



2012

**Perchloroethylene
Dry Cleaning
Compliance
Calendar**

Kansas Small Business
Environmental Assistance Program
Confidential technical assistance
Phone: 800-578-8898
Email: sbeap@ksu.edu
Web site: www.sbeap.org

Kansas Department of Health and Environment (KDHE)

Contact Information

Bureau of Environmental Remediation

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Dry cleaners must register annually with this bureau, which administers the Drycleaning Environmental Response Act (DERA). It is a regulatory program focused on preventing spills from being released off site. It offers financial assistance for assessment and remediation activities at dry cleaning facilities where spills (releases) have occurred.

Bureau of Air

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Kansas Department of Health & Environment
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E-mail: rbrichac@kdheks.gov
Web Site: www.kdheks.gov/bar/contact.html

This KDHE bureau regulates air emissions. It ensures dry cleaners minimize air leaks and contaminants in order to meet KDHE (state) and EPA (federal) regulatory requirements.

Bureau of Waste Management

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Unit Chief, Compliance and Enforcement Unit
Kansas Department of Health & Environment
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Topeka, KS 66620
Phone: 785-296-1604
E-mail: rwenner@kdheks.gov
Web site: www.kdheks.gov/waste/index.html

This bureau regulates storage and disposal of solid and hazardous waste in accordance with KDHE (state) and EPA (federal) regulations.

Small Business/Community Support

Cathy Colglazier
Public Advocate
Bureau of Environmental Field Services
Kansas Department of Health & Environment
1000 SW Jackson, Suite 430
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Phone: 800-357-6087 or 785-296-0669
E-mail: ccolglaz@kdheks.gov
Web site: www.kdheks.gov/sbcs/index.html

This KDHE division provides support services to the public, communities, and small Kansas businesses through grants and technical assistance. Contact this group with general questions about your permit, whom to best answer your questions, or pollution prevention technologies.

Instructions for Use

GENERAL

Kansas dry cleaners are regulated under three different environmental compliance programs — hazardous air pollutants (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 programs. NESHAP and DERA records must be kept at your facility for a minimum of five years, and the hazardous waste records for three years, so we recommend keeping all records for five years. Use a separate calendar for each perc machine. Request additional copies if needed. A different compliance calendar exists for petroleum and other non-perc users.

CONDENSER MONITORING LOG

Check high- and low-pressure gauges of the refrigerated condenser every week. If you don't have pressure gauges, check outlet temperature instead. Record the pressure or temperature and date in the space provided. Maintain pressures within the manufacturer's specified range. 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 inspect for perceptible (sight, smell, or feel) leaks at least every other week. Otherwise, inspect weekly. All perc machines should be inspected for vapor leaks monthly using a halogenated hydrocarbon detector or a perc gas analyzer. 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.

DERA AND HAZARDOUS WASTE INSPECTIONS

All dry cleaners must register annually with the KDHE Bureau of Environmental Remediation. Secondary containment structures should be made of steel, epoxy, or polyethylene and be 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:

- Kansas Dry Cleaner Manual, Complying with Kansas Environmental Regulations
- 12-month running totals
- Have you considered "wet" dry cleaning?
- Compliance resources for dry cleaners

Calculating your 12-month Running Total



What is a 12-month running total?
The total amount of perc you purchased in the previous 12 months.

Step 1: Fill out last year's information.

Record this information from last year's calendar (2011). Refer to this page instead of looking at your old calendar each month.

12-month total from December 2011: _____ gal

Jan. 2011 perc purchases: _____ gal

May 2011 perc purchases: _____ gal

Sep. 2011 perc purchases: _____ gal

Feb. 2011 perc purchases: _____ gal

Jun. 2011 perc purchases: _____ gal

Oct. 2011 perc purchases: _____ gal

Mar. 2011 perc purchases: _____ gal

Jul. 2011 perc purchases: _____ gal

Nov. 2011 perc purchases: _____ gal

Apr. 2011 perc purchases: _____ gal

Aug. 2011 perc purchases: _____ gal

Dec. 2011 perc purchases: _____ gal

Step 2: Take a look at this example for May 2012.

EXAMPLE: May 2012 12-month running total

12-month total from last month (Apr. 2012) =		80
Subtract perc purchased in May 2011 =		20
Subtotal =		60
This month's (May 2012) perc purchases		
Date	Gallons	
5/14	20	
5/27	10	
May 2012 perc total =		30
Current 12-month running total (subtotal + May 2012 total) =		90

This is the amount you purchased from May 2011 through April 2012. This is 12 months of purchases (the running total). Let's assume you bought 80 gallons in those 12 months.

Assume you bought 20 gallons in May 2011. You need to subtract May 2011 so you can add in the new May 2012 data.

This is only eleven months worth of purchases! You need to add in the newest month's (May's) totals to get back up to 12 months of purchases.

Assume you bought 20 gallons of perc on May 14 and another 10 gallons on May 27, 2012. That is 30 gallons total.

Now you add together the Subtotal and May 2012 perc purchases. This is the new 12-month running total (June 2011 through May 2012).

Step 3: Fill out your calendar.

Determine each month's 12-month running total as the year continues. **Make sure to keep all receipts on site for 5 years.** Continue to refer back to this page for last year's perc purchases. For further assistance, call SBEAP at 800-578-8898.

10 Tips for Using your Perc Detector

(Halogenated hydrocarbon detector or perchloroethylene gas analyzer)

1. **Don't forget to inspect for leaks with the perc detector once a month.** If a vapor leak is detected, you are required to document the leak and repair it within 24 hours unless parts must be ordered. If parts must be ordered, you must repair vapor leaks within 5 days of receiving the part(s).
2. **Figure out how it should be calibrated.** Work with your supplier to be certain of this! Most require fresh air prior to testing for leaks. It is recommended you turn on the detector outside of your shop. If you turn it on near a leak, it may calibrate incorrectly. For example, if there is a leak of 100 parts per million (ppm) and you turn the detector on near that leak, it will reset its "zero-point" to 100 ppm and will not detect leaks any smaller than that.
3. **Operate your detector according to the manufacturer's instructions.** Don't hesitate to call your vendor with questions.
4. **Check for leaks when they are most likely to occur.** Check for leaks during the drying cycle since the dry cleaning machine is operating under pressure. Check for leaks around the distillation unit while it is running. You probably won't find leaks during the wash cycle since perc liquid is being agitated in the drum and the condenser isn't running.
5. **Place the tip of the detector at the surface (within one to two inches) of the area being checked.** Move it slowly back and forth before moving to the next area.
6. **Inspect all of the following components:**
 - a. *Hose and pipe connections, fittings, couplings, and valves*
 - b. *Door gaskets and seatings*
 - c. *Filter gaskets and seatings*
 - d. *Pumps*
 - e. *Solvent tanks and containers*
 - f. *Water separators*
 - g. *Muck cookers*
 - h. *Stills*
 - i. *Exhaust dampers*
 - j. *Diverter valves*
 - k. *All filter housing*
7. **If the detector beeps rapidly, you may have a leak.** Go back to the area where you first detected the beeps. You want to find the exact spot where the detector reliably beeps so you know the precise part or location to repair.
8. **If the instrument detects a perc vapor leak or is set off, make sure to air it out** before continuing the inspection; otherwise, you may have mixed or incorrect results.
9. **The detector must be able to detect vapor concentrations of 25 parts per million by volume.** It must also either emit an audible or visual signal that varies as the concentration level changes.
10. **Keep the perc detector away from refrigeration systems.** Otherwise, a refrigerant leak may cause your detector to be set off.

January 2012

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (Dec. 2011) =	
Subtract perc purchased January 2011 = (see pg 2)	
Subtotal =	
This month's perc purchases*	
Date	Gallons
January 2012 perc total =	
Current 12-month running total (subtotal + January 2012 total) =	

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Monitoring Log					
See "Instructions for Use" page 1					
Date	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
	High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
1/4			Y N		Y N
1/11			Y N		Y N
1/18			Y N		Y N
1/25			Y N		Y N

Weekly Inspection								
Date	1/4		1/11		1/18		1/25	
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 labeled as "Hazardous Waste" and the date that waste was first put into the container?	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?								
<i>Circle method of inspection (S or D) **</i>	S	D	S	D	S	D	S	D
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

** S = sight, smell or feel

** D = detector (required at least once each month)

Signature of Inspector _____

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

TIP OF THE MONTH!

Transfer information from last year's calendar to this year's calendar on page 2. Look in the machine's maintenance manual and record the manufacturer's specified range for pressure. Record here _____. The information will be needed to determine whether you are in compliance each month.

January 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Update running total <input type="checkbox"/> (see page 2) New Year's Day	2	3	4 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	5	6	7
8	9	10	11 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	12	13	14
15	16 Martin Luther King Jr. Day (US)	17	18 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	19	20	21
22	23	24	25 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	26	27	28
29	30	31 Registration due to KDHE				

February 2012

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (Jan. 2012) =	
Subtract perc purchased February 2011 = (see pg 2)	
Subtotal =	
This month's perc purchases*	
Date	Gallons
February 2012 perc total =	
Current 12-month running total (subtotal + February 2012 total) =	

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Monitoring Log					
See "Instructions for Use" page 1					
Date	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
	High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
2/1			Y N		Y N
2/8			Y N		Y N
2/15			Y N		Y N
2/22			Y N		Y N
2/29			Y N		Y N

Weekly Inspection					
Date	2/1	2/8	2/15	2/22	2/29
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 labeled as "Hazardous Waste" and the date that waste was first put into the container?	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?					
<i>Circle method of inspection (S or D) **</i>	S D	S D	S D	S D	S D
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

** S = sight, smell or feel

** D = detector (required at least once each month)

Signature of Inspector _____

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

TIP OF THE MONTH!

An envelope attached to the end of the calendar is handy for keeping receipts of solvent purchases and repair costs.

February 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	2 Groundhog Day	3	4
5	6	7	8 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	9	10	11
12	13	14 St. Valentine's Day	15 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	16	17	18
19	20 President's Day	21	22 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	23	24	25
26	27	28	29 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>			

March 2012

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (Feb. 2012 =	
Subtract perc purchased March 2011 = (see pg 2)	
Subtotal =	
This month's perc purchases*	
Date	Gallons
March 2012 perc total =	
<i>Current 12-month running total (subtotal + March 2012 total) =</i>	

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Monitoring Log					
See "Instructions for Use" page 1					
Date	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
	High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
3/7			Y N		Y N
3/14			Y N		Y N
3/21			Y N		Y N
3/28			Y N		Y N

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 labeled as "Hazardous Waste" and the date that waste was first put into the container?	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?								
Circle method of inspection (S or D) **	S	D	S	D	S	D	S	D
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

** S = sight, smell or feel

** D = detector (required at least once each month)

Signature of Inspector _____

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

TIP OF THE MONTH!

The *Kansas Dry Cleaner Manual*, updated in 2009, has environmental regulatory information presented in an easy-to-read format. Call 800-578-8898 if you need a new copy. Find it on the web at www.sbeap.org/publications/DryCleanerManual.pdf

March 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	8	9	10
11 Daylight Saving Time begins	12	13	14 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	15	16	17 St. Patrick's Day
18	19	20 Spring begins	21 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	22	23	24
25	26	27	28 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	29	30	31

April 2012

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (March 2012) =	
Subtract perc purchased April 2011 = (see pg 2)	
Subtotal =	
This month's perc purchases*	
Date	Gallons
April 2012 perc total =	
Current 12-month running total (subtotal + April 2012 total) =	

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Monitoring Log					
See "Instructions for Use" page 1					
Date	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
	High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
4/4			Y N		Y N
4/11			Y N		Y N
4/18			Y N		Y N
4/25			Y N		Y N

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 labeled as "Hazardous Waste" and the date that waste was first put into the container?	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?								
Circle method of inspection (S or D) **	S	D	S	D	S	D	S	D
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

** S = sight, smell or feel

** D = detector (required at least once each month)

Signature of Inspector _____

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

TIP OF THE MONTH!

No matter how little hazardous waste is generated, it cannot go to the landfill or down the drain. Toxic liquids can enter the groundwater if leaked from sewer-drain joints or landfill liners.

April 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 April Fool's Day	2	3	4 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	5	6 Good Friday	7
8 Easter	9	10	11 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	12	13	14
15	16	17	18 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	19	20	21
22	23	24	25 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	26	27	28
29	30					

May 2012

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (April 2012) =	
Subtract perc purchased May 2011 = (see pg 2)	
Subtotal =	
This month's perc purchases*	
Date	Gallons
May 2012 perc total =	
<i>Current 12-month running total (subtotal + May 2012 total) =</i>	

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Monitoring Log					
See "Instructions for Use" page 1					
Date	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
	High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
5/2			Y N		Y N
5/9			Y N		Y N
5/16			Y N		Y N
5/23			Y N		Y N
5/30			Y N		Y N

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 labeled as "Hazardous Waste" and the date that waste was first put into the container?	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?										
<i>Circle method of inspection (S or D) **</i>	S	D	S	D	S	D	S	D	S	D
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

** S = sight, smell or feel

** D = detector (required at least once each month)

Signature of Inspector _____

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

TIP OF THE MONTH!

While being stored on site, a dike or other secondary containment structure around the waste storage area and dry cleaning machines will help protect water quality should a leak or spill occur. Near the end of the calendar is an Emergency Response page. Fill in the information and post where employees or customers can see whom to call in case of a spill.

May 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	3	4	5
6	7	8	9 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	10	11	12
13 Mother's Day	14	15	16 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	17	18	19
20	21	22	23 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	24	25	26
27	28 Memorial Day	29	30 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	31		

June 2012

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (May 2012) =	
Subtract perc purchased June 2011 = (see pg 2)	
Subtotal =	
This month's perc purchases*	
Date	Gallons
June 2012 perc total =	
Current 12-month running total (subtotal + June 2012 total) =	

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Monitoring Log					
See "Instructions for Use" page 1					
Date	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
	High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
6/6			Y N		Y N
6/13			Y N		Y N
6/20			Y N		Y N
6/27			Y N		Y N

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 labeled as "Hazardous Waste" and the date that waste was first put into the container?	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?								
Circle method of inspection (S or D) **	S	D	S	D	S	D	S	D
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

** S = sight, smell or feel

** D = detector (required at least once each month)

Signature of Inspector _____

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

TIP OF THE MONTH!

You are halfway through the year! Have you been keeping up with inspections? Solvent leaks or spills will be caught sooner with regular inspections. Use this calendar to record results of inspections.

June 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	7	8	9
10	11	12	13 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	14	15	16
17 Father's Day	18	19	20 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/> Summer begins	21	22	23
24	25	26	27 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	28	29	30

Kansas Small Business Environmental Assistance Program
 1-800-578-8898
www.sbeap.org



July 2012

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (June 2012) =	
Subtract perc purchased July 2011 = (see pg 2)	
Subtotal =	
This month's perc purchases*	
Date	Gallons
July 2012 perc total =	
Current 12-month running total (subtotal + July 2012 total) =	

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Monitoring Log					
See "Instructions for Use" page 1					
Date	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
	High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
7/4			Y N		Y N
7/11			Y N		Y N
7/18			Y N		Y N
7/25			Y N		Y N

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 labeled as "Hazardous Waste" and the date that waste was first put into the container?	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?								
<i>Circle method of inspection (S or D) **</i>	S	D	S	D	S	D	S	D
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

** S = sight, smell or feel

** D = detector (required at least once each month)

Signature of Inspector _____

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

TIP OF THE MONTH!

Have an emergency plan for dealing with solvent spills? Prevent leaks and spills from leaving the property by keeping a spill clean-up kit nearby. Near the end of the calendar is an Emergency Response page. Fill in the information and post where employees or customers can see whom to call.

July 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/> Independence Day	5	6	7
8	9	10	11 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	12	13	14
15	16	17	18 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	19	20	21
22	23	24	25 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	26	27	28
29	30	31				

August 2012

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (July 2012) =	
Subtract perc purchased August 2011 = (see pg 2)	
Subtotal =	
This month's perc purchases*	
Date	Gallons
August 2012 perc total =	
Current 12-month running total (subtotal + August 2012 total) =	

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Monitoring Log					
See "Instructions for Use" page 1					
Date	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
	High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
8/1			Y N		Y N
8/8			Y N		Y N
8/15			Y N		Y N
8/22			Y N		Y N
8/29			Y N		Y N

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 labeled as "Hazardous Waste" and the date that waste was first put into the container?	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?										
Circle method of inspection (S or D) **	S	D	S	D	S	D	S	D	S	D
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

** S = sight, smell or feel

** D = detector (required at least once each month)

Signature of Inspector _____

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

TIP OF THE MONTH!

Label hazardous waste containers with "Hazardous Waste" and mark labels with the accumulation start date (the date you first put waste into the container).

August 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	2	3	4
5	6	7	8 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	9	10	11
12	13	14	15 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	16	17	18
19	20	21	22 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	23	24	25
26	27	28	29 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	30	31	

September 2012

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (Aug. 2012) =	
Subtract perc purchased September 2011 = (see pg 2)	
Subtotal =	
This month's perc purchases*	
Date	Gallons
September 2012 perc total =	
Current 12-month running total (subtotal + September 2012 total) =	

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Monitoring Log					
See "Instructions for Use" page 1					
Date	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
	High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
9/5			Y N		Y N
9/12			Y N		Y N
9/19			Y N		Y N
9/26			Y N		Y N

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 labeled as "Hazardous Waste" and the date that waste was first put into the container?	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?								
<i>Circle method of inspection (S or D) **</i>	S	D	S	D	S	D	S	D
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

** S = sight, smell or feel

** D = detector (required at least once each month)

Signature of Inspector _____

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

TIP OF THE MONTH!

Floor drains are not allowed in secondary containment structures. This requirement will help protect groundwater quality.

September 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Labor Day	4	5 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	6	7	8
9	10	11	12 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	13	14	15
16	17	18	19 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	20	21	22 Autumn begins
23 30	24	25	26 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	27	28	29

October 2012

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (Sept. 2012) =	
Subtract perc purchased October 2011 = (see pg 2)	
Subtotal =	
This month's perc purchases*	
Date	Gallons
October 2012 perc total =	
Current 12-month running total (subtotal + October 2012 total) =	

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Monitoring Log					
See "Instructions for Use" page 1					
Date	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
	High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
10/3			Y N		Y N
10/10			Y N		Y N
10/17			Y N		Y N
10/24			Y N		Y N
10/31			Y N		Y N

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	Y N
Are waste containers made of appropriate material?	Y N	Y N	Y N	Y N	Y N	Y N
Are containers tightly closed?	Y N	Y N	Y N	Y N	Y N	Y N
Are individual containers clearly labeled as "Hazardous Waste" and the date that waste was first put into the container?	Y N	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	Y N
Is secondary containment around machine in good condition?	Y N	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	Y N
Are the following items leak-free?						
<i>Circle method of inspection (S or D) **</i>	S D	S D	S D	S D	S D	S D
Hose and pipe connections, fittings, couplings, valves	Y N	Y N	Y N	Y N	Y N	Y N
Door gasket and seal	Y N	Y N	Y N	Y N	Y N	Y N
Pump	Y N	Y N	Y N	Y N	Y N	Y N
Solvent tank and containers	Y N	Y N	Y N	Y N	Y N	Y N
Water separator	Y N	Y N	Y N	Y N	Y N	Y N
Muck cooker	Y N	Y N	Y N	Y N	Y N	Y N
Still	Y N	Y N	Y N	Y N	Y N	Y N
Exhaust damper	Y N	Y N	Y N	Y N	Y N	Y N
Diverter valve	Y N	Y N	Y N	Y N	Y N	Y N
Filter gasket and seal	Y N	Y N	Y N	Y N	Y N	Y N
Cartridge filter housing	Y N	Y N	Y N	Y N	Y N	Y N

** S = sight, smell or feel

** D = detector (required at least once each month)

Signature of Inspector _____

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

TIP OF THE MONTH!

For a facility that is closing or not operating for 45 continuous days, remove dry cleaning solvents and wastes. Notify KDHE. For more details, see pages 7 and 26 of the *Kansas Dry Cleaner Manual*.

October 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	4	5	6
7	8 Columbus Day	9	10 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	11	12	13
14	15	16	17 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	18	19	20
21	22	23	24 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	25	26	27
28	29	30	31 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/> Halloween			

November 2012

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (Oct. 2012) =	
Subtract perc purchased November 2011 = (see pg 2)	
Subtotal =	
This month's perc purchases*	
Date	Gallons
November 2012 perc total =	
Current 12-month running total (subtotal + November 2012 total) =	

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Monitoring Log					
See "Instructions for Use" page 1					
Date	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
	High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
11/7			Y N		Y N
11/14			Y N		Y N
11/21			Y N		Y N
11/28			Y N		Y N

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 labeled as "Hazardous Waste" and the date that waste was first put into the container?	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?								
<i>Circle method of inspection (S or D) **</i>	S	D	S	D	S	D	S	D
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

** S = sight, smell or feel

** D = detector (required at least once each month)

Signature of Inspector _____

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

TIP OF THE MONTH!

Do not discharge any dry-cleaning solvents into sanitary sewers, storm sewers, septic tanks, underground storage tanks, water bodies, or soil!

November 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 Daylight Saving Time ends	5	6	7 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	8	9	10
11 Veterans Day	12	13	14 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	15	16	17
18	19	20	21 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	22 Thanksgiving	23	24
25	26	27	28 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	29	30	

December 2012

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (Nov. 2012) =	
Subtract perc purchased December 2011 = (see pg 2)	
Subtotal =	
This month's perc purchases*	
Date	Gallons
December 2012 perc total =	
Current 12-month running total (subtotal + December 2012 total) =	

*Keep receipts in envelope at back of calendar.

Refrigerated Condenser Monitoring Log					
See "Instructions for Use" page 1					
Date	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
	High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
12/5			Y N		Y N
12/12			Y N		Y N
12/19			Y N		Y N
12/26			Y N		Y N

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 labeled as "Hazardous Waste" and the date that waste was first put into the container?	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?								
<i>Circle method of inspection (S or D) **</i>	S	D	S	D	S	D	S	D
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

** S = sight, smell or feel

** D = detector (required at least once each month)

Signature of Inspector _____

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

TIP OF THE MONTH!

Annual registrations (due January 31) can be completed online. See pages 5 or 24 of the *Kansas Dry Cleaner Manual* for details.

December 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	6	7	8
9	10	11	12 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	13	14	15
16	17	18	19 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	20	21 Winter begins	22
23 / 30	24 / 31 New Year's Eve	25 Christmas Day	26 Weekly inspection <input type="checkbox"/> Condenser log <input type="checkbox"/>	27	28	29

Corrective action forms—keep these records for five years.

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

- Repair the leak within 24 hours, if no parts are needed
- If parts are needed, order within two days
- Install parts within five days of receipt
- Record details of repair work below

Any other repairs (e.g., hazardous waste storage containers, secondary containment structures) must be made within five days.

Machine no. or area of leak: _____

Date of initial inspection: _____

Inspector: _____

Date problem was corrected: _____

Describe problem and solution: _____

Are parts needed? Yes _____ No _____

Date ordered: _____ Date received: _____

Date installed: _____

Describe: _____

Use this form when corrective actions are necessary.

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

- Repair the leak within 24 hours, if no parts are needed
- If parts are needed, order within two days
- Install parts within five days of receipt
- Record details of repair work below

Any other repairs (e.g., hazardous waste storage containers, secondary containment structures) must be made within five days.

Machine no. or area of leak: _____

Date of initial inspection: _____

Inspector: _____

Date problem was corrected: _____

Describe problem and solution: _____

Are parts needed? Yes _____ No _____

Date ordered: _____ Date received: _____

Date installed: _____

Describe: _____

Use this form when corrective actions are necessary.

Corrective action forms—keep these records for five years.

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

- Repair the leak within 24 hours, if no parts are needed
- If parts are needed, order within two days
- Install parts within five days of receipt
- Record details of repair work below

Any other repairs (e.g., hazardous waste storage containers, secondary containment structures) must be made within five days.

Machine no. or area of leak: _____

Date of initial inspection: _____

Inspector: _____

Date problem was corrected: _____

Describe problem and solution: _____

Are parts needed? Yes _____ No _____

Date ordered: _____ Date received: _____

Date installed: _____

Describe: _____

Use this form when corrective actions are necessary.

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

- Repair the leak within 24 hours, if no parts are needed
- If parts are needed, order within two days
- Install parts within five days of receipt
- Record details of repair work below

Any other repairs (e.g., hazardous waste storage containers, secondary containment structures) must be made within five days.

Machine no. or area of leak: _____

Date of initial inspection: _____

Inspector: _____

Date problem was corrected: _____

Describe problem and solution: _____

Are parts needed? Yes _____ No _____

Date ordered: _____ Date received: _____

Date installed: _____

Describe: _____

Use this form when corrective actions are necessary.

Corrective action forms—keep these records for five years.

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Use this form when corrective actions are necessary.

Dry Cleaner's Emergency Response Contact Information
 (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
 Spill -- 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. Contact KDHE immediately at 785-296-1679 (24 hours a day).

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

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.
- At least one weekly inspection each month must be done using a halogenated hydrocarbon detector or a perc gas analyzer.
- 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.

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634