



Dry Cleaning Compliance Calendar

2007

Kansas Small Business
Environmental Assistance Program
Confidential technical assistance 800-578-8898
www.sbeap.org

Perchloroethylene
Cleaners

Kansas Department of Health and Environment Contact Information

Bureau of Remediation

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Bureau of Air and Radiation

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Bureau of Waste Management

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Small Business/Community Support

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Public Advocate
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Kansas Department of Health & Environment
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Web site: www.kdheks.gov/sbcs/index.html

Instructions for Use

GENERAL

Kansas Dry Cleaners are regulated under three different environmental compliance programs. These include air quality (NESHAP), the Dry Cleaner Environmental Response Act (DERA), and hazardous waste. This calendar is designed to help you keep records required by all three of these regulations. NESHAP and DERA records must be kept at your facility for five years and the hazardous waste records for three years. Use a separate calendar for each PERC machine. Request additional copies if needed. If you have a transfer machine or use a carbon adsorber instead of a refrigerated condenser, contact SBEAP for separate record-keeping logs. A different compliance calendar exists for petroleum users.

CONDENSER TEMPERATURE LOG

Check the outlet temperature of the refrigerated condenser every week. Record the temperature and date in the space provided.

In the block marked "Is temp less than or equal to 45° Fahrenheit (7.2° Celsius)?" check "Y" or "N" for "yes" or "no." If you checked "N", the machine must be adjusted or repaired, and a corrective action form, located at the back of the calendar, should be filled out.

NESHAP INSPECTION LOG

If your machine was installed before 12/9/91 and you buy **less than 140 gallons** of PERC per year, you must conduct and record leak inspections at least every other week.

Otherwise, conduct and record leak inspections weekly.

Record results of the inspections on the calendar. If leaks are found, they must be repaired within 24 hours. Record these repairs on a corrective action form, located at the back of the calendar.

If parts are needed, they must be ordered within two days, and installed within five working days of receipt.

PERC CONSUMPTION RUNNING TOTAL

12-month total from last month =		
Subtract perc purchased January 2006 =		
<i>subtotal</i> =		
This month's perc purchases		
date	gallons	
<i>January perc total</i> =		
<i>Current 12-month running total (subtotal + January total) =</i>		

Enter running total from last month.

Enter the amount of PERC from last year's records or calendar that you bought during this same month last year.

This is your 12-month running total if you do not buy PERC this month.

This is your 12-month running total if you bought PERC this month. Record the bottom number in this column on next month's form in line **TOTAL FROM LAST MONTH**.

Record the date you bought PERC this month, if any. Keep receipts on site for five years.

If you bought PERC this month, record the amount and add it to the subtotal. This amount will also go on next year's calendar for this same month under **SUBTRACT PERC PURCHASED**.

DERA AND HAZARDOUS WASTE INSPECTIONS

All dry cleaners must register annually with KDHE. Secondary containment structures should be made of steel, epoxy, or polyethylene and large enough to accommodate a worst-case spill. Conduct weekly inspections of the secondary containment and each storage container and storage area. Sign the inspection log. Make a note on the corrective action forms of any problems that were found, what was done to correct each problem, the date each problem was corrected, and who corrected it. Use the envelope at the back of the calendar to store your hazardous waste and perc purchase receipts. Follow the pollution prevention guidelines listed at the back of the calendar.

FOR MORE INFORMATION

Contact SBEAP at 800-578-8898 or check our Web site at www.sbeap.org for these dry cleaner-specific publications:

- Complying with Kansas Environmental Regulations
- 12-month running totals
- Wet cleaning

January 2007

Weekly Inspection										
Date	1/3		1/10		1/17		1/24		1/31	
Time	_____		_____		_____		_____		_____	
Hazardous Waste										
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly dated and labeled as "Hazardous Waste?"	Y	N	Y	N	Y	N	Y	N	Y	N
Containment Area										
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?										
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N	Y	N

Signature of Inspector _____

Notes:

Perc Consumption Running Total

12-month total from last month =		
Subtract perc purchased January 2006 =		
<i>subtotal</i> =		
This month's perc purchases*		
date	gallons	
<i>January perc total</i> =		
<i>Current 12-month running total (subtotal + January total) =</i>		

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Temperature Log

For Dry to Dry, Dryer, or Reclaimer		
Date	Outlet temp (°C or °F)	Is temp less than or equal to 45°F (7.2°C)?
		Y N
		Y N
		Y N
		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Don't forget to return your annual KDHE registration form and payment by January 31.

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800-578-8898 www.sbeap.org

January 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Update perc totals <input type="checkbox"/> New Year's Day	2	3 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	4	5	6
7	8	9	10 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	11	12	13
14	15 Martin Luther King's Birthday	16	17 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	18	19	20
21	22	23	24 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	25	26	27
28	29	30	31 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>			

February 2007

Weekly Inspection								
Date	2/7		2/14		2/21		2/28	
Time	_____	_____	_____	_____	_____	_____	_____	_____
Hazardous Waste								
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly dated and labeled as "Hazardous Waste?"	Y	N	Y	N	Y	N	Y	N
Containment Area								
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?								
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N

Signature of Inspector _____

Notes:

Perc Consumption Running Total

12-month total from last month =		
Subtract perc purchased February 2006=		
<i>subtotal</i> =		
This month's perc purchases*		
date	gallons	
<i>February perc total</i> =		
<i>Current 12-month running total (subtotal + February total) =</i>		

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Temperature Log

For Dry to Dry, Dryer, or Reclaimer		
Date	Outlet temp (°C or °F)	Is temp less than or equal to 45°F (7.2°C)?
		Y N
		Y N
		Y N
		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

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February 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Update perc totals <input type="checkbox"/>	2 Groundhog Day	3
4	5	6	7 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	8	9	10
11	12 Lincoln's Birthday	13	14 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/> Valentine's Day	15	16	17
18	19	20	21 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	22 Washington's Birthday	23	24
25	26	27	28 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>			

March 2007

Weekly Inspection									
Date	3/7		3/14		3/21		3/28		
Time	_____		_____		_____		_____		
Hazardous Waste									
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N	
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N	
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N	
Are individual containers clearly dated and labeled as "Hazardous Waste?"	Y	N	Y	N	Y	N	Y	N	
Containment Area									
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	
Are the following items leak-free?									
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N	
Door gasket and seal	Y	N	Y	N	Y	N	Y	N	
Pump	Y	N	Y	N	Y	N	Y	N	
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N	
Water separator	Y	N	Y	N	Y	N	Y	N	
Muck cooker	Y	N	Y	N	Y	N	Y	N	
Still	Y	N	Y	N	Y	N	Y	N	
Exhaust damper	Y	N	Y	N	Y	N	Y	N	
Diverter valve	Y	N	Y	N	Y	N	Y	N	
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N	
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N	

Perc Consumption Running Total

12-month total from last month =		
Subtract perc purchased March 2006=		
<i>subtotal</i> =		
This month's perc purchases*		
date	gallons	
<i>March perc total</i> =		
<i>Current 12-month running total (subtotal + March total) =</i>		

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Temperature Log

For Dry to Dry, Dryer, or Reclaimer		
Date	Outlet temp (°C or °F)	Is temp less than or equal to 45°F (7.2°C)?
		Y N
		Y N
		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Signature of Inspector _____

Notes:

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March 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Update perc totals <input type="checkbox"/>	2	3
4	5	6	7 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	8	9	10
11	12	13	14 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	15	16	17 St. Patrick's Day
18	19	20 Spring Begins	21 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	22	23	24
25	26	27	28 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	29	30	31

April 2007

Weekly Inspection								
Date	4/4		4/11		4/18		4/25	
Time	_____	_____	_____	_____	_____	_____	_____	_____
Hazardous Waste								
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly dated and labeled as "Hazardous Waste?"	Y	N	Y	N	Y	N	Y	N
Containment Area								
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?								
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N

Perc Consumption Running Total

12-month total from last month =		
Subtract perc purchased April 2006=		
<i>subtotal</i> =		
This month's perc purchases*		
date	gallons	
<i>April perc total</i> =		
<i>Current 12-month running total (subtotal + April total) =</i>		

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Temperature Log

For Dry to Dry, Dryer, or Reclaimer		
Date	Outlet temp (°C or °F)	Is temp less than or equal to 45°F (7.2°C)?
		Y N
		Y N
		Y N

Signature of Inspector _____

Notes:

If "N" is answered above, fill out corrective action form (back of calendar).

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April 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Update perc totals <input type="checkbox"/> April Fool's Day	2	3	4 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	5	6	7
8	9	10	11 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	12	13	14
15	16	17	18 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	19	20	21
22 Earth Day	23	24	25 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/> Administrative Assistant's Day	26	27 Arbor Day	28
29	30					

May 2007

Weekly Inspection										
Date	5/2		5/9		5/16		5/23		5/30	
Time	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Hazardous Waste										
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly dated and labeled as "Hazardous Waste?"	Y	N	Y	N	Y	N	Y	N	Y	N
Containment Area										
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?										
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N	Y	N

Signature of Inspector _____

Notes:

Perc Consumption Running Total

12-month total from last month =		
Subtract perc purchased May 2006 =		
<i>subtotal</i> =		
This month's perc purchases*		
date	gallons	
<i>May perc total</i> =		
<i>Current 12-month running total (subtotal + May total) =</i>		

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Temperature Log

For Dry to Dry, Dryer, or Reclaimer		
Date	Outlet temp (°C or °F)	Is temp less than or equal to 45°F (7.2°C)?
		Y N
		Y N
		Y N
		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

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May 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Update perc totals <input type="checkbox"/>	2 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	3	4	5
		May Day				
6	7	8	9 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	10	11	12
13	14	15	16 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	17	18	19
Mothers' Day						Armed Forces Day
20	21	22	23 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	24	25	26
27	28 Memorial Day (observed)	29	30 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	31		

June 2007

Weekly Inspection									
Date	6/6		6/13		6/20		6/27		
Time	_____	_____	_____	_____	_____	_____	_____	_____	_____
Hazardous Waste									
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N	
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N	
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N	
Are individual containers clearly dated and labeled as "Hazardous Waste?"	Y	N	Y	N	Y	N	Y	N	
Containment Area									
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	
Are the following items leak-free?									
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N	
Door gasket and seal	Y	N	Y	N	Y	N	Y	N	
Pump	Y	N	Y	N	Y	N	Y	N	
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N	
Water separator	Y	N	Y	N	Y	N	Y	N	
Muck cooker	Y	N	Y	N	Y	N	Y	N	
Still	Y	N	Y	N	Y	N	Y	N	
Exhaust damper	Y	N	Y	N	Y	N	Y	N	
Diverter valve	Y	N	Y	N	Y	N	Y	N	
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N	
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N	

Signature of Inspector _____

Notes:

Perc Consumption Running Total

12-month total from last month =		
Subtract perc purchased June 2006 =		
<i>subtotal</i> =		
This month's perc purchases*		
date	gallons	
<i>June perc total</i> =		
Current 12-month running total (<i>subtotal</i> + <i>June total</i>) =		

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Temperature Log

For Dry to Dry, Dryer, or Reclaimer		
Date	Outlet temp (°C or °F)	Is temp less than or equal to 45°F (7.2°C)?
		Y N
		Y N
		Y N
		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

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June 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Update perc totals <input type="checkbox"/>	2
3	4	5	6 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	7	8	9
10	11	12	13 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	14 Flag Day	15	16
17 Fathers' Day	18	19	20 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	21 Summer Begins	22	23
24	25	26	27 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	28	29	30

July 2007

Weekly Inspection								
Date	7/4		7/11		7/18		7/25	
Time	_____	_____	_____	_____	_____	_____	_____	_____
Hazardous Waste								
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly dated and labeled as "Hazardous Waste?"	Y	N	Y	N	Y	N	Y	N
Containment Area								
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?								
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N

Perc Consumption Running Total

12-month total from last month =		
Subtract perc purchased July 2006 =		
<i>subtotal</i> =		
This month's perc purchases*		
date	gallons	
<i>July perc total</i> =		
<i>Current 12-month running total (subtotal + July total) =</i>		

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Temperature Log

For Dry to Dry, Dryer, or Reclaimer		
Date	Outlet temp (°C or °F)	Is temp less than or equal to 45°F (7.2°C)?
		Y N
		Y N
		Y N
		Y N

Signature of Inspector _____

Notes:

If "N" is answered above, fill out corrective action form (back of calendar).

Kansas Small Business Environmental Assistance Program
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July 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Update perc totals <input type="checkbox"/>	2	3	4 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/> Independence Day	5	6	7
8	9	10	11 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	12	13	14
15	16	17	18 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	19	20	21
22 Parents' Day	23	24	25 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	26	27	28
29	30	31				

August 2007

Weekly Inspection										
Date	8/1		8/8		8/15		8/22		8/29	
Time	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Hazardous Waste										
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly dated and labeled as "Hazardous Waste?"	Y	N	Y	N	Y	N	Y	N	Y	N
Containment Area										
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?										
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N	Y	N

Signature of Inspector _____

Notes:

Perc Consumption Running Total

12-month total from last month =		
Subtract perc purchased August 2006 =		
subtotal =		
This month's perc purchases*		
date	gallons	
August perc total =		
Current 12-month running total (subtotal + August total) =		

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Temperature Log

For Dry to Dry, Dryer, or Reclaimer		
Date	Outlet temp (°C or °F)	Is temp less than or equal to 45°F (7.2°C)?
		Y N
		Y N
		Y N
		Y N
		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Kansas Small Business Environmental Assistance Program
 800-578-8898 www.sbeap.org

August 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Update perc totals <input type="checkbox"/> Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	2	3	4
5	6	7	8 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	9	10	11
12	13	14	15 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	16	17	18
19	20	21	22 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	23	24	25
26	27	28	29 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	30	31	

September 2007

Weekly Inspection									
Date	9/5		9/12		9/19		9/26		
Time	_____	_____	_____	_____	_____	_____	_____	_____	_____
Hazardous Waste									
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N	
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N	
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N	
Are individual containers clearly dated and labeled as "Hazardous Waste?"	Y	N	Y	N	Y	N	Y	N	
Containment Area									
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	
Are the following items leak-free?									
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N	
Door gasket and seal	Y	N	Y	N	Y	N	Y	N	
Pump	Y	N	Y	N	Y	N	Y	N	
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N	
Water separator	Y	N	Y	N	Y	N	Y	N	
Muck cooker	Y	N	Y	N	Y	N	Y	N	
Still	Y	N	Y	N	Y	N	Y	N	
Exhaust damper	Y	N	Y	N	Y	N	Y	N	
Diverter valve	Y	N	Y	N	Y	N	Y	N	
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N	
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N	

Signature of Inspector _____

Notes:

Perc Consumption Running Total

12-month total from last month =		
Subtract perc purchased September 2006 =		
<i>subtotal</i> =		
This month's perc purchases*		
date	gallons	
<i>September perc total</i> =		
<i>Current 12-month running total (subtotal + September total) =</i>		

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Temperature Log

For Dry to Dry, Dryer, or Reclaimer		
Date	Outlet temp (°C or °F)	Is temp less than or equal to 45°F (7.2°C)?
		Y N
		Y N
		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Kansas Small Business Environmental Assistance Program
 800-578-8898 www.sbeap.org

September 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Update perc totals <input type="checkbox"/>
2	3 Labor Day	4	5 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	6	7	8
9 Grandparents' Day	10	11	12 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	13	14	15
16	17	18	19 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	20	21	22
23 Autumn Begins 30	24	25	26 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	27	28	29

October 2007

Weekly Inspection											
Date	10/3		10/10		10/17		10/24		10/31		
Time	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
Hazardous Waste											
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N	
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N	Y	N	
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N	Y	N	
Are individual containers clearly dated and labeled as "Hazardous Waste?"	Y	N	Y	N	Y	N	Y	N	Y	N	
Containment Area											
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	Y	N	
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N	
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N	
Are the following items leak-free?											
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N	Y	N	
Door gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N	
Pump	Y	N	Y	N	Y	N	Y	N	Y	N	
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N	Y	N	
Water separator	Y	N	Y	N	Y	N	Y	N	Y	N	
Muck cooker	Y	N	Y	N	Y	N	Y	N	Y	N	
Still	Y	N	Y	N	Y	N	Y	N	Y	N	
Exhaust damper	Y	N	Y	N	Y	N	Y	N	Y	N	
Diverter valve	Y	N	Y	N	Y	N	Y	N	Y	N	
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N	
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N	Y	N	

Signature of Inspector _____

Notes:

Perc Consumption Running Total

12-month total from last month =		
Subtract perc purchased October 2006 =		
<i>subtotal</i> =		
This month's perc purchases*		
date	gallons	
<i>October perc total</i> =		
<i>Current 12-month running total (subtotal + October total) =</i>		

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Temperature Log

For Dry to Dry, Dryer, or Reclaimer		
Date	Outlet temp (°C or °F)	Is temp less than or equal to 45°F (7.2°C)?
		Y N
		Y N
		Y N
		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Kansas Small Business Environmental Assistance Program
800-578-8898 www.sbeap.org

October 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Update perc totals <input type="checkbox"/>	2	3 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	4	5	6
7	8	9	10 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	11	12 Columbus Day	13
14	15	16	17 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	18	19	20
21	22	23	24 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/> United Nations Day	25	26	27
28	29	30	31 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/> Halloween			

November 2007

Weekly Inspection									
Date	11/7		11/14		11/21		11/28		
Time	_____	_____	_____	_____	_____	_____	_____	_____	_____
Hazardous Waste									
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N	
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N	
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N	
Are individual containers clearly dated and labeled as "Hazardous Waste?"	Y	N	Y	N	Y	N	Y	N	
Containment Area									
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	
Are the following items leak-free?									
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N	
Door gasket and seal	Y	N	Y	N	Y	N	Y	N	
Pump	Y	N	Y	N	Y	N	Y	N	
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N	
Water separator	Y	N	Y	N	Y	N	Y	N	
Muck cooker	Y	N	Y	N	Y	N	Y	N	
Still	Y	N	Y	N	Y	N	Y	N	
Exhaust damper	Y	N	Y	N	Y	N	Y	N	
Diverter valve	Y	N	Y	N	Y	N	Y	N	
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N	
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N	

Perc Consumption Running Total

12-month total from last month =		
Subtract perc purchased November 2006 =		
<i>subtotal</i> =		
This month's perc purchases*		
date	gallons	
<i>November perc total</i> =		
<i>Current 12-month running total (subtotal + November total) =</i>		

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Temperature Log

For Dry to Dry, Dryer, or Reclaimer		
Date	Outlet temp (°C or °F)	Is temp less than or equal to 45°F (7.2°C)?
		Y N
		Y N
		Y N
		Y N

Signature of Inspector _____

Notes:

If "N" is answered above, fill out corrective action form (back of calendar).

Kansas Small Business Environmental Assistance Program
800-578-8898 www.sbeap.org

November 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Update perc totals <input type="checkbox"/>	2	3
4	5	6	7 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	8	9	10
11 Veterans Day	12	13	14 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	15	16	17
18	19	20	21 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	22 Thanksgiving Day	23	24
25	26	27	28 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	29	30	

December 2007

Weekly Inspection								
Date	12/5		12/12		12/19		12/26	
Time	_____	_____	_____	_____	_____	_____	_____	_____
Hazardous Waste								
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly dated and labeled as "Hazardous Waste?"	Y	N	Y	N	Y	N	Y	N
Containment Area								
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?								
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N

Signature of Inspector _____

Notes:

Perc Consumption Running Total

12-month total from last month =		
Subtract perc purchased December 2006 =		
subtotal =		
This month's perc purchases*		
date	gallons	
December perc total =		
Current 12-month running total (subtotal + December total) =		

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Temperature Log

For Dry to Dry, Dryer, or Reclaimer		
Date	Outlet temp (°C or °F)	Is temp less than or equal to 45°F (7.2°C)?
		Y N
		Y N
		Y N
		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Please call SBEAP at 800-578-8898 if you do not receive your 2008 calendar by December 15, 2007.

Kansas Small Business Environmental Assistance Program
 800-578-8898 www.sbeap.org

December 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Update perc totals <input type="checkbox"/>
2	3	4	5 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	6	7	8
9	10	11	12 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	13	14	15
16	17	18	19 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	20	21 Winter Begins	22
23  30	24  31	25 Christmas Day	26 Weekly inspection <input type="checkbox"/> Condenser temp <input type="checkbox"/>	27	28	29

Corrective Action Form

After determining that your equipment has a leak, you must do the following:

- *Repair the leak within 24 hours.*
- *Install parts within five days of receipt.*
- *Order necessary repair parts within two days.*
- *Keep a written log of repair work.*

Any other repairs must be made in five days.

Date of initial inspection _____

Machine no. _____

Inspector _____

Problem description:

Are parts needed? Yes ___ No ___

Date ordered _____

Date received _____

Date installed _____

Date corrected _____

Describe:

**Use this form when corrective actions are necessary.
Keep this record for five years.**

Corrective Action Form

After determining that your equipment has a leak, you must do the following:

- *Repair the leak within 24 hours.*
- *Install parts within five days of receipt.*
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Any other repairs must be made in five days.

Date of initial inspection _____

Machine no. _____

Inspector _____

Problem description:

Are parts needed? Yes ___ No ___

Date ordered _____

Date received _____

Date installed _____

Date corrected _____

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Any other repairs must be made in five days.

Date of initial inspection _____

Machine no. _____

Inspector _____

Problem description:

Are parts needed? Yes ___ No ___

Date ordered _____

Date received _____

Date installed _____

Date corrected _____

Describe:

**Use this form when corrective actions are necessary.
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Corrective Action Form

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Any other repairs must be made in five days.

Date of initial inspection _____

Machine no. _____

Inspector _____

Problem description:

Are parts needed? Yes ___ No ___

Date ordered _____

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Date installed _____

Date corrected _____

Describe:

**Use this form when corrective actions are necessary.
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Corrective Action Form

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- *Keep a written log of repair work.*

Any other repairs must be made in five days.

Date of initial inspection _____

Machine no. _____

Inspector _____

Problem description:

Are parts needed? Yes ___ No ___

Date ordered _____

Date received _____

Date installed _____

Date corrected _____

Describe:

**Use this form when corrective actions are necessary.
Keep this record for five years.**

Dry Cleaner's Emergency Response
(Remove from calendar and post at a phone accessible to all employees.)

Emergency Coordinator (primary)	Emergency Coordinator (alternate)
Name	Name
Home phone	Home phone
Home address	Home address

Fire -- Call 911 or _____

Equipment Location

Fire extinguishers _____

Spill control _____

Fire alarms _____

Response Action

Fire Call the fire department, or extinguish the fire using an appropriate fire extinguisher.

Spill Contain the flow of hazardous waste to the extent possible. As soon as practicable, recover the hazardous waste plus contaminated materials and/or soil.

Fire/Explosion or Release (release or spill that can or will adversely impact groundwater, surface water, or soils of the state)

Notify the National Response Center at 800-424-8802 **and** notify the Kansas Department of Health and Environment, Bureau of Environmental Remediation at 785-296-1679 with the following information:

Name	Date
Address	Time
US EPA ID number	Type of incident
Quantity and type of waste	Extent of injury
Quantity and disposition of recovered materials	

Pollution Prevention Guidelines (perc cleaners)

- Close machine doors immediately after transferring articles to or from the machines.
- Keep machine doors closed between transfers.
- Follow the manufacturer's instructions for operating and maintaining machines and equipment.
- Drain cartridge filters in a closed container for at least 24 hours before disposing.
- Store all perc and wastes in sealed containers that do not leak.
- Inspect all dry cleaning equipment at least weekly for any leaks that are obvious by sight, smell, or touch. Leaks include instances where drops of perc are visible on the outside of a machine or where air can be felt coming from a machine. (Existing, small-area sources need to be inspected every other week.) Dry cleaning equipment includes hoses, pipes, fittings, couplings, valves, gaskets, seals, pumps, solvent tanks and containers, water separators, muck cookers, stills, diverter valves, and cartridge filter housings.
- Repair any leaks within 24 hours or, if repair parts must be ordered, within five days of receiving the parts. Parts must be ordered within two working days of finding the leak.
- Keep copies of design specifications and operating manuals for each dry cleaning machine.

KANSAS STATE UNIVERSITY

SBEAP

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