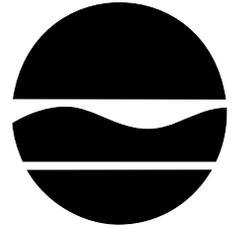




Part 232

Dry Cleaning Certificate Renewal Booklet



Information for Individuals Renewing their §232.14 Perchloroethylene Dry Cleaning Certificates

Every Owner, Manager and/or dry cleaning machine Operator must take a New York State Department of Environmental Conservation (NYSDEC) approved 16 hour §232.14 Training Course and successfully pass the respective Owner/Manager and/or Operator examination(s). As a NYS Certified Perchloroethylene (Perc) dry cleaning professional, it is your responsibility to know the many regulatory requirements and to make sure that your Perc dry cleaning operation is run according to the rules.

The NYSDEC (the Department) has been enforcing the Part 232 requirements for more than eight years. During this time, the Department has come to recognize that certain specific aspects of these rules are the subject of many - if not most - of the enforcement cases initiated against dry cleaning facilities.

The United States Environmental Protection Agency (USEPA) lists Perc vapor as a Hazardous Air Pollutant (HAP). Perc is classified as a Possible Human Carcinogen. Studies show that workers exposed to Perc have a slightly higher risk of developing cancer and are more likely to have reproductive problems. Long-term exposure to Perc has been shown to cause brain and nervous system damage: decreased hand-eye coordination, lower scores on vision tests, less ability to distinguish colors, decreased learning speed, and a decreased ability to memorize or pay attention. Long-term exposure can also cause liver and kidney damage.

Perchloroethylene exposure is harmful even at low concentrations. In a study of healthy people who lived in apartments near dry cleaning shops, individuals were tested for their ability to see subtle differences in color, to pay attention and to react quickly. Their test scores were lower than healthy people who did not live near dry cleaning shops.

Part 232 was enacted to ensure the safe use of perchloroethylene as a dry cleaning solvent. To make it safe, it is important to know the common mistakes, errors and omissions that result in enforcement actions and monetary penalties. The following pages are designed to refresh your understanding of the major regulatory requirements of Part 232 and to familiarize you with the common problems for which shops have been penalized by the Department. Most importantly, as each common problem is discussed, the recommended steps are provided to help you avoid compliance problems. Additional resources are available in the Appendix.

The next page contains a brief overview of the regulation's main points, followed by a point-by-point discussion of commonly observed problems and how to avoid them.

An Overview of New York State's Perc Dry Cleaner Program

6 NYCRR Part 232 Perchloroethylene Dry Cleaning Facilities, "Part 232", is the New York State (NYS) air pollution control regulation that applies to all dry cleaning facilities which use perchloroethylene (Perc) solvent. Part 232 went into effect on May 15, 1997 to protect the public and workers from harmful exposure to perchloroethylene vapors. The Department maintains a Part 232 website which is your gateway to many informational resources helpful for running a successful dry cleaning facility in full compliance with the regulations. The site can be accessed at:

<http://www.dec.ny.gov/chemical/8567.html>

NOTE: If you don't personally have a computer or web access, visit your public library. Nearly all provide free equipment and assistance where you can hook up to the Internet. Otherwise, call 518-402-8403 and ask for someone in the Dry Cleaning Implementation Group, or write to NYSDEC at the address above. NYSDEC will mail you any information that you may need.

There are approximately 2,000 registered dry cleaning facilities in the State with the majority located in the greater New York City metropolitan area. All of these shops must comply with the Part 232 regulatory strategies to reduce and contain the release of perchloroethylene from the dry cleaning processes.

The various Part 232 regulatory requirements were phased-in from 1997 through January 1, 2005. All requirements are now in effect. For your review, here's a list of Part 232's major regulatory requirements:

- ❑ **SHOP REGISTRATIONS or PERMITS:** Most Perc dry cleaning facilities must obtain a NYS Air Facility **Registration**. Larger facilities must get a NYS Air Facility Permit or Title V Facility Permit. Registration information must be kept up-to-date: **Part 232 requires you to re-file and update your DEC records anytime you make machine and equipment changes.** More about this matter later in this booklet;
- ❑ **Dry CLEANING MACHINES – replacement requirements, and NYS Testing and Certification Program:** Existing, older, and more polluting dry cleaning machines must be replaced with modern Perc-efficient Fourth generation designs. Most of these replacements were phased-in over the eight year period ending in January of 2005. Only brand-new NYSDEC Certified fourth generation machines can be legally installed at this time. Part 232 establishes dry cleaning machine equipment design and performance standards, and machine testing and certification requirements. A list of NYS CERTIFIED dry cleaning equipment is posted at:
<http://www.dec.ny.gov/chemical/8943.html>
- ❑ **VAPOR BARRIERS/ROOM ENCLOSURES AND GENERAL EXHAUST VENTILATION SYSTEMS:** Perc containment and ventilation measures for dry cleaning shops in Mixed-Use buildings. These requirements keep Perc from migrating to adjacent occupancies;

- ❑ **CHECKLISTS AND RECORD-KEEPING:** Shop operation, maintenance, record-keeping and reporting requirements. Records must be kept on-site for five years;
- ❑ **HAZARDOUS WASTE MANAGEMENT:** Specific Hazardous Waste and Perc-contaminated Wastewater disposal and record-keeping requirements;
- ❑ **STAFF TRAINING AND CERTIFICATION:** Shop Owners and/or Managers and all machine Operators must attend a 16 hour training course, successfully pass a NYSDEC Certification test and hold current, valid NYSDEC Owner/Manager and/or Operator Certificates. Every shop must have at least one person with an Owner/Manager and Operator Certification;
- ❑ **YEARLY COMPLIANCE INSPECTIONS:** Every Perc dry cleaning facility must be inspected at least once each year by an independent DEC approved Part 232 Registered Compliance Inspector. Facility inspection reports are reviewed by regional DEC engineering/technical staff for compliance and enforcement purposes. A list of NYSDEC Registered Compliance Inspectors is posted at:
<http://www.dec.ny.gov/chemical/8944.html>
- ❑ **POSTING NOTICE:** Perc dry cleaners must post a NYSDEC informational sign in a place where it can be read by the public. This posting notice informs the public that the shop uses Perc, lists where to report odors and other problems, and states where additional information about the potential health effects of Perc exposure may be found;
- ❑ **PUBLIC ACCESS:** Part 232 requires that you must provide public access to your shop's yearly Compliance Inspection reports (form 232-9).

❑ **SHOP REGISTRATION or PERMITS**

Your Shop must have a valid New York STATE DEC Registration or Permit

Most Perc dry cleaning facilities must obtain a NYS Air Facility **Registration**. Larger facilities must get a NYS Air Facility **Permit** or Title V Facility **Permit**.

Registration information must be kept up-to-date: **PART 232 REQUIRES THAT YOU UPDATE AND RE-FILE YOUR DEC REGISTRATION OR PERMIT ANYTIME YOU MAKE MACHINE AND EQUIPMENT CHANGES.** Federal USEPA NESHAPS notification forms must be updated, too.

Nearly all Perc dry cleaning shops in New York State use less than 1050 gallons of Perchloroethylene solvent each year. Such shops must have a valid **NEW YORK STATE AIR FACILITY REGISTRATION**, or "Registration", for short. To obtain a Registration, two short forms must be filled out and sent to the appropriate NYSDEC Regional office. A copy of these forms and the list of NYSDEC Regional offices is found at the back of this booklet.

The forms are also available from DEC by calling 518-402-8403, or downloading them from the web at:

http://www.dec.ny.gov/docs/air_pdf/afr232app.pdf

If your shop uses from 1050 to 2100 gallons of Perc each year, a **NYS Air Facility Permit** is required. A **Title V Facility Permit** is needed if annual usage is over 2100 gallons. NY State provides free technical assistance to obtain these permits - just call the NYS Small Business Assistance Program at 800-780-7227.

Federal NESHAPS Requirements – All Perc facilities must also comply with the federal National Perchloroethylene Air Emission Standards for Dry Cleaning Facilities in 40 CFR 63 Subpart M, the “Perc NESHAPS.” New York dry cleaners which qualify for a NYSDEC Registration need only complete a two page form; **“National Emissions Standard for Hazardous Air Pollutants (NESHAP) Perchloroethylene Dry Cleaning Facilities - Initial Notification Report and Compliance Reports (Pollution Prevention and Control) for Third- and Fourth Generation Machines”**, (2 sides), [form 232-11 (Rev. 1-2-03)]; or “NESHAPS Initial and Compliance Notification” form, for short. Note that this form must be filed at THREE separate offices.

To be in compliance with Part 232 and the NESHAPS, **existing** shops would have filed this form some years ago as this federal requirement dates back to 1993. **New** shops are required to file it upon start-up. **This NESHAPS form must be re-filed any time new dry cleaning machines or control equipment are installed.** Keep records of these filings on site. Inspectors will check for these records during your yearly inspection. A copy is attached in the Appendix.

PLEASE NOTE: The EPA recently issued revised NESHAP standards which became effective July 27, 2006. Below is a summary of the new NESHAP requirements for perc dry cleaning facilities:

1. Perc dry cleaning machines may not be installed in residential buildings after July 13, 2006.
2. Perc dry cleaning machines that were installed in residential buildings between December 21, 2005 and July 13, 2006 must eliminate perc use by July 13, 2009. In the interim, all perc dry cleaning facilities must continue to comply with the requirements of Part 232.

In addition, all such machines must be checked weekly to verify that the perc vapor level in the drum at the end of the cycle is below 300 ppm. Dry cleaners will need to purchase a colorimetric pump testing device to perform these measurements.

Compliance with the July 13, 2009 perc prohibition may be accomplished by either moving to a non-residential building (moving perc machines requires a variance) or by switching to an alternative solvent.

3. Perc dry cleaning machines that were installed in residential buildings before December 21, 2005 (the date of the proposed rule) must eliminate perc use by December 21, 2020.
4. **NEW REPORTING REQUIREMENTS:** Each owner or operator of a dry cleaning facility using perc, or an alternative solvent, must submit information to the USEPA and DEC pertaining to the compliance status of each dry cleaning facility. This information must be recorded on a form (Notice of Compliance Status) that is posted on DEC’s website.

NOTE: It is now unlawful to install perc dry cleaning machines in residential buildings. When your machine wears-out, you must either switch to non-perc equipment, or move to a non-residential building. Both options will require a new, modified or amended permit or registration certificate.

☐ **Dry CLEANING MACHINES – replacement requirements, and NYS Testing and Certification Program:**

Part 232's main pollution control strategy is to replace older polluting dry cleaning machines with newer, cleaner technology units. Since June 26, 2003, only **BRAND NEW NYSDEC CERTIFIED FOURTH GENERATION Dry CLEANING MACHINES** may be installed when replacing old, or adding new equipment. (see Notes 1 & 2, below)

A listing of all Part 232 NYSDEC Certified fourth generation dry cleaning machines may be found at the following address:

<http://www.dec.ny.gov/chemical/8943.html>

If you do not have Internet access, try your local public library as it has free Internet Access. Otherwise, call 518-402-8403 or write to NYSDEC at the above address, and NYSDEC will mail you a copy of the latest list of NYSDEC Certified Dry Cleaning Machines.

Note 1: **“GRAND-FATHERED” MACHINES** - Between May 15, 1997 and June 26, 2003, a small number of shops upgraded their existing third generation machines with either add-on §232.2(b)(58) “Secondary Control Systems” (large carbon absorbers), or §232.2(b)(17) “Door Fan/Local Exhaust Ventilation Systems.” Part 232.6 allows these upgraded 3rd generation machines to be legally operated until they wear out, or until these machines are no longer able to meet the performance standards applicable to such units. At that time, they must be replaced with NYSDEC Certified fourth generation machines.

Note 2: **§232.3 VARIANCES** - Should the owner of an existing dry cleaning facility decide to move to a new location, Part 232 treats the new location as a NEW FACILITY and the requirements of §232.6(b) apply: only **brand new** §232.13 NYSDEC Certified fourth generation equipment can be legally installed. However, if an existing dry cleaning facility is forced to relocate, a §232.3 variance **may** be granted by the Department to move the existing certified fourth generation dry cleaning machine to a new location. To legally move such a certified fourth generation machine, one must apply for and obtain a §232.3 variance BEFORE any actions are taken. Variances can only be granted if all requirements of the regulation are met; they are not automatic. §232.3 Variances are only granted under “extraordinary or exceptional circumstances”, such as a “loss of lease.” Contact NYSDEC at 518-402-8403 for additional information.

❑ **VAPOR BARRIER/ROOM ENCLOSURES** at Mixed-Use Shops

OPEN VAPOR BARRIER DOORS ARE THE MOST COMMON VIOLATION.

MAKE SURE THE VAPOR BARRIER/ROOM ENCLOSURE DOOR IS CLOSED AT ALL TIMES. If the door is wide open you will expose workers and the public to harmful Perc vapors. **THE VAPOR BARRIER DOOR MUST ALWAYS BE CLOSED UNLESS YOU ARE ENTERING OR EXITING THE ROOM.** If the inspector sees it open, it is a violation! (The minimum DEC fine is \$375.)

GENERAL EXHAUST VENTILATION SYSTEM (“GEVS”) – the General Exhaust Ventilation System must always be run when your dry cleaning machine(s) is in operation or maintenance activities are being performed. The GEVS exhaust fan on your Vapor Barrier/Room Enclosure creates a negative pressure in the room. This pulls air into the Vapor Barrier Room Enclosure to insure that any leaks are INTO the room and Perc vapors do not leak out and harm your customers and neighbors.

It is good practice to run the exhaust fan as much as possible to contain Perc vapors and prevent problems. Many well-run dry cleaning shops turn on their general exhaust ventilation system fan when they turn on the shop lights to open for the day, and turn off the GEVS at closing time. A tight Vapor Barrier with good GEVS operation helps avoid Perc odor complaints and problems.

General Exhaust Ventilation System Maintenance – Keep grilles, grates and ducts clean and lint free. Dust and lint adsorbs (collects) Perc vapors which can cause high Perc readings during inspections. Also, make sure your GEVS outlet pipe doesn’t blow exhaust into neighboring windows or onto pedestrians. A well designed vent exhausts the hot Perc laden air far away from others, and it is preferably located above the roof-line of your building. If your vent isn’t in a good location, consider moving it to avoid future complaints and problems.

Vapor Barrier/Room Enclosure Maintenance – Most Vapor Barrier/Room Enclosures are five or more years old and are starting to show wear and use-related damage. Those with cracks and gaps are in violation of the regulation. All joints and seams on the Vapor Barrier/Room Enclosure must be sealed using a good quality caulk or epoxy coating. Take the time to inspect the vapor barrier room and seal all chips, gaps, and cracks.

For facilities which have **epoxy NOVOLAC coated** floors, walls, and/or ceilings, be sure that the coating is sound and continuous. Repair all peeling areas and fix any area where the epoxy has flaked off or has cracked with a NYSDEC approved epoxy coating.

Please remember that the area UNDER the machine is a very important part of the Vapor Barrier and must fully be sealed to be impervious to Perc. Some newer facilities have installed continuous heavy sheet metal, “diamond-plate” steel or aluminum Vapor Barrier Room floors before they installed their dry cleaning machines. Others have used the DEC approved epoxy sealants to coat the floors in the area under the dry cleaning machine.

If your shop was retrofitted with a Vapor Barrier/Room enclosure during the Part 232 phase-in period in 1998-1999, NYSDEC did not require you to lift up your then-existing machine to install the vapor barrier material beneath it at that time.

However, if you installed a new machine, or have lifted your old machine for maintenance after your Vapor Barrier/Room Enclosure was first installed, the floor under your machine was required to have been sealed at that time.

So be forewarned that if your current dry cleaning machine was installed or lifted after the Vapor Barrier Room was first installed, the compliance inspector will check to make sure the floor is sealed under your dry cleaning machine.

☐ CHECKLISTS AND RECORD-KEEPING

Dry cleaners must maintain the following checklists as a part of the record-keeping requirements of Part 232:

- ◆ Weekly Leak Inspection and Operation and Maintenance Checklists (Form 232-2)
- ◆ Emergency Response/Corrective Action Log (Form 232-3)
- ◆ Equipment Maintenance Log (Form 232-4)
- ◆ Hazardous Waste Management Log (Form 232-5)
- ◆ Perc Usage Log (Form 232-6)
- ◆ Bi-Annual Operation and Maintenance Checklist (Form 232-8)

Copies of these 6 forms are found in the Appendix of this booklet. The Department will mail copies to you at no charge upon request; and they are also available for download on the DEC website at:

<http://www.dec.ny.gov/chemical/8938.html>

Please fill out these forms completely at the scheduled interval and have them available to show an inspector upon request. Failure to maintain the checklists and logs is a violation of the regulation. Weekly checklists must be completed at least once each 7 calendar days.

Weekly Leak Inspection and Operation and Maintenance Checklists, Form 232-2

This form contains three checklists (Parts I, II & III):

- I - Weekly Leak Inspection Checklist
- II - Weekly Operation and Maintenance Tests
- III - Weekly Emergency Preparedness Checklist

- Leak Inspection Checklist, Form 232-2 (Part I)

Part 232.7 requires facilities to perform leak inspections, at least once per week. Trained and certified operators must inspect the dry cleaning system for perceptible liquid and vapor leaks and other fugitive emissions using a halogenated-hydrocarbon detector, better known as a "BEEPER." The BEEPER must be properly calibrated, out-of-doors, per the manufacturer's recommended procedure. The operator must then record the status of each component on form 232-2. Completed checklists must be kept **on-site, at the facility** for at least five years from the date of the inspection.

Make sure to leak-check all components listed on Form 232-2 **while the machine is operating** and to fill out the form completely. During your shop's yearly Compliance

Inspection, the Registered Compliance Inspector will check these forms to make sure they are up to date and complete.

Any liquid leak, vapor leak, or malfunction must be noted on the checklist and repaired immediately, if possible. If the leak cannot be repaired at the time of detection, the leaking component must be physically marked or tagged so that it is readily observable by an inspector. It then must be repaired within 24 hours of detection, unless repair parts are unavailable.

If repair parts are unavailable at the facility, the parts must be ordered within two working days of the leak detection. Upon receipt, the parts must then be installed within five working days. Detected leaky equipment not repaired by the end of the 15th working day must not be operated until the leak is repaired, unless the facility owner or operator receives a leak-repair extension from the Department.

All uncontainable Perc releases, fires or explosions must be immediately reported to the Department and appropriate emergency response agencies.

- Operation and Maintenance Tests, Form 232-2 (Part II):

Part 232.8 requires that each operation and maintenance function be recorded and dated on the checklist. Additionally, Part II of the form specifies that the following components must be tested (if applicable):

- ◆ refrigerated condensers;
- ◆ door fans;
- ◆ integral carbon adsorbers

Completed Operation and Maintenance checklists must be maintained on-site for at least five years from the date recorded on the checklist.

Part 232.8 requires the operator to maintain and operate all components of the dry cleaning system in accordance with the requirements of Part 232. For operations not specifically addressed, the components must be operated and maintained in accordance with the manufacturer's recommendations. The facility operator must retain, on-site, a copy of the design specifications and the operating manuals for each dry cleaning system and each emission control device located at the dry cleaning facility.

- Weekly Emergency Preparedness Checklist, Form 232-2 (Part III):

Part 232.8 (d)(7) requires that all dry cleaning operations must be equipped with the following:

- ◆ adequate spill control equipment including sorbent materials;
- ◆ vapor-proof containers for storing spill-contaminated material; and
- ◆ fire control equipment.

In addition, facility owners are responsible for the following:

- ◆ The facility owner must maintain aisle space to allow proper inspection of the dry cleaning equipment.
- ◆ A reasonable supply of spare parts for repairing dry cleaning equipment must be available at the dry cleaning facility.
- ◆ All parts of the dry cleaning system must be kept closed at all times, except when access is required for proper operation and maintenance.
- ◆ All solvent tanks and containers must be kept closed.

All the above bulleted items must be confirmed on a weekly basis on Form 232-2, Part III.

Emergency Response/Corrective Action Log, Form 232-3 (Part IV):

Part 232.11 requires that dry cleaning systems must be operated and maintained to ensure that Perc releases are contained and do not migrate to sewer systems or groundwater. Floor drains and flooring in the vicinity of the equipment must be sealed so as to be impermeable to Perc spills.

Since May 15, 1997 all new dry cleaning machines have been required to be equipped with a spill containment system ("spill pan") capable of containing 125 percent of the capacity of the largest dry cleaning Perc tank or vessel associated with the dry cleaning machine.

In the event of a Perc release, the shop owner, manager or operator must take all reasonable measures to ensure the release is contained. These measures may include stopping processes and operations, increasing room exhaust ventilation, collecting and containing released Perc and removing and maintaining containers.

If the facility operator determines that the facility has had an uncontainable release, fire or explosion, he/she must immediately report the findings to the NYSDEC and appropriate local emergency response agencies.

Any emergency response action must be recorded on Form 232-3 (Part IV), which includes:

- ◆ the date, duration and nature of any malfunction, spill or incident of the dry cleaning system;
- ◆ the notification procedures; and
- ◆ the corrective actions taken.

Equipment Maintenance Log – Form 232-4 (Part V):

Part 232.12 requires that operators of all dry cleaning facilities must record the date of maintenance on any air cleaning component or exhaust system, including:

- ◆ **the regeneration of the carbon in a carbon adsorber (indicate the number of loads between regenerations in the notes column);**
- ◆ replacement of the carbon in any carbon adsorber, and the amount of activated carbon used (dry weight in pounds);
- ◆ cleaning or replacement of lint filters and carbon adsorber pre-filters (indicate the number of loads between cleaning and replacement in the notes column);
- ◆ repair or replacement of exhaust fans;
- ◆ the maintenance of dry cleaning machine drying sensors;
- ◆ replacement of carbon cartridges in wastewater treatment unit (if used).

Hazardous Waste Management Log, Form 232-5 (Part VI)

Record the date and volume of hazardous waste shipments on Form 232-5 (Part VI). Receipts and completed forms must be retained for five years (also, see the section entitled, "Hazardous Waste Management" in this booklet).

Perc Usage Log, Form 232-6 (Part VII)

Part 232.12 requires that each owner or operator of a dry cleaning facility **must keep receipts of Perc purchases, and log the following information on Form 232-6 (Part VII)**. This

information must be maintained on-site for a period of five years and provided to inspectors upon request:

- The volume of Perc purchased each month as recorded from Perc purchases; if no Perc is purchased during a given month, then enter zero gallons into the log for that month;
- The Total Perc used during the previous 12 months. On the first day of every month sum the volume of all Perc purchases made in each of the previous twelve months, as recorded in the log, as described above.

“Twice-a-Year” – Operation and Maintenance Checklist, Form 232-8

This form is a checklist for your entire facility. It contains both state and federal requirements. This form must be completed at least **once** every six months.

☐ HAZARDOUS WASTE MANAGEMENT

Perc dry cleaning shops create two major streams of regulated Hazardous Waste: 1) solid and semi-solid Perc wastes (including spent cartridge filters, spent carbon, still bottoms - sludge and muck, lint, and any other Perc-contaminated items); and, 2) Perc-contaminated wastewater. These wastes can seriously pollute the environment if they are not handled correctly. As such, **you must keep clear, comprehensive records in your shop to prove you have legally disposed these hazardous wastes.**

Part 232.10 requires that any Perc-contaminated wastes must be managed in accordance with NYSDEC regulations, 6 NYCRR Parts 370 through 376. All Perc-contaminated wastes must be stored in tightly sealed containers, which are impermeable to the solvent, so that no Perc is released to the atmosphere.

- ◆ Containers must be appropriately labeled and stored in a designated area.
- ◆ Containers must be in good condition and must be kept tightly closed except when necessary to add or remove waste.
- ◆ Part 232 requires that you retain records and receipts showing the date and volume of your hazardous waste shipments by a New York State approved hazardous waste hauler (“hazardous waste manifests”) for at least five years. Since you are legally responsible to dispose these wastes, it is wise to keep these records for the life of your business.

WASTEWATER MANAGEMENT – Perc-contaminated Wastewater is a Hazardous Waste

Wastewater is generated by the dry cleaning process and is discharged from the dry cleaning machine through the water separator. Liquid steam condensate from pressing stations is also a Perc-contaminated waste stream and must be collected and properly disposed.

Dry cleaning facilities that use Perc solvent are subject to the requirements in Part 232.9 that state: “Perc-contaminated wastewater ... must be treated by physical separation (water separator) and double carbon filtration which has been properly designed to assure an effluent quality that is less than or equal to 20 ppb (parts per billion) Perc...” before the treated wastewater is legally discharged to a sewer or evaporated.

Most wastewater treatment units use activated carbon cartridges (or carbon beds) to reduce the concentration of Perc and other organic chemicals in the wastewater. After the water has been

treated by the carbon, most wastewater treatment units then evaporate the “treated” effluent to the atmosphere, either by heat vaporization or “misting” atomization with a nozzle. Perc wastewater treated to less than 20 ppb may be discharged to the sewer **if allowed by local ordinances**.

IMPORTANT: check with the local city or county sewer district before you discharge to the sewer system. Many municipalities prohibit any such discharge to the sewer, or have strict treatment and testing requirements.

NOTE: Although Part 232 allows for the on-site treatment and disposal of Perc contaminated wastewater with a Wastewater Treatment Unit (WWTU), it is not the preferred way to dispose of wastewater. The NYSDEC recommends that wastewater be collected in sealed drums and shipped off-site for disposal by a licensed hazardous waste hauler.

A few things to remember:

1. Make sure your hazardous waste and wastewater practices adhere to recommended procedures and all Hazardous Waste disposal laws. Keep clear records; the Registered Compliance Inspector will check them yearly.
2. Make sure the wastewater is carefully decanted from the water separator. To make sure no Perc gets carried over, stop decanting well before you reach the water/Perc interface line.
3. Wastewater should be legally hauled away and disposed as hazardous waste, **or** treated on-site by double carbon filtration to reduce the Perc concentration to less than 20 parts per billion (<20 ppb). If you choose this option, you must learn how to properly operate the wastewater treatment unit, maintain the unit according to manufacturer’s specifications, keep written records on the O&M check sheet and maintain carbon filter change records on-site for five years.
4. **NEVER** pour untreated, unfiltered wastewater down the drain, down the toilet, or out the back door. This is a violation of Part 232, the NYS Hazardous Waste regulations (Parts 370 through 376), and NYS water pollution and local sewer regulations.

□ STAFF TRAINING AND CERTIFICATION

Part 232.14 requires all individuals that own and/or manage a Perc dry cleaning facility and all individuals who operate Perc dry cleaning machines have current NYSDEC **Owner/Manager** and/or **Operator Certificates** as appropriate. To become NYSDEC certified, Owner/Managers and all machine Operators must attend a 16 hour training course, and successfully pass a NYSDEC Certification test. Certificates are good for three years and must be renewed upon expiration.

The DEC has approved the following three training organizations to offer Part 232.14 dry cleaner Owner/Manager and Operator training courses. Please contact these organizations directly regarding course dates, locations, and fees.

NCA International
252 West 29th Street
New York, NY 10001-5201
(212) 967-3002

North East Fabricare Association
580 Main Street
Reading, MA 01867
(800) 446-1174

Center for Environmental Technology
508C 115th Street
College Point, NY 11356
(718) 888-0802
(718) 888-1402

Upon completion of the training course, students are given information and applications from the training vendor to take the §232.14 examinations. Take the examinations soon after completing the course while the information is still fresh in your mind. These examinations are "open-book," so bring the course materials and workbook to the exam site.

The examinations are in a multiple choice question format, and are administered by an independent testing agency, the Professional Testing Corporation, (PTC), 1350 Broadway - 17th Floor, New York, NY 10018; 212-356-0660. Questions about getting examination applications, test dates and scheduling, special accommodations for examination takers, certificate renewals, etc., should be directed to PTC at 212-356-0660.

COMPLIANCE ADVICE:

OPERATOR – EVERY individual who operates a Perc dry cleaning machine MUST possess a valid OPERATOR Certificate. "Operators" load textiles into the machine, select cycles and operating settings, unload the cleaned clothes, and perform routine dry cleaning machine maintenance. Each person performing these functions must have a Part 232.14 Operators Certificate.

OWNER/MANAGER – Many NYS dry cleaning shops are family owned and operated. NYSDEC air pollution regulations use the term "responsible official" to designate the person who is responsible for making the operational decisions for keeping the facility in compliance with all applicable regulatory requirements. Part 232, consistent with this concept, uses the term "Owner/Manager" to identify the person who is the "responsible official". For a family-owned and operated dry cleaning shop, one family member is frequently both the manager and the person who operates the dry cleaning machine. This person would need both Owner/Manager and Operator Certificates.

In situations where the owner of the shop is uninvolved with the management decisions and an employee has been hired to perform these functions, the employee/manager needs to possess the Part 232.14 Owner/Manager Certification. In other words, the specific individual who is responsible for directing the operations of the dry cleaning system and making operational management decisions must possess an Owner/Manager Certification. If that person also operates the dry cleaning machine, they must also have an Operator certification.

Every dry cleaning shop with a Perc machine has a person who actually manages the daily operations, and a person who runs the machine. The same person may do both. Every shop's actual manager must have an Owner/Manager Certification. Every person who runs the machine must have an Operator's Certificate.

NYSDEC recommends that individuals get both the Owner/Manager and Operator certifications soon after they first take the training course. The course prepares you for both certifications

and the combined Owner/Manager and Operator examination has only an additional 25 multiple-choice questions.

□ YEARLY COMPLIANCE INSPECTIONS

§232.16 Compliance Inspections, requires each Perc dry cleaning facility to be inspected at least once-a-year by a Registered Compliance Inspector (RCI), or a Compliance Inspector (CI). A Compliance Inspector, is a person that works under the direct supervision of a RCI. The yearly Compliance Inspection is the primary tool used by the Department to assess a shop's compliance with NYS and federal regulations.

It is important to prepare your shop for a successful compliance inspection. Keeping your facility in top-notch shape and having your records in order will make the inspection easier and help avoid problems.

To help you get your shop ready for an efficient, successful inspection, please see the **"Preparation Checklist for Yearly Part 232.16 Dry Cleaning Compliance Inspections"** in the APPENDIX.

Shop Owner/Managers are responsible for arranging to have yearly Compliance Inspections performed on time. A list of the NYSDEC Part 232.16 Registered Compliance Inspectors is included in the Appendix and is also available on the Department's website at:

<http://www.dec.ny.gov/chemical/8944.html>

After a shop Owner/Manager schedules the inspection, the RCI is required to give the local NYSDEC Regional office 7 days written notice of the date and time the inspection will be held. Within 45 days after the inspection date the RCI is required to send both you and the NYSDEC Regional Air Pollution Control Engineer a signed copy of the completed 232-9 Compliance Inspection Report with the shop's Perc vapor concentration laboratory analysis report attached. Keep the Compliance Inspection Report on-site for five years and show it to any individual who asks to see it.

□ POSTING NOTICE and PUBLIC ACCESS

“POSTING NOTICE” – Perc dry cleaners must post a NYSDEC informational sign in a place where it can be read by the public. This “Posting Notice” informs the public that the shop uses Perchloroethylene as a dry cleaning solvent, lists where to report odors and other problems, and states where additional information about the potential health effects of Perc exposure may be found.

The NYSDEC supplied a Posting notice to each existing dry cleaning shop in 1998 and to each new shop when it registered with the Department. If your Posting Notice sign is old, dirty, illegible, or missing, please contact the NYSDEC for a free replacement. Just ask for a **“new Part 232 Posting Notice sign”** and tell us the mailing address of your shop. Post it in a location where it can be easily read by the public – and by any government inspector who may visit your shop.

There are two versions of this Posting Notice:

- ▶ **Perc dry cleaning shops in the 5 Boroughs of New York City** should contact the DEC Region 2 office in Long Island City, Queens at 718-482-4944 for the New York City only version.
- ▶ Perc Dry cleaners **outside of NYC** should call 518-402-8403 for the “statewide” version of the sign.

PUBLIC ACCESS – Part 232 requires each shop owner to keep many facility records in the shop at all times.

§232.16(j) states that the shop owner/manager or operator must: Make available upon request the most recent completed inspection reporting form to interested individuals for review on premises during normal business hours.

Keep a copy of the most recent **232-9 Compliance Inspection Report** in your shop and show it to any individual who may request to view it.

APPENDICES

Attached for your use are copies of the most commonly used Part 232 related Checklists and Forms referenced in this Renewal Booklet. All of these forms - and more - are available for downloading at the NYSDEC website:

<http://www.dec.ny.gov/chemical/8938.html>

Alternately, please note that NYSDEC will mail you a reasonable supply of any form upon request without charge. Either call NYSDEC at 518-402-8403 or drop us an email at dryclean@gw.dec.state.ny.us. Please ask for the form by name and number. The form number can be found on the lower corner of each form. Be sure to include your name and full mailing address.

Attached FORMS:

- ◆ **NYSDEC Air Facility Registration Form** and Instructions (2 sides), form AFR-232 - (NYS Registration Application for Part 232 ONLY, 07-08-04);
- ◆ **NYSDEC Perc Dry Cleaner Information Form**, (1 side), form 232-10 (03-2006);
- ◆ **National Emissions Standard for Hazardous Air Pollutants (NESHAP) Perchloroethylene Dry Cleaning Facilities - Initial Notification Report and Compliance Reports (Pollution Prevention and Control) for Third- and Fourth Generation Machines**, (2 sides), form 232-11 (03-2006);
- ◆ **PERC Dry CLEANING FACILITY – NOTICE OF EQUIPMENT SHUTDOWN**, form 232-12 (03-2006);
- ◆ **NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION – REGIONAL AIR POLLUTION & PERMITTING CONTACTS - March 2006**
- ◆ **Six NYSDEC Checklists and Logs that MUST be used to stay in compliance:**
 - Weekly Leak Inspection and Operation and Maintenance Checklists... (Form 232-2)
 - Part IV Emergency Response/Corrective Action Log (Form 232-3)
 - Part V Equipment Maintenance Log (Form 232-4)
 - Part VI Hazardous Waste Management Log (Form 232-5)
 - Part VII Perc Usage Log (Form 232-6)
 - "Twice a Year" - Operation and Maintenance Checklist... (Form 232-8)
- ◆ **Preparation Checklist for Yearly Part 232.16 Dry Cleaning Compliance Inspections**
- ◆ **PART 232 REGISTERED COMPLIANCE INSPECTORS AS OF MARCH 2006**
- ◆ **Change of Address Notification Instructions**

New York State Department of Environmental Conservation
AIR FACILITY REGISTRATION APPLICATION
 - pre-filled for registering a Part 232 Perc Dry Cleaner ONLY



DEC ID									

FACILITY OWNER / FIRM						Taxpayer ID:				
Name										
Street Address										
<input type="checkbox"/> City / <input type="checkbox"/> Town / <input type="checkbox"/> Village					State or Province		Country		Zip/Mail Code	

FACILITY OWNER / FIRM CONTACT	
Name	Phone No.()

FACILITY LOCATION		
Name		
Location Address		
<input type="checkbox"/> City / <input type="checkbox"/> Town / <input type="checkbox"/> Village		State
		Zip

FACILITY INFORMATION		
Number of Emission Points: ONE	§232.2 Facility Status (Select ONE) : <input type="checkbox"/> MIXED-USE <input type="checkbox"/> STAND-ALONE	<input checked="" type="checkbox"/> Cap by Rule
DESCRIPTION (please attach additional sheets if necessary):		
Perchloroethylene Dry Cleaning Facility with _____ (fill in #) of Fourth Generation Dry Cleaning Machine(s).		
Machine Manufacturer(s):		
Machine Model(s):		
Machine Serial Numbers(s):		

STANDARD INDUSTRIAL CLASSIFICATION CODES					
7216					

HAP CAS NUMBERS					
127 - 18 - 4	-	-	-	-	-

APPLICABLE FEDERAL AND NEW YORK STATE REQUIREMENTS (Part Nos.)				
40 CFR 63 - Subpart M	Part 200	Part 201	Part 232	

CERTIFICATION	
I certify that this facility will be operated in conformance with all provisions of existing regulations.	
Responsible Official	Title
Signature	Date / /

form AFR-232 - (NYS Registration Application for Part 232 ONLY, 07-08-04)

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL
CONSERVATION**
AIR FACILITY REGISTRATION APPLICATION INSTRUCTIONS
for form AFR-232 - the NYS Registration Application for Part 232 ONLY, 07-08-04



Stationary sources subject to the requirements set forth in 6 NYCRR Part 201-4 will be required to register with the Department of Environmental Conservation. Instructions for completing the New York State registration application for Perc Dry Cleaning facilities only are provided below.

OWNER/FIRM: Enter the name of the owner of the facility for which this application is being prepared. For individual owners, list the full name (last, middle initial, first). For multiple ownership, where no legal business partnership exists provide the name and mailing address, if different, of each individual owner using a backslash (/) to separate data for each owner. For Corporations, include division or subsidiary name, if any. Enter the mailing address of the owner. Include the COUNTRY if foreign owned (otherwise leave blank) and the appropriate ZIP/MAIL CODE (zip code + extension may also be entered). Enter the business TAXPAYER ID number (no personal Social Security # should be listed).

OWNER/FIRM CONTACT: List the name and telephone number of the owner/firm representative (**Owner/Manager**) responsible for answering any air permit inquiries regarding the source.

FACILITY: Enter the name and the correct physical location of the facility (e.g., Acme Rd. or Building 3, XYZ Industrial Park). Check the appropriate box and enter the name of the CITY, TOWN, or VILLAGE, and ZIP CODE for the primary jurisdiction of the facility. For instances where a facility is located in multiple jurisdictions (i.e., across city, town, village or county lines) list all jurisdictions using a backslash (/) to separate data for each location, with the primary jurisdiction listed first.

FACILITY INFORMATION

TOTAL NUMBER OF EMISSION POINTS: Enter the total number of emission points located at this facility. Do not include any emission points which vent emissions exclusively from exempt or trivial activities as defined in 6 NYCRR Part 201-3. **Part 232 sources having only Perc dry cleaning machines have ONE emission point.**

CAP BY RULE: This box is checked to limit the potential to emit as this facility is capped by rule pursuant to 6 NYCRR Part 201-7.3. **For Part 232 registrations this limits facility Perc consumption to <1050 gallons per year.**

DESCRIPTION: Provide an overview description of the facility referred to in this application in terms of its primary function and/or business activity, principal industrial or manufacturing processes including the primary item(s) being manufactured (if applicable), and any other information supporting the SIC codes that are listed below. Mention any specific regulations (i.e., NSPS or New Source Performance Standards, MACT rules) that apply to the facility and provide the rule citation to the subpart level (i.e., Subpart Dc - small boiler NSPS).

Please provide complete dry cleaning machine information as indicated for each Perc machine. Use additional sheets if needed.

STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODES: Enter all SIC codes that apply to the facility with the principle SIC code listed first. **The SIC code for Perc Dry Cleaning facilities is 7216.**

HAP CAS NUMBERS: Specify the Chemical Abstract Series or CAS numbers for any HAP's emitted from the facility (up to a maximum of 12) in order of emission quantity. HAP's refer to hazardous air pollutants as defined in 6 NYCRR Part 200.1, "Definitions". **The CAS number for Perchloroethylene is 000127-18-4.**

APPLICABLE FEDERAL and NEW YORK STATE REQUIREMENTS (Part Nos.): List the rule citations of all applicable federal and New York State regulations as they pertain to this facility. The rule citation should be listed to the "Part" level (i.e., Part 201, 212, 60 (for federal NSPS rules)) only. If a regulation is further identified by a subpart citation, the subpart citation and rule title should be listed in the facility description. **The rules applicable to a typical Perc dry cleaning facility are preprinted: 40 CFR 63 Subpart M, 6 NYCRR Parts 200, 201, 232.**

CERTIFICATION: Enter the name, official title, signature, and date of signature of the responsible official (Owner/Manager) accountable for the compliance of this facility with the applicable regulations. Certification is required by a representative of the firm or applicant responsible for demonstrating the truth, accuracy and completeness of the information contained in this application. The responsible official should be aware that significant penalties could result in submitting false information, including the possibility of fines and imprisonment for knowing violations.

form AFR-232 - (NYS Registration Application for Part 232 ONLY, 07-08-04)

New York State Department of Environmental Conservation
Perc Dry Cleaner Facility Information Form 232-10



Facility Name: _____

DEC ID:

Answer the following questions regarding the facility. Use one Perc Dry Cleaner Information Form for each Perc dry cleaning machine at the facility.

1.) The dry cleaning facility (check only one):

- (A) ___ existed prior to May 15, 1997.
- (B) ___ was constructed or is proposed for construction on or after May 15, 1997.

2.) The annual Perc consumption for your facility is (check only one):

- (C) ___ greater than 2100 gallons and the facility operates only dry to-dry machines, or greater than 1800 gallons and operates only transfer or dry to-dry and transfer machines.
- (D) ___ less than or equal to 2100 gallons and the facility operates only dry to-dry machines, or less than or equal to 1800 gallons and operates only transfer or dry to-dry and transfer machines.
- (E) ___ less than or equal to 1050 gallons and the facility operates only dry to-dry machines, or less than or equal to 900 gallons and operates only transfer or dry to-dry and transfer machines.

3.) The dry cleaning facility is located in a building (check only one):

- (F) ___ with any residences. (Mixed- Use/Co-located, residential)
- (G) ___ with commercial occupancies only. (Mixed-Use/Co-located, commercial)
- (H) ___ with no other occupancies. (Stand-Alone)

MACHINE INFORMATION

Assign a unique machine number to each individual Perc dry cleaning machine at the facility. Answer the following 5 questions for each machine on an separate form. One complete form should be submitted for each machine.

(Note: For facilities required to obtain a Title V or state facility permit, the machine number is identical to the emission source ID.)

Machine number:

1.) The dry cleaning machine (check only one):

- (I) ___ was installed prior to May 15, 1997.
- (J) ___ was or will be installed at the facility on or after may 15, 1997.

2.) The dry cleaning machine is (check only one):

- (K) ___ a transfer (1st generation) machine.
- (L) ___ a dry to-dry vented (2nd generation) machine.
- (M) ___ a used (when purchased) dry to-dry non-vented (3rd generation) machine.
- (N) ___ a new (when purchased) dry to-dry non-vented (3rd generation) machine.
- (O) ___ a dry to-dry non-vented machine with integral secondary control (4th generation) machine.

3.) The machine operates (check all that apply):

- (P) ___ with no control equipment, or control equipment whose vented emissions exceed 100 ppm.
- (Q) ___ with a full size carbon adsorber.
- (R) ___ with azeotropic control equipment with a small carbon adsorber.
- (S) ___ with a refrigerated condenser only (3rd generation machine)
- (T) ___ with a water-cooled condenser
- (U) ___ with a primary refrigerated condenser and integral secondary carbon adsorber (4th generation machine).
- (V) ___ with control equipment other than a carbon adsorber which meets the 100 ppm vent limit.
- (W) ___ with a door fan unit which exhausts through a small carbon adsorber.

4.) To comply with Part 232 the machine will be (check all that apply):

- (X) ___ removed.
- (Y) ___ converted to a third generation machine
- (Z) ___ retrofitted with a door fan unit which exhausts through a small carbon adsorber.
- (a) ___ converted to a fourth generation machine.
- (b) ___ unaltered - to be used as is.

Form 232-10 (03-2006)

National Emission Standard for Hazardous Air Pollutants (NESHAP) for Perchloroethylene Dry Cleaning Facilities

Initial Notification Report and Compliance Reports

FEDERAL Pollution Prevention and Control Reporting Requirements for Third and Fourth Generation Machines



- Print or type the following for each separately located dry cleaning plant (facility).
The owner of more than one dry cleaning facility must fill out a separate form for each plant.

Owner/Operator: _____
 Facility Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____

Dry Cleaning facility Address (if different from above mailing address)

Street Address: _____
 City: _____ County: _____ State: _____ Zip: _____

- Write in the total volume of Perchloroethylene (Perc) purchased for ALL of the machines at the dry cleaning plant over the past 12 months (based on actual purchase receipts): _____ gallons

NOTE: If total volume of per purchased in past 12 months is greater than 2,100 gallons, **this form is not appropriate** for your facility. Contact the NYS SAP (800-780-7227) for the appropriate form to submit.

- Write the number of Perc dry cleaning machines located at your plant: _____ dry to-dry machines
- Provide information about required control equipment for **each machine** at your plant using the table below. If you have more than four machines at your plant, make additional copies of this page.

- For each machine at your plant, record the date the machine was installed.
- To find out if control equipment is required, check the following box if it applies to your facility:
 I reported less than 140 gallons in Question 2 above.

If you checked the box above **and all** your machines were installed before 12/9/91, you can STOP HERE.
 Write NO CONTROL REQUIRED in the shaded box below for each machine at your plant.
 YOU ARE FINISHED WITH QUESTION 4. GO TO QUESTION 6.

If you checked the box above **and only some** of your machines were installed before 12/9/91, write NO CONTROL REQUIRED **only** for those machines installed before 12/9/91 and write REFRIGERATED CONDENSER for those machines installed on or after 12/9/91. GO TO QUESTION 5. If you did not check the box above, go to Part C, below.

- Control is required. Fill out Part C for **each machine** at your plant and complete the table below as directed.
 Check the appropriate box:

Machine was installed **BEFORE 12/9/91**.

If you checked this box, you are required to either (a) have a carbon adsorber that was installed before 9/22/93 or (b) install a refrigerated condenser by 9/22/96. Write CARBON ADSORBER or REFRIGERATED CONDENSER in the shaded box below the machine number. Write the date the control was installed in the appropriate box.

Machine was installed **ON OR AFTER 12/9/91**.

If you checked this box, you are required to have a refrigerated condenser. Write REFRIGERATED CONDENSER in the shaded box below the machine number. This control was required when the machine was installed or by 9/22/96, whichever came first. Write the date the control _____ was installed in the appropriate box.

	Machine 1	Machine 2	Machine 3	Machine 4
Date Machine Was Installed				
Control Device				
Date Control Device Was Installed				

5. If you listed a required control device in Question 4 for any machine at your plant, you must monitor your control device. To find out type of monitoring is required, check all boxes that apply:
- I use refrigerated condenser on a dry to-dry machine to meet the required control. If you checked this box, you are required to perform a weekly monitoring test to show that the temperature of the gas stream on the outlet side of the refrigerated condenser is less than or equal to 45 degrees Fahrenheit during final cool-down cycle.
 - I use a carbon adsorber on a dry to-dry machine to meet the required control. If you checked this box, you are required to perform a weekly monitoring test with a colorimetric detector tube to show that the concentration of per in the exhaust from the carbon adsorber is not over 100 parts per million.
6. The following pollution prevention practices must be performed at your plant starting on 12/20/93.
- Conduct a weekly leak detection and repair program to inspect all dry cleaning equipment for leaks that are obvious from sight, smell, or touch. NOTE: The NESHAP requires this program every other week (by-weekly) if you wrote NO CONTROL REQUIRED in the shaded box in Question 4.
 - Repair leaks within 24 hours after they are found, or order repair parts within two working days after detecting a leak that needs repair parts. Install the repair parts by five working days after they are received.
 - Keep a log of the weekly (or bi-weekly; see NOTE above) results of the leak detection and repair program.
 - Follow good housekeeping practices, which include keeping all per and wastes containing per in covered containers with no leaks, draining cartridge filters in closed containers, and keeping machine doors shut when clothing is not being transferred.
 - Operate and maintain all dry cleaning equipment according to manufacturers' instructions.
7. The following records must be kept at your plant:
- A log of the results of the leak detection and repair program.
 - A log of the amount of per purchased for the past 12 months, calculated each month.
 - The operation and maintenance manuals for all dry cleaning equipment at the plant.
8. Print or type the name and title of the Responsible Official (Owner/Manager) for the dry cleaning plant:

Name: _____ Title: _____

A Responsible Official can be:

- The president, vice president, secretary, or treasurer of the company that owns the dry cleaning plant;
- An owner of the dry cleaning plant;
- The manager of the dry cleaning plant;
- A government official, if the dry cleaning plant is owned by the Federal, State, City or County Government; or
- A ranking military officer, if the dry cleaning plant is located at a military base.

The Responsible Official must certify below that all the information presented in this report is accurate and true and that the facility is operating in compliance with the pollution prevention and applicable control device requirements of the NESHAP.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS REPORT IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE, THAT THIS PLANT IS IN COMPLIANCE WITH THE POLLUTION PREVENTION PRACTICES LISTED IN THIS REPORT, AND THAT THIS PLANT IS IN COMPLIANCE WITH ALL APPLICABLE CONTROL DEVICE AND MONITORING REQUIREMENTS LISTED IN THIS REPORT.

Signature of Responsible Official (Owner/Manager)

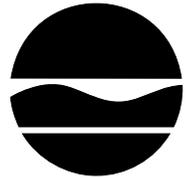
Keep a copy of this form for your records and mail a copy to each of the following offices:

New York State
Department of Environmental Conservation
Division of Air Resources
Bureau of Stationary Sources
625 Broadway - 2nd Floor
Albany, NY 12233-3254
(518-402-8403)

U. S. EPA
Region II
Air Compliance Branch
290 Broadway, 21st Fl.
New York, NY 10007-1886

NYSDEC Regional Office
(See attached list or DEC website for the office that serves your county)

All NY State Perc Facilities must file this form. Please note that a Perc facility which is in full regulatory compliance with 6 NYCRR Part 232 Perchloroethylene Dry Cleaning Facilities, will generally be in compliance with the federal Perc NESHAPS, 40 CFR63 Subpart 63, as the NYS requirements subsume and exceed those of the federal regulation.



**PERC Dry CLEANING FACILITY
NOTICE OF EQUIPMENT SHUTDOWN**

TO: NYS DEC Regional Air Pollution Control Engineer

DEC ID # - -

(Please report facility information as on NYSDEC Registration or Permit form)

Facility Name	
Facility Address	
Phone Number	

Machine Manufacturer and Model Name/Number of Machine(s) Removed	Serial Number(s)	Shutdown Date	Replacement Machine (if any)

In accordance with 6 NYCRR Part 232.15(b)(1), I am notifying DEC that I have ceased operating the above dry cleaning machine(s) at the above facility.

Responsible Official
Title
Signature
Date

Notes to dry cleaner:

- 1) - Send a copy of this completed form, CERTIFIED MAIL RETURN RECEIPT REQUESTED, to the DEC Regional office that serves your county – see next page for addresses.
- 2) - print or type the required information LEGIBLY.
- 3)- KEEP A COPY OF THIS FORM FOR THE FACILITY RECORDS.

NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION REGIONAL AIR POLLUTION & PERMITTING CONTACTS

March 2006

DEC REGION NUMBER & ADDRESS	COUNTIES IN REGION	REGIONAL AIR POLLUTION CONTROL ENGINEER	REGIONAL PERMIT ADMINISTRATOR
1 NYSDEC Region 1 NYS SUNY, Building 40 Stony Brook, NY 11790-2356	Nassau & Suffolk	Ajay Shah 631-444-0205	John Pavacic 631-444-0365
2 NYSDEC Region 2 Hunters Point Plaza 47-40 21st Street L. I. City, NY 11101-5407	5 Boroughs of New York City	Sam Lieblich 718-482-4944	John Cryan 718-482-4976
3 NYSDEC Region 3 21 South Putt Corners Road New Paltz, NY 12561-1696	Dutchess, Putnam, Orange, Rockland, Sullivan, Ulster, Westchester	Ken Grzyb 845-256-3048	Margaret (Peg) Duke 845-256-3059
4 NYSDEC Region 4 1150 North Westcott Road Schenectady, NY 12306-2014	Albany, Columbia, Delaware, Greene, Montgomery, Otsego Rensselaer, Schoharie, Schenectady	Don Spencer 518-357-2350	William Clarke 518-357-2069
5 NYSDEC Region 5 SUB-OFFICE 232 Hudson Street P.O. Box 220 Warrensburg, NY 12885	Clinton, Essex, Franklin, Fulton, Hamilton, Saratoga, Washington, Warren	Jim Coutant 518-623-1212	Tom Hall * 518-897-1234
6 NYSDEC Region 6 State Office Building 317 Washington Street Watertown, NY 13601-3787	Herkimer, Jefferson, Lewis, Oneida, Otsego, St. Lawrence	Tom Morgan 315-785-2513	Brian Fenlon 315-785-2245
7 NYSDEC Region 7 615 Erie Blvd., West Syracuse, NY 13204-2400	Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Oswego, Tioga, Tompkins	Reginald Parker 315-426-7552	John H. Feltman 315-426-7438
8 NYSDEC Region 8 6274 E. Avon-Lima Road Avon, NY 14414-9519	Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Schuyler, Steuben, Wayne	Thomas Marriott 585-226-5311	Peter Lent 585-226-5390
9 NYSDEC Region 9 270 Michigan Avenue Buffalo, NY 14203-2999	Allegany, Cattaraugus, Chautauqua, Erie, Niagara, Wyoming	Larry Sitzman 716-851-7130	Steven Doleski 716-851-7165

* The Region 5 Regional Permit Administrator is located at the NYSDEC Region 5 Headquarters in Raybrook, NY. Mailing address: NYSDEC; P.O. Box 296; Raybrook, NY 12977-0296.



Weekly Leak Inspection and Operation and Weekly Maintenance Checklists For 3rd-and 4th-Generation Perc Dry Cleaning Machines

Complete separate checklists for each machine in the facility each week. This checklist covers five weeks of weekly inspections; use one sheet per month. Completed forms must be kept on-site for at least five (5) years.

Facility Name: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Telephone Number:(_____) _____
 NYSDEC ID No.: _____
 Machine #: _____ Machine Type: Third-Generation Fourth Generation
 Checklist covers ____/____/____ through ____/____/____
 Operator Name: _____ Certification #: _____

Operator Signature: _____

Leak Detection device used – Halogen leak detector (“beeper”): Make: _____ Model: _____

Has halogen leak detector been properly calibrated for Perc sampling according to the manufacturer’s instructions prior to performing the leak check? Yes No

Part I Weekly Leak Inspection Checklist

The dry cleaning system must be thoroughly inspected for vapor leaks using the Halogen leak detector (“beeper”). The dry cleaning system includes, but is not limited to, dry cleaning equipment; filter or purification systems; waste holding, treatment, or disposal systems; Perc supply systems; dip tanks; pumps; gaskets; piping, ducting, fittings, valves, or flanges that convey Perc-contaminated air; and dry cleaning control systems. Perc fugitive emissions from any part of the dry cleaning system cannot exceed 50 ppm. Any detected leak (an answer of “Yes” below) requires completion of Part IV- Corrective Action Log.

Date:	____/____/____	____/____/____	____/____/____	____/____/____	____/____/____
Any leaks detected with device?	Yes No N/A				

The dry cleaning system also must be inspected for perceptible liquid and vapor leaks and for proper operation while the system is operating. Any detected leak (an answer of “Yes” below) requires completion of Part IV - Corrective Action Log.

Any Perceptible leaks in:	____/____/____	____/____/____	____/____/____	____/____/____	____/____/____
hose and pipe connections, fittings, couplings and valves	Yes No N/A				
door gaskets and seatings	Yes No N/A				
filter gaskets and seatings	Yes No N/A				
pumps	Yes No N/A				
solvent (including spent solvent) tanks and containers	Yes No N/A				
water separators	Yes No N/A				
muck cookers	Yes No N/A				
stills	Yes No N/A				
exhaust dampers	Yes No N/A				
diverter valves	Yes No N/A				
cartridge filter housings	Yes No N/A				
wastewater collection and treatment units	Yes No N/A				
other area, specify:	Yes No N/A				

Part II Weekly Operation & Maintenance Tests

Note: Any question answered "No" requires completion of Part IV - Corrective Action Log.

Date:	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___
Refrigerated Condensers:					
time of test: vapor stream outlet temperature: (If greater than 45°F, complete Part IV)	___ AM PM ___ °F				
Secondary control system carbon adsorbers:					
Is carbon adsorber stripped or desorbed in accordance with manufacturer's instructions or at least weekly? How stripped? <input type="checkbox"/> by operator <input type="checkbox"/> automatically or continuously	Yes No N/A				
Door Fans (if so equipped):					
Is inward air velocity for loading door at least 100 fpm when door is open?	Yes No N/A				
Indicate velocity: Instrument used: <input type="checkbox"/> portable velometer <input type="checkbox"/> other (Specify: _____)	_____ fpm				
Carbon adsorber vent test results: time of test: instrument used: <input type="checkbox"/> colorimetric tube <input type="checkbox"/> other (Specify: _____)	_____ ppm ___ AM PM				

Part III Weekly Emergency Preparedness Checklist

Note: Any entry of "No" requires completion of Part IV - Corrective Action Log.

Date:	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___
Preparedness and Prevention	Yes No N/A				
adequate spill control equipment available	Yes No N/A				
vapor proof containers for storing spill-contaminated material available	Yes No N/A				
fire control equipment available and in working order	Yes No N/A				
aisle space around dry cleaning equipment is adequate and clear	Yes No N/A				
spare parts for equipment repair available	Yes No N/A				
all parts of dry cleaning system closed except during required operation and maintenance activities	Yes No N/A				

Failure to complete this form is a violation of 6 NYCRR Part 232 and could result in enforcement action, including monetary penalties. This form must be kept on-site for at least five (5) years.



Part IV Emergency Response/Corrective Action Log

Date: ___/___/___

Time: _____ AM PM

Description of leak, malfunction, spill, incident, or emergency:

Estimate of quantity of Perc released: _____

Was repair/adjustment made immediately? Yes No

If "No," the leaking component must be physically marked or tagged in a manner that is readily observable by an inspector. Leaks must be repaired within 24 hours of detection, unless repair parts are unavailable.

Date of order for repairs: ___/___/___

Date of repair: ___/___/___

If leak was not repaired within 15 days, was a leak-repair extension received from the NYSDEC? Yes No

Date of leak-repair extension: ___/___/___

Describe emergency response / corrective action measures:

Was the NYSDEC Regional Office contacted? Yes No Date contacted: ___/___/___

Were other agencies contacted? Yes No

If "Yes," identify other agencies and note date contacted:

Failure to complete this form is a violation of 6 NYCRR Part 232 and could result in enforcement action, including monetary penalties. This form must be kept on-site for at least five (5) years.



“Twice-a-Year” – Operation and Maintenance Checklist For 3rd- and 4th- Generation Perc Dry Cleaning Machines

Complete separate checklists for each dry cleaning machine in the facility.

This form must be completed at least once during each 6 month period for each machine.

Facility Name: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Telephone Number: (____) _____
 NYSDEC ID No.: _____
 Machine #: _____ Machine Type: Third-Generation Fourth Generation
 Operator Name: _____ Certification #: _____
 Operator Signature: _____ Date checklist completed: ____/____/____

Operation & Maintenance: Dry Cleaning Machines

Perc Vapor Adsorbers:

Does operation ensure exhaust gas recirculation at optimum carbon adsorber temperature? (Indicate temperature: _____°F)	Yes No N/A
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Cartridge filters:

Is cartridge filter drained in filter housing for at least 24 hours before disposal or is it dried, stripped, sparged, or otherwise treated within the sealed filter housing?	Yes No N/A
Is adsorptive cartridge filter drained in filter housing for at least 48 hours before disposal or is it dried, stripped, sparged, or otherwise treated within the sealed filter housing?	Yes No N/A

If cartridge filter is transferred to separate device to further reduce the volume of Perc:

Does device route vapor to a primary closed-loop system, with no exhaust to the atmosphere?	Yes No N/A
During filter transfer, is filter housing closed as soon as possible to minimize vapor leaks?	Yes No N/A
If a Mixed-Use facility with a general exhaust ventilation system, is it operated during the filter transfer?	Yes No N/A

Steam and Refrigerated Condensing coils:

Are all steam and refrigerated condensing coils free of lint and hard lint buildup on interior surfaces?	Yes No N/A
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Operation & Maintenance: Ancillary Equipment

Stills and muck cookers:

Does still or muck cooker route Perc-contaminated vapors to a condenser or other control device and recycle condenser vapors into the machine, such that no still or muck cooker emissions are vented into facility?	Yes No N/A
Is still operated at less than 75% of capacity or less than manufacturer-specified limit? Capacity: _____	Yes No N/A
Is still cooled to 100°F (38°C) or less before being emptied or cleaned?	Yes No N/A
Is muck cooker at less than 75% of capacity or less than manufacturer-specified limit? Capacity: _____	Yes No N/A
Is muck cooker cooled to 100°F (38°C) or less before being emptied or cleaned?	Yes No N/A
Date still or muck cooker last cleaned?	____/____/____

Button and lint traps:

Is the button trap cleaned daily?	Yes No N/A
Is the lint trap cleaned daily?	Yes No N/A
If the facility has a general exhaust ventilation system (required with a vapor barrier room enclosure), is it operated while button and lint traps are cleaned?	Yes No N/A
Is the lint placed in a tightly sealed container?	Yes No N/A

Operation & Maintenance: Ancillary Equipment, continued

Wastewater Treatment Units:

Is wastewater physically separated and treated with double-carbon filtration to 20 ppb or less Perc concentration prior to proper disposal?	Yes No N/A
Are wastewater treatment unit carbon cartridges replaced according to the schedule specified by the manufacturer to assure an effluent quality that does not exceed 20 ppb Perc? Replacement schedule specified by manufacturer: _____	Yes No N/A
If evaporators or "mistifiers" are subsequently used to dispose of treated wastewater, are they operated to ensure that no liquid Perc or visible emulsion is allowed to vaporize?	Yes No N/A

Dip tanks:

Are dip tanks maintained under negative pressure?	Yes No N/A
Are vent emissions from dip tanks less than 20 ppm? reading: _____ ppm	Yes No N/A

Drying cabinets:

Are drying cabinets maintained under negative pressure?	Yes No N/A
Are vent emissions from drying cabinets less than 20 ppm? reading: _____ ppm	Yes No N/A

Operation & Maintenance: Other

Are design specifications and operating manuals present and accessible on-site for each dry cleaning system and each emission control device located at the dry cleaning facility?	Yes No N/A
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Are all of the following equipment maintained as recommended by manufacturer's specifications:

hose and pipe connections, fittings, couplings, and valves?	Yes No N/A
door gaskets and seatings?	Yes No N/A
filter gaskets and seatings?	Yes No N/A
pumps?	Yes No N/A
water separators?	Yes No N/A
muck cookers?	Yes No N/A
stills?	Yes No N/A
exhaust dampers?	Yes No N/A
diverter valves?	Yes No N/A
cartridge filter housings?	Yes No N/A
drying sensors?	Yes No N/A
Are all parts of the dry cleaning system where Perc may be emitted to the atmosphere, include solvent containers, kept closed at all times except when access is required for proper operation and maintenance?	Yes No N/A
Is the dry cleaning system operated to ensure Perc releases are contained and do not migrate to sewer systems or groundwater?	Yes No N/A
Is any equipment operated 15 days after a leak is detected and repair is not yet complete? If yes, did facility obtain a leak-repair extension from the Department for this operation? Date of leak-repair extension: ____/____/____	Yes No N/A Yes No N/A

Failure to complete this form is a violation of 6 NYCRR Part 232 and could result in enforcement action, including monetary penalties. This form must be kept on-site for at least five (5) years.

Preparation Checklist for Yearly Part 232.16 Dry Cleaning Compliance Inspections

The NYS Department of Environmental Conservation suggests you use this checklist to help you prepare for your inspection. It can help you avoid a lot of problems.

Documents to get together in one place and have on-hand in the shop:

- NYS Air Facility Registration or NYS Air Facility Permit or NYS Title V Air Facility Permit
- All Owner/Manager and Operator Certificates (make sure none have expired)
- Information on Building owner (name, address, phone #)
- Make sure your DEC Part 232 posting notice (sign) is displayed in a conspicuous place where your customers and the public can read it.
- Make sure all equipment manuals (manufacturer's, or other) are available.
- Information on when your machine(s) were installed: invoices, bills-of-sale, work orders.
- Perc purchase invoices.
- Hazardous waste shipment records; wastewater treatment unit maintenance records.

Cleanliness:

- Clean up your facility, especially around your machine (no Perc-contaminated rags, filter fuzz or lint lying around)
- all solvent containers and containers where Perc-contaminated items are kept are covered and sealed.

Record-keeping:

All the following records must be maintained on site, be current, accurate and complete on the DEC checklists:
(make sure records are completed by Certified Operators, and make sure your records go back five years)

- Part 232 Weekly Leak Inspection Checklist (232-2 – make sure the instrument that you use to check the dry cleaning system for Perc leaks is handy and is in good working order)
- Weekly Operation and Maintenance Checklist (232-2)
- Emergency Preparedness Checklist (232-2)
- Emergency Response/Corrective Action Log (232-3)
- Equipment Maintenance Log (232-4)
- Operation and Maintenance Checklist (232-8)
- Date of most recent drying sensor maintenance
- Hazardous Waste Management Log (232-5)
- Perc Usage Log (232-6)
- Strip the large Carbon Absorber of your fourth generation machine's Secondary Control System as per manufacturer's recommendations at least 24 hours before the inspection, or at time recommended by the manufacturer.**

Vapor Barrier:

- Make sure the vapor barrier door is closed at all times.** If the inspector sees it open, it is a violation and **you will be fined!**
- All visible joints and seams are sealed except for make-up air and exhaust openings and entry doors. Many Vapor Barrier/Room Enclosures are five or more years old and show wear and use-related damage which may be a violation. Take the time to seal all chips, gaps, and cracks which may have occurred - and , if you have an epoxy coated floor (or walls, etc.) be sure that there are no peeling or flaking, leaks or cracks. Repair them a week or more ahead of the inspection date.

Wastewater Management:

- Carbon cartridges, used for carbon filtration associated with wastewater treatment, have been replaced in accordance with manufacturer's recommendations, and you have records to prove this.
- If you don't treat wastewater on-site, and you collect and haul away your wastewater as a Hazardous Waste have available for inspection and verification the Hazardous Waste Shipping receipts (manifests) from your licenced waste hauler.

Containment:

- For machines installed prior to May 15, 1997, make sure floor drains and flooring in the vicinity of the dry cleaning machine(s) have been sealed;
- For machines installed prior to May 15, 1997, be sure that temporary dikes, berms and containment devices have been placed in areas where spills are likely to occur;
- Have adequate Preparedness and Prevention Equipment available for inspection [see §232.8(7)];
- Have supply of absorbent material for spill containment available;
- Have vapor proof containers for storing spill-contaminated material available;
- Have fire control equipment available and in working order with current inspection tag;
- Make sure aisle space around dry cleaning equipment is adequate for inspection of the dry cleaning equipment;
- Have spare parts (gaskets, etc.) for equipment repair available for viewing by inspector;
- Make sure all parts of the dry cleaning system are closed (e.g. doors, filters, stills, etc.);

Leak Inspection – Dry Cleaning System: Do leak a leak-check and make repairs and take corrective action procedures for your facility BEFORE the inspection. Tag leaks if you can't fix them in time for the inspection. Using your Halogenated-Hydrocarbon Detector – “BEEPER” – inspect the dry cleaning system and other areas listed below for liquid and vapor leaks **while the machine is operating** with a load of at least 80% of capacity. Take leak measurements holding the tip of the BEEPER approximately ½ inch from the source. If an untagged leak is discovered, **TAG IMMEDIATELY** and follow the Part 232.7 leak repair requirements.

Leak-check and inspect all components listed below if they are part of the machine. Additional components of the dry cleaning system not specifically listed must be inspected and tagged if found to be leaking. All leaks must be recorded on the checklist.

- Hose and pipe connections, fittings, couplings and valves
- Door gaskets and seatings
- Filter gaskets and seatings
- Pumps, muck cookers, stills, exhaust dampers, diverter valves, button and lint traps, solvent filters or purification systems
- Other machine components containing Perc and/or Perc vapor not specifically listed above
- Solvent tanks and containers, including any with used, spent solvent
- water separators
- dip tanks and drying cabinets (if used)
- pressing stations
- Perc supply containers or systems
- Perc contaminated waste storage drums
- Perc contaminated materials or items
- general exhaust vent in mixed-use settings
- around your wastewater treatment unit while it is operating (if you have one)

Machine Compliance Monitoring (optional, if you have the appropriate measuring devices):

- For 4th Generation Machines and 3rd Generation Machines retrofitted to Fourth, measure the Perc concentration in the machine drum upon opening the loading door at the end of the cycle. Take the measurement near the rear of the drum above the clothes. Use a colorimetric detector tube designed to measure a concentration of 300 PPM Perc to an accuracy of ± 75 PPM. Measured value should be well below 300 PPM.
- For 3rd and 4th Generation Machines only, measure the temperature of the Perc vapor stream on the outlet side of a refrigerated condenser. The temperature sensor should be designed to measure a temperature of 45° F to an accuracy of ± 2° F.
- If the machine is equipped with a loading door-fan, measure the inward velocity of the door fan at the center of the door opening. Minimum inward velocity should be 100 feet per minute (FPM).
- If equipped with a door-fan, the local exhaust system must use a carbon adsorber to control Perc emissions to the air. Make sure you are following the manufacturers recommended regeneration or canister replacement frequency and keep written records to document your activities.

PART 232 REGISTERED COMPLIANCE INSPECTORS AS OF MARCH 2006

NAME	ADDRESS	PHONE NUMBER
Ralph P. Albanese, RA	76 Court Street, Suite 24, Brooklyn Heights, NY 11201	718-843-4975
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CHANGE OF ADDRESS ?

IF YOU MOVE, WE NEED YOUR NEW ADDRESS

To keep your Owner/Manager and/or Operator certificate valid, it is important that we have your current, correct mailing address on record. **We need YOUR current personal mailing address.** This is especially important at renewal time.

Remember your Owner/Manager and/or Operator Certification is issued to YOU personally, just like a driver's license or passport, **not** to the Shop where you work.

If you should change your personal mailing address, please send a change of address notification to:

**PROFESSIONAL TESTING CORPORATION
ATTENTION: NYSDEC CERTIFICATIONS
1350 BROADWAY - 17TH FLOOR
NEW YORK, NY 10018**

Please include your Certificate number and both your old and new mailing address in your notice.