



# 2022 Compliance Calendar

## *For Petroleum and Other Non-perc Dry Cleaners*

Facility Name	
KDHE Registration Number	
Type of Solvent Used (non perc)	
Date of machine installation	



**KANSAS** Kansas Small Business  
**SBEAP** Environmental Assistance Program  
 Small Business Environmental Assistance Program  
 For confidential technical assistance, call 800-578-8898 or email [sbeap@ksu.edu](mailto:sbeap@ksu.edu)  
[www.sbeap.org](http://www.sbeap.org)

*Paid for in part by the Kansas Department of Health and Environment*

# Kansas Department of Health and Environment

## Contact Information

### BUREAU OF ENVIRONMENTAL REMEDIATION

**Austin Clapp, Unit Manager: Kansas Dry-Cleaning Program**

Kansas Department of Health and Environment

1000 SW Jackson, Suite 410

Topeka, KS 66612

Phone: 785-296-5531

Fax: 785-559-4261

Email: [Austin.Clapp@ks.gov](mailto:Austin.Clapp@ks.gov)

[www.kdhe.ks.gov/285/Kansas-Dry-Cleaning-Program](http://www.kdhe.ks.gov/285/Kansas-Dry-Cleaning-Program)

*Dry cleaners must register annually with this bureau, which administers the Kansas Drycleaner 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.*

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### BUREAU OF AIR

**Connie Ellis, Air Compliance & Enforcement, Asbestos, Residential Lead Hazard Chief Environmental Program Admin Supervisor**

Kansas Department of Health and Environment

1000 SW Jackson, Suite 310

Topeka, KS 66612

Phone: 785-296-1556

Email: [Connie.Ellis@ks.gov](mailto:Connie.Ellis@ks.gov)

[www.kdhe.ks.gov/243/Compliance-Enforcement](http://www.kdhe.ks.gov/243/Compliance-Enforcement)

*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

**Julie Coleman, Director, Waste Management**

Kansas Department of Health and Environment

1000 SW Jackson, Suite 320

Topeka, KS 66612

Phone: 785-296-1612

Email: [Julie.Coleman@ks.gov](mailto:Julie.Coleman@ks.gov)

[www.kdhe.ks.gov/168/Waste](http://www.kdhe.ks.gov/168/Waste)

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

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### SMALL BUSINESS/POLLUTION PREVENTION

**Melissa A. Hammond, Public Service Executive**

Division of Environment

Kansas Department of Health and Environment

1000 SW Jackson, Suite 430

Topeka, KS 66612

Phone: 785-296-1526

Email: [melissa.a.hammond@ks.gov](mailto:melissa.a.hammond@ks.gov)

[www.kdhe.ks.gov/894/Small-Business-Pollution-Prevention](http://www.kdhe.ks.gov/894/Small-Business-Pollution-Prevention)

*This KDHE division along with K-State's PPI provides free and confidential help to state's small businesses. These services are provided to assist Kansas business in complying (and going beyond compliance) with environmental regulations, including answers to questions, on-site assessments, pollution prevention technologies, workshops, and publications. Contact this group with general questions about your permit, whom to best answer your questions or pollution prevention technologies.*

PLEASE READ      다음을 읽어 주십시오      请仔细阅读      XIN VUI LÒNG ĐỌC      कृपया पढ़ें

**IMPORTANT:** As a dry cleaner owner or operator in Kansas, you must follow certain environmental regulations. This calendar will help you understand what you must do and record information that is required by law. Check that you have the correct calendar for each machine. Calendars must be kept on file for at least five years. If you have a question, please contact the Kansas Small Business Environmental Assistance Program at 800-578-8898 or [sbeap@ksu.edu](mailto:sbeap@ksu.edu). This is a free and confidential program. If you would like someone from this program will come to your shop and teach you what you must do. If you have difficulty with the English language, please find someone who can help you read this calendar.

**중요:** 캔ساس주의 드라이 클리너 소유주 또는 영업자이신 귀하는 특정 환경 규정을 반드시 준수해야 합니다. 이 달력은 귀하가 반드시 해야 하는 사항과 법에서 요구하는 정보를 기록하도록 도와드립니다. 각 기계 당 정확한 달력이 있는 지 확인하십시오. 달력은 최소 5년간 보관해야 합니다. 질문이 있으시면 캔ساس 소기업 환경지원 프로그램 800-578-8898 또는 [sbeap@ksu.edu](mailto:sbeap@ksu.edu) 로 연락 주십시오. 이 프로그램은 무료이며 비밀을 보장합니다. 원하실 경우, 이 프로그램 담당자가 귀하의 영업장소를 방문하여 귀하가 해야 할 일을 안내합니다. 영어 사용에 어려움이 있으시면, 이 달력을 읽을 수 있도록 도와줄 사람을 찾으십시오.

**重要提示:**

肯萨斯州干洗店的店主或员工，必须遵守相应的环保条例。本记录能帮您了解您要履行的义务，以及按照法律规定登记信息。请核实每台干洗机都有准确无误的记录。所有记录必须有至少五年的存档备案。如有疑问，请联系肯萨斯州小企业环境援助计划，电话800-578-8898，邮箱地址[sbeap@ksu.edu](mailto:sbeap@ksu.edu)。本项目提供无偿服务，对客户保密。如需帮助，本项目工作人员会前往贵处协助相关事宜。如有英语语言沟通困难，请他人代为阅读。

**QUAN TRỌNG:** Là chủ nhân hoặc người điều hành một tiệm giặt khô ở Kansas, quý vị phải tuân thủ một số quy định về môi trường. Lịch này sẽ giúp quý vị hiểu những gì quý vị phải làm và ghi lại thông tin mà luật pháp yêu cầu. Hãy kiểm tra rằng quý vị có đúng lịch cho mỗi máy. Các lịch phải được giữ trong hồ sơ ít nhất năm năm. Nếu quý vị có câu hỏi, xin vui lòng liên hệ Chương trình Hỗ trợ Môi trường Doanh nghiệp Nhỏ của Kansas theo số 800-578-8898 hoặc [sbeap@ksu.edu](mailto:sbeap@ksu.edu). Đây là một chương trình miễn phí và bảo mật. Nếu quý vị muốn, một người từ chương trình này sẽ đến tiệm của quý vị và chỉ dẫn cho quý vị những gì quý vị phải làm. Nếu quý vị bị khó khăn với tiếng Anh, xin vui lòng tìm một ai đó có thể giúp quý vị đọc lịch này.

**महत्वपूर्ण:** केन्सास में एक ड्राई क्लीनर मालिक या ऑपरेटर के रूप में, आपको कुछ पर्यावरण नियमों का पालन करना चाहिए। यह कैलेंडर, आपको क्या करना चाहिए उसे समझने और उस जानकारी को रिकार्ड करने में मदद करेगा जो कि कानून द्वारा अपेक्षित है। जाँच करें कि आपके पास प्रत्येक मशीन के लिए सही कैलेंडर है। कैलेंडर कम से कम पाँच साल के लिए फाइल पर रखा जाना चाहिए। यदि आप कोई सवाल पूछना चाहते हैं, कृपया केन्सास लघु व्यापार पर्यावरण सहायता कार्यक्रम को 800-578-8898 या [sbeap@ksu.edu](mailto:sbeap@ksu.edu) पर संपर्क करें। यह एक स्वतंत्र और गोपनीय कार्यक्रम है। यदि आप चाहते हैं, तो इस कार्यक्रम से कोई आपकी दुकान पर आ जाएगा और सिखा देगा कि आपको क्या करना चाहिए। यदि आपको अंग्रेजी भाषा के साथ कठिनाई होती है, तो कृपया किसी को खोजें जो इस कैलेंडर को पढ़ने में आपकी मदद कर सके।

# Instructions for Use

This calendar is designed to keep all records required by the Kansas Department of Health and Environment (KDHE) for dry cleaners that use petroleum or another perc-alternative solvent. Inspection forms cover requirements of the Kansas Drycleaner Environmental Response Act (DERA) and requirements for hazardous waste. **Keep inspection logs (these calendars) on site for at least five years.**

## General DERA requirements

- Register annually with KDHE Bureau of Environmental Remediation (BER).
- Inspect hazardous waste containers and secondary containment for deterioration weekly.
- Containment materials must be made of steel, epoxy, polyethylene or concrete (or other material approved by KDHE).
- 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.
- 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.
- When the year is complete, file the calendar and associated paperwork in case you are ever inspected.

A summary of DERA requirements can be found at [www.kdhe.ks.gov/DocumentCenter/View/12064/Petroleum-Solvent-Facility-Guide-PDF](http://www.kdhe.ks.gov/DocumentCenter/View/12064/Petroleum-Solvent-Facility-Guide-PDF).

## Hazardous waste requirements

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 evaporation unit or non-thermal atomized mister; or
- handle as hazardous waste, and have it hauled off by a licensed hazardous waste transporter.

Waste from Green Earth dry cleaners may be handled as special waste by contacting KDHE's special waste unit at 785-296-0681 and submitting the form available at [www.kdhe.ks.gov/DocumentCenter/View/4983/Special-Waste-Disposal-Request-PDF](http://www.kdhe.ks.gov/DocumentCenter/View/4983/Special-Waste-Disposal-Request-PDF). As part of the DERA performance standards, secondary containment for special waste is required.

For further information on whether or not you're a hazardous waste generator, call the Kansas Small Business Environmental Assistance Program (SBEAP) at 800-578-8898 for free, confidential 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. Post emergency numbers by the telephone (see envelope in the back of calendar for this form) as required for hazardous waste generators.

**If your transfer 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 page 21 of the Kansas Dry-cleaner Manual at [www.sbeap.org/files/sbeap/publications/DryCleaner\\_Manual\\_2020.pdf](http://www.sbeap.org/files/sbeap/publications/DryCleaner_Manual_2020.pdf) for additional information.**

### **CORRECTIVE ACTION FORMS**

- Fill out corrective action forms at the back of this calendar if you did any repair on your machine. If more forms are needed, make copies of the blank form, print from the online calendar or contact SBEAP.

### **SPECIAL WASTE AUTHORIZATION FORM**

- Apply for special waste authorization ONLY if you generated special waste. Use the "special waste" request form in the envelope at the back of this calendar if you plan to haul special waste yourself, or contact SBEAP at 800-578-8898 if you need assistance.

## **FOR MORE INFORMATION**

For technical assistance and more dry-cleaner information contact SBEAP at 800-578-8898 or [sbeap@ksu.edu](mailto:sbeap@ksu.edu). Several publications and useful tools are available on the dry-cleaner industry resource page at <https://www.sbeap.org/dry-cleaners>.

New registrations, registration renewals and facility closures can be submitted through the [Kansas Environmental Information Management System \(KEIMS\)](http://www.kdhe.ks.gov/1520/Kansas-Environmental-Information-Management) at [www.kdhe.ks.gov/1520/Kansas-Environmental-Information-Management](http://www.kdhe.ks.gov/1520/Kansas-Environmental-Information-Management).

Kansas dry-cleaner facility closure confirmation form can be found at [www.kdhe.ks.gov/DocumentCenter/View/12060/Kansas-Dry-Cleaning-Facility-Closure-Confirmation-PDF](http://www.kdhe.ks.gov/DocumentCenter/View/12060/Kansas-Dry-Cleaning-Facility-Closure-Confirmation-PDF).

Both SBEAP and KDHE Dry-Cleaning Program websites have electronic copies of compliance calendars and The Kansas Dry Cleaners Manual, a manual that assists with understanding environmental requirements for Kansas dry cleaners.

The KDHE Hazardous Waste Generator Handbook, as well as other helpful hazardous waste forms and technical guidance documents, are available on KDHE's website at [www.kdhe.ks.gov/DocumentCenter/View/12060/Kansas-Dry-Cleaning-Facility-Closure-Confirmation-PDF](http://www.kdhe.ks.gov/DocumentCenter/View/12060/Kansas-Dry-Cleaning-Facility-Closure-Confirmation-PDF).

# Weekly Inspection

Date	1/5	1/12	1/19	1/26
Time				
<b>Containment Area</b>				
Is secondary containment around each 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 and/or Special Waste (if applicable)</b>				
Is hazardous and/or special 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 hazardous waste containers clearly labeled as "Hazardous Waste"?	Y / N	Y / N	Y / N	Y / N
Are hazardous waste containers clearly labeled with the date waste was first placed into the container?	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

# JANUARY

Notes

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

Week 5 Inspected by \_\_\_\_\_

*If "N" is answered above, fill out the corrective action form on the back of this calendar.*

# JANUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	30	31	1 New Year's Day
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 Martin Luther King Jr. Day	18	19 WEEKLY INSPECTION <input type="checkbox"/>	20	21	22
23	24 REGISTRATION DUE TO KDHE	25	26 WEEKLY INSPECTION <input type="checkbox"/>	27	28	29
30	31					



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



**Kansas Small Business Environmental Assistance Program**  
1-800-578-8898 • [www.sbeap.org](http://www.sbeap.org)

# Weekly Inspection

Date	2/2	2/9	2/16	2/23
Time				
<b>Containment Area</b>				
Is secondary containment around each 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 and/or Special Waste (if applicable)</b>				
Is hazardous and/or special 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 hazardous waste containers clearly labeled as "Hazardous Waste"?	Y / N	Y / N	Y / N	Y / N
Are hazardous waste containers clearly labeled with the date waste was first placed into the container?	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

# FEBRUARY

Notes

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

*If "N" is answered above, fill out the corrective action form on the back of this calendar.*



# FEBRUARY 2022

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



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



Kansas Small Business  
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1-800-578-8898 • [www.sbeap.org](http://www.sbeap.org)

# Weekly Inspection

Date	3/2	3/9	3/16	3/23	3/30
Time					
<b>Containment Area</b>					
Is secondary containment around each 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
<b>Hazardous and/or Special Waste (if applicable)</b>					
Is hazardous and/or special 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 hazardous waste containers clearly labeled as "Hazardous Waste"?	Y / N	Y / N	Y / N	Y / N	Y / N
Are hazardous waste containers clearly labeled with the date waste was first placed into the container?	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

# MARCH

Notes

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

*If "N" is answered above, fill out the corrective action form on the back of this calendar.*

# MARCH 2022

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



*The Kansas Dry-Cleaner Manual has environmental regulatory information presented in an easy-to-read format. For a new copy, call 800-578-8898 or visit [https://www.sbeap.org/files/sbeap/publications/DryCleaner\\_Manual\\_2020.pdf](https://www.sbeap.org/files/sbeap/publications/DryCleaner_Manual_2020.pdf).*



*Kansas Small Business Environmental Assistance Program  
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# Weekly Inspection

Date	4/6	4/13	4/20	4/27
Time				
<b>Containment Area</b>				
Is secondary containment around each 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 and/or Special Waste (if applicable)</b>				
Is hazardous and/or special 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 hazardous waste containers clearly labeled as "Hazardous Waste"?	Y / N	Y / N	Y / N	Y / N
Are hazardous waste containers clearly labeled with the date waste was first placed into the container?	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

# APRIL

Notes

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

Week 5 Inspected by \_\_\_\_\_

*If "N" is answered above, fill out the corrective action form on the back of this calendar.*

# APRIL 2022

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



**You must determine your hazardous waste generator category to know how to dispose of your waste properly. Don't assume your waste can be trashed or poured down the drain! Call SBEAP for assistance.**



Kansas Small Business  
Environmental Assistance Program  
1-800-578-8898 • [www.sbeap.org](http://www.sbeap.org)

# Weekly Inspection

Date	5/4	5/11	5/18	5/25
Time				
<b>Containment Area</b>				
Is secondary containment around each 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 and/or Special Waste (if applicable)</b>				
Is hazardous and/or special 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 hazardous waste containers clearly labeled as "Hazardous Waste"?	Y / N	Y / N	Y / N	Y / N
Are hazardous waste containers clearly labeled with the date waste was first placed into the container?	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

# MAY

Notes

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

*If "N" is answered above, fill out the corrective action form on the back of this calendar.*

# MAY 2022

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



*A dike or other secondary containment structure around waste storage areas and dry-cleaning machines will help protect water quality should a leak or spill occur. Fill in the Emergency Response page (back of the calendar) and post where employees or customers can see whom to call.*



Kansas Small Business Environmental Assistance Program  
1-800-578-8898 • [www.sbeap.org](http://www.sbeap.org)

# Weekly Inspection

# JUNE

Notes

Date	6/1	6/8	6/15	6/22	6/29
Time					
<b>Containment Area</b>					
Is secondary containment around each 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
<b>Hazardous and/or Special Waste (if applicable)</b>					
Is hazardous and/or special 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 hazardous waste containers clearly labeled as "Hazardous Waste"?	Y / N	Y / N	Y / N	Y / N	Y / N
Are hazardous waste containers clearly labeled with the date waste was first placed into the container?	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

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

*If "N" is answered above, fill out the corrective action form on the back of this calendar.*



# JUNE 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	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 Juneteenth Father's Day	20	21	22 WEEKLY INSPECTION <input type="checkbox"/>	23	24	25
26	27	28	29 WEEKLY INSPECTION <input type="checkbox"/>	30	1	2



***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.***



***Kansas Small Business  
Environmental Assistance Program  
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# Weekly Inspection

Date	7/6	7/13	7/20	7/27
Time				
<b>Containment Area</b>				
Is secondary containment around each 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 and/or Special Waste (if applicable)</b>				
Is hazardous and/or special 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 hazardous waste containers clearly labeled as "Hazardous Waste"?	Y / N	Y / N	Y / N	Y / N
Are hazardous waste containers clearly labeled with the date waste was first placed into the container?	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

# JULY

Notes

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

Week 5 Inspected by \_\_\_\_\_

*If "N" is answered above, fill out the corrective action form on the back of this calendar.*

# JULY 2022

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



**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 and fill in the Emergency Response page (back of the calendar) and post where employees or customers can see whom to call.**



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# Weekly Inspection

Date	8/3	8/10	8/17	8/24	8/31
Time					
<b>Containment Area</b>					
Is secondary containment around each 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
<b>Hazardous and/or Special Waste (if applicable)</b>					
Is hazardous and/or special 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 hazardous waste containers clearly labeled as "Hazardous Waste"?	Y / N	Y / N	Y / N	Y / N	Y / N
Are hazardous waste containers clearly labeled with the date waste was first placed into the container?	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

# AUGUST

Notes

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

*If "N" is answered above, fill out the corrective action form on the back of this calendar.*

# AUGUST 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	3	3 WEEKLY INSPECTION <input type="checkbox"/>	4	5	6
7	8	9	10 WEEKLY INSPECTION <input type="checkbox"/>	11	12	13
14	15	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"/>	1	2	3



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



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# SEPTEMBER

Weekly Inspection				
Date	9/7	9/14	9/21	9/28
Time				
<b>Containment Area</b>				
Is secondary containment around each 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 and/or Special Waste (if applicable)</b>				
Is hazardous and/or special 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 hazardous waste containers clearly labeled as "Hazardous Waste"?	Y / N	Y / N	Y / N	Y / N
Are hazardous waste containers clearly labeled with the date waste was first placed into the container?	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

Notes

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

*If "N" is answered above, fill out the corrective action form on the back of this calendar.*

# SEPTEMBER 2022

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



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



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# OCTOBER

Notes

Weekly Inspection				
Date	10/5	10/12	10/19	10/26
Time				
<b>Containment Area</b>				
Is secondary containment around each 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 and/or Special Waste (if applicable)</b>				
Is hazardous and/or special 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 hazardous waste containers clearly labeled as "Hazardous Waste"?	Y / N	Y / N	Y / N	Y / N
Are hazardous waste containers clearly labeled with the date waste was first placed into the container?	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

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

*If "N" is answered above, fill out the corrective action form on the back of this calendar.*



# OCTOBER 2022

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



**For a facility closing or not operating for 45 continuous days, remove dry-cleaning solvents and wastes and notify KDHE. For more details, see page 19 of the Kansas Dry-Cleaner Manual ([https://www.sbeap.org/files/sbeap/publications/DryCleaner\\_Manual\\_2020.pdf](https://www.sbeap.org/files/sbeap/publications/DryCleaner_Manual_2020.pdf)).**



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# Weekly Inspection

# NOVEMBER

Date	11/2	11/9	11/16	11/23	11/30
Time					
<b>Containment Area</b>					
Is secondary containment around each 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
<b>Hazardous and/or Special Waste (if applicable)</b>					
Is hazardous and/or special 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 hazardous waste containers clearly labeled as "Hazardous Waste"?	Y / N	Y / N	Y / N	Y / N	Y / N
Are hazardous waste containers clearly labeled with the date waste was first placed into the container?	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

Notes

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

*If "N" is answered above, fill out the corrective action form on the back of this calendar.*

# NOVEMBER 2022

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



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



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# Weekly Inspection

Date	12/7	12/14	12/21	12/28
Time				
<b>Containment Area</b>				
Is secondary containment around each 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 and/or Special Waste (if applicable)</b>				
Is hazardous and/or special 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 hazardous waste containers clearly labeled as "Hazardous Waste"?	Y / N	Y / N	Y / N	Y / N
Are hazardous waste containers clearly labeled with the date waste was first placed into the container?	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

# DECEMBER

Notes

Week 1 Inspected by \_\_\_\_\_

Week 2 Inspected by \_\_\_\_\_

Week 3 Inspected by \_\_\_\_\_

Week 4 Inspected by \_\_\_\_\_

Week 5 Inspected by \_\_\_\_\_

*If "N" is answered above, fill out the corrective action form on the back of this calendar.*

# DECEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	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
18	19	20	21 WEEKLY INSPECTION <input type="checkbox"/>	22	23	24 Christmas Eve
25 Christmas Day	26	27	28 WEEKLY INSPECTION <input type="checkbox"/>	29	30	31 New Year's Eve



**Annual registrations (due January 31) can be completed online.  
See page 17 of the Kansas Dry-Cleaner Manual for details.**



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## CORRECTIVE ACTION FORMS—KEEP THESE RECORDS FOR FIVE YEARS.

If a leak is discovered after inspecting hazardous waste storage containers and secondary containment structures, repair within five days. Record details of corrective action below:

Area of leak:

---

---

Date of initial inspection: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date problem was corrected: \_\_\_\_\_

Describe problem and solution:

---

---

---

---

Use this form when corrective actions are necessary.

If a leak is discovered after inspecting hazardous waste storage containers and secondary containment structures, repair within five days. Record details of corrective action below:

Area of leak:

---

---

Date of initial inspection: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date problem was corrected: \_\_\_\_\_

Describe problem and solution:

---

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Use this form when corrective actions are necessary.



**KANSAS STATE**  
**UNIVERSITY**

Pollution Prevention Institute

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337-002