



# Dry Cleaning Compliance Calendar

**2007**

Petroleum Cleaners

Kansas Small Business  
Environmental Assistance Program  
Confidential technical assistance 800-578-8898  
[www.sbeap.org](http://www.sbeap.org)

## Kansas Department of Health and Environment Contact Information

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### **Bureau of Air and Radiation**

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Chief, Air Compliance and Enforcement Section  
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### **Bureau of Waste Management**

Rebecca Wenner  
Unit Chief, Waste Reduction, Compliance & Enforcement Section  
Kansas Department of Health & Environment  
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### **Small Business/Community Support**

Cathy Colglazier  
Public Advocate  
Bureau of Environmental Field Services  
Kansas Department of Health & Environment  
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Topeka, KS 66612-1367  
Phone: 800-357-6087 or 785-296-0669  
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Web site: [www.kdheks.gov/sbcs/index.html](http://www.kdheks.gov/sbcs/index.html)

## Dry Cleaning Compliance Calendar — Instructions for Use (petroleum cleaners)

This calendar is designed to keep all records required by KDHE for dry cleaners that use petroleum or another perc-alternative solvent. Inspection checklists cover requirements of KDHE's Dry Cleaners Environmental Response Act (DERA) and requirements for hazardous waste.

As a petroleum dry cleaner, you probably don't generate hazardous waste unless the flash point of your solvent is less than 140°F. If you don't use perc, but still generate separator water, then the separator water must be handled in one of the following ways:

- evaporate in a heated unit
- evaporate in a nonthermal unit using air atomization or misting
- handle as hazardous waste, and have hauled off by a licensed hazardous waste transporter

For further information on whether or not you're a hazardous waste generator, call 800-578-8898 for free, nonregulatory assistance. If you are a hazardous waste generator, keep all hazardous waste manifests and other "loose" paperwork in the envelope in the back of the calendar.

- When the year is complete, file the calendar and associated paperwork in case you are ever inspected.
- If you answer "no" to any of the inspection requirements, fill out a corrective action form at the back of the calendar. You can leave the corrective action form in the calendar so it is part of your permanent record.
- Register annually with KDHE.
- Containment materials must be made of steel, epoxy, polyethylene, or concrete (or other material approved by KDHE).
- Secondary containment must be large enough to contain any spill, leak, or release of solvent.
- There can be no floor drain in the secondary containment area. If you have an existing drain, it must be permanently covered or a cylinder put around it high enough that solvent spilled or leaked from the machine will not enter the drain.
- Post emergency numbers by the telephone (see back of calendar) if you're a hazardous waste generator.

**Keep inspection logs on site for at least five years. If your machine has a total manufacturer's rated dryer capacity equal to or greater than 84 pounds (38 kilograms) and was constructed after December 14, 1982, then it may be subject to additional air quality performance standards. Contact SBEAP at 800-578-8898 or see pages 17 and 18 of the *Kansas Dry Cleaners, Complying with Kansas Environmental Regulations* manual for additional information.**

# January 2007

Notes:

Weekly Inspection										
Date	1/3		1/10		1/17		1/24		1/31	
Time	_____		_____		_____		_____		_____	
Containment Area										
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Hazardous Waste (if applicable)										
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
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
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	Y	N

Signature of Inspector \_\_\_\_\_

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.**

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

January 2007

Petroleum Cleaners

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

# February 2007

Notes:

Weekly Inspection								
Date	2/7		2/14		2/21		2/28	
Time	_____		_____		_____		_____	
Containment Area								
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N
<b>Hazardous Waste (if applicable)</b>	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 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
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N

Signature of Inspector \_\_\_\_\_

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

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February 2007

Petroleum Cleaners

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

# March 2007

Notes:

Weekly Inspection								
Date	3/7		3/14		3/21		3/28	
Time	_____		_____		_____		_____	
Containment Area								
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N
<b>Hazardous Waste (if applicable)</b>	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 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
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N

Signature of Inspector \_\_\_\_\_

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

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March 2007

Petroleum Cleaners

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

# April 2007

Notes:

Weekly Inspection								
Date	4/4		4/11		4/18		4/25	
Time	_____		_____		_____		_____	
Containment Area								
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N
Hazardous Waste (if applicable)								
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
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
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N

Signature of Inspector \_\_\_\_\_

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

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*April 2007*

Petroleum Cleaners

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

# May 2007

Notes:

Weekly Inspection										
Date	5/2		5/9		5/16		5/23		5/30	
Time	_____		_____		_____		_____		_____	
Containment Area										
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Hazardous Waste (if applicable)										
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
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
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	Y	N

Signature of Inspector \_\_\_\_\_

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

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May 2007

Petroleum Cleaners

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

# June 2007

Notes:

Weekly Inspection								
Date	6/6		6/13		6/20		6/27	
Time	_____		_____		_____		_____	
Containment Area								
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N
Hazardous Waste (if applicable)								
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
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
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N

Signature of Inspector \_\_\_\_\_

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

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*June 2007*

Petroleum Cleaners

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

# July 2007

Notes:

Weekly Inspection								
Date	7/4		7/11		7/18		7/25	
Time	_____		_____		_____		_____	
Containment Area								
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N
Hazardous Waste (if applicable)								
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
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
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N

Signature of Inspector \_\_\_\_\_

**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*

Petroleum Cleaners

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

# August 2007

Notes:

Weekly Inspection										
Date	8/1		8/8		8/15		8/22		8/29	
Time	_____		_____		_____		_____		_____	
Containment Area										
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Hazardous Waste (if applicable)										
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
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
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	Y	N

Signature of Inspector \_\_\_\_\_

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

# Kansas Small Business Environmental Assistance Program

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*August 2007*

Petroleum Cleaners

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

# September 2007

Notes:

Weekly Inspection								
Date	9/5		9/12		9/19		9/26	
Time	_____		_____		_____		_____	
Containment Area								
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N
Hazardous Waste (if applicable)								
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
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
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N

Signature of Inspector \_\_\_\_\_

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

# Kansas Small Business Environmental Assistance Program

800-578-8898

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*September 2007*

Petroleum Cleaners

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

# October 2007

Notes:

Weekly Inspection										
Date	10/3		10/10		10/17		10/24		10/31	
Time	_____		_____		_____		_____		_____	
Containment Area										
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Hazardous Waste (if applicable)										
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
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
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	Y	N

Signature of Inspector \_\_\_\_\_

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

# Kansas Small Business Environmental Assistance Program

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*October 2007*

Petroleum Cleaners

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

# November 2007

Notes:

Weekly Inspection								
Date	11/7		11/14		11/21		11/28	
Time	_____		_____		_____		_____	
Containment Area								
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N
Hazardous Waste (if applicable)								
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
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
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N

Signature of Inspector \_\_\_\_\_

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](http://www.sbeap.org)

*November 2007*

Petroleum Cleaners

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

# December 2007

Notes:

Weekly Inspection								
Date	12/5		12/12		12/19		12/26	
Time	_____		_____		_____		_____	
Containment Area								
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is secondary containment for solvent storage containers in good condition?	Y	N	Y	N	Y	N	Y	N
Hazardous Waste (if applicable)								
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
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
If wastewater is generated, is it stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N

Signature of Inspector \_\_\_\_\_

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](http://www.sbeap.org)

*December 2007*

Petroleum Cleaners

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

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**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	



**KANSAS STATE UNIVERSITY**  
**SBEAP**  
**133 Ward Hall**  
**Manhattan KS 66506-2508**  
634