAC.

(c) The employer must make available upon request employee medical records required to be maintained by subsection (2) of this section to a physician designated by the affected employee or former employee.

(4) Transfer of records.

(a) Whenever the employer ceases to do business, the successor employer must receive and retain all records required to be maintained by this section.

(b) The employer must also comply with any additional requirements involving transfer of records set forth in WAC 296-802-60005.

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, and 49.17.060. WSR 19-01-094, § 296-62-20023, filed 12/18/18, effective 1/18/19. Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, 49.17.060 and chapter 49.17 RCW. WSR 12-24-071, § 296-62-20023, filed 12/4/12, effective 1/4/13. Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, and 49.17.060. WSR 04-10-026, § 296-62-20023, filed 4/27/04, effective 8/1/04. Statutory Authority: RCW 49.17.040, 49.17.050 and 49.17.240. WSR 81-18-029 (Order 81-21), § 296-62-20023, filed 8/27/81; Order 77-14, § 296-62-20023, filed 7/25/77.]