NEW JERSEY SMALL BUSINESS
ENVIRONMENTAL ASSISTANCE PROGRAM

Instructions and Resource Manual

for the Dry Cleaner Compliance Calendar

Revised 12/2015

Welcome

The New Jersey Small Business Environmental Assistance Program developed this instruction manual to help dry cleaners comply with regulatory requirements and fill out the dry cleaning compliance calendar. We hope that you find the associated compliance calendar to be a helpful tool for your weekly, monthly and annual record keeping obligations. Please feel free to contact us with any questions or comments regarding the compliance calendar.

NJDEP Dry Cleaning Grants Opportunities

For more information on wet cleaning go to:
www.njsbdc.com/njwetcleaning & www.newmoa.org/prevention/projects/wetclean

Important Notes:

- The 2016 Dry Cleaner Compliance Calendar will only be available as a download at: www.nj.gov/dep/aqes/sbap/docs/dry2016eng.pdf

New Jersey Small Business Environmental Assistance Program
New Jersey Department of Environmental Protection
PO Box 420
Trenton, NJ 08625-0420
Phone (877) 753-1151 or (609)-633-0631
Fax (609) 777-1330
www.nj.gov/dep/aqes/sbap/index.html

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Dry Cleaner Contact Information

NJ Air Permits
Bureau of Air Permits
NJDEP
P.O. Box 027
Trenton, NJ 08625-0027
(800) 441-0065 within NJ
(609) 292-6716

NJ Air Permits Required for:
- Dry Cleaning Equipment
- If you change dry cleaning equipment at your facility you must obtain new air permits.
- Boilers using commercial fuel with maximum heat input rate of 1 million BTUs per hour or greater to the burning chamber (note: there are general permits available for boilers over 1 million BTUs).

Federal MACT (AIR) Requirements
USEPA Region II
Compliance Assistance Program
(212) 637-3497

Hazardous Waste
EPA RCRA ID #- call (212) 637-4106

Wastewater
Contact your local sewer authority.
Septic systems contact your local health department
or NJDEP at (609) 292-0407.

Underground Storage Tanks
Bureau of Underground Storage Tanks at (609) 292-8761

Boiler Operators
NJ Dept. Of Labor
Bureau of Boiler and Pressure Vessel Compliance
P. O. BOX 392
Trenton, NJ 08625-0392
(609) 292-2345

Trade Associations
- Korean-American Cleaners Association of New Jersey
  (732) 283-5135
- National Cleaners Association
  (800) 888-1622
- Dry Cleaning & Laundry Institute
  (800) 638-2627

Other Sources of Help
- Air Compliance & Enforcement:
  Northern Field Office (Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Somerset, Sussex, Union & Warren) at
  (973) 656-4444
  Central Field Office (Burlington, Mercer, Middlesex, Monmouth & Ocean) at (609) 292-3187
  Southern Field Office (Atlantic, Camden, Cape May, Cumberland, Gloucester & Salem) at (856) 614-3601
- Small Business Assistance Program
  NJDEP at (609) 633-0631 or (877) 753-1151
- Small Business Ombudsman
  NJ Department of State
  Business Action Center at (800) 643-6090
- Pollution Prevention and Right-to-Know
  NJDEP at (609) 292-6714

Facility Information:

Company Name: _____

Facility Address: _____

_____

Facility ID# L __ __ __ __

Dry Cleaning Machine Installation Date:_____

Name of Solvent Being Used:_____

Instructions for Use

The compliance calendar has been developed to help dry cleaners comply with record keeping required by New Jersey Air Permits and Part 63 Subpart M - National Perchloroethylene Air Emission Standards for Dry Cleaning Facilities. Please review your facility's air permit compliance plan for all conditions, requirements and submissions. If you change dry cleaning equipment at your facility you must obtain new air permits.

The document does not replace or supercede N.J.A.C. 7:27-8 et seq., N.J.A.C. 7:27-16 et seq., N.J.A.C. 7:27-17 et seq., GP-012A, GP-013. If there are any discrepancies between this compliance calendar and your existing permit requirements, other New Jersey or Federal regulations, the permits and regulations take precedence. For more information on general permits and air regulations please visit www.nj.gov/dep/aqpp/.

Additionally, dry cleaners that use hazardous solvents must comply with hazardous waste regulations. This compliance calendar provides limited guidance on handling hazardous waste, but it is not intended as a compliance assistance tool for all hazardous waste regulations. Inspections and record keeping for "Small Quantity Generators" and Large Quantity Generators" are not components of this compliance calendar. For more information on hazardous waste regulations please visit: www.nj.gov/dep/enforcement/hw.html

Please report any errors or inconsistencies in the compliance calendar to the Small Business Assistance Program at (609) 633-0631.

Record solvent purchases and check for leaks weekly for all dry cleaning machines

Weekly Leak Detection Inspection Records

Inspected Equipment	Is the inspected equ										Date Parts Ordered	Date Parts Received	Date of Repair
	Date:		Date:		Date:								
Hose & Pipe Connections	N	Y	N	Y	N	Y							
Door Gaskets & Seatings	N	Y	N	Y	N	Y							
Filter Gaskets & Seatings	N	Y	N	Y	N	Y							
Pumps	N	Y	N	Y	N	Y	N	Y	N	Y			
Solvent Tanks & Containers	N	Y	N	Y	N	Y							
Water Separators	N	Y	N	Y	N	Y							
Muck Cookers	N	Y	N	Y	N	Y							
Stills	N	Y	N	Y	N	Y	N	Y	N	Y			
Exhaust Dampers	N	Y	N	Y					N	Y			
Diverter Valves	N	Y	N	Y					N	Y			
All Filter Housings	N	Y	N	Y					N	Y			
Hazardous Waste Containers	N	Y	N	Y	N	Y	N	Y	N	Y			

Record the **date** you inspected the dry cleaning machine for leaks.

Circle "**N**" if no leak is detected

Circle "**Y**" if a leak is detected

Are hazardous waste containers labeled & dated properly? N Y

Weekly Leak Detection Inspection Instructions:
You must inspect the dry cleaning system each calendar week during operation for any perceptible leaks and record the results.

- Record the results of the inspections on the calendar. If leaks are found, **cease operation.**
- The owner or operator shall cease operation of dry cleaning equipment until all perceptible leaks of the dry cleaning system are repaired
- Record Keeping by Manual Logging of the inspection results each calendar week during operation.

Solvent Purchases 12-Month Total	
12-Month Total From Last Month	Due January 1: 55
Subtract Solvent Purchased from **January 2015**	– 10
Subtotal =	45
Add Solvent Purchases from **January 2016**	+ 15
12-Month Total =	Due February 1: 60

The sum of solvent purchases for the previous 12 months must be calculated on the 1st day of the month.

Enter the 12-Month Total from the **previous month**.

Enter the Solvent Purchased from the **same month last year.**

Subtract last year's Solvent Purchased from the 12-Month Total of the previous month.

Record all of the Solvent Purchased for the **current month.** Enter zero if no solvent was purchased.

Add the Solvent Purchased to the Subtotal and record the **new 12-Month Total**.

Solvent Purchases 12-Month Total Instructions:
Keep track of how much solvent is purchased for your dry cleaning machine. Record how much solvent is purchased each month. Add-up the last 12 months of solvent purchased to obtain your "12-Month Total". Once you have a 12-Month Total, you can use the chart on the left to calculate your 12-Month Total more quickly.

Note: Keep solvent purchase receipts, leak detection inspection records, and any other required air permitting records for 5 years.

All records must be readily accessible and available to the Department for the term of the permit.

Check your permit for solvent purchase limits.

Perchloroethylene Machines Only.

Weekly Pressure Monitoring Instructions: **Or**

Checking the high & low pressure of the refrigeration system is the best way to determine if your dry cleaning machine's solvent recovery is working properly. The manufacturer of each dry cleaning machine has specified an operating range for the high & low pressure of the refrigerated condenser. During the drying phase determine if the high & low pressure of the refrigeration system is in the range of the manufacturer's specifications.

Weekly Condenser Temperature Monitoring Instructions:

Almost all NJ Air Permits require weekly record keeping of the refrigerated condenser temperature. Additionally, if your dry cleaning machine does not have pressure gauges for the refrigeration system, then you must check the refrigerated condenser temperature to ensure a temperature of 7.2°C (45°F) or below is achieved before the end of the cool-down or drying cycle.

You can obtain these pressure ranges from the owner's manual or by contacting the manufacturer of your dry cleaning machine.

Weekly Pressure Monitoring Log *
Measuring the Pressure of the Refrigeration System

Manufacturer Specification	High Pressure:	Low Pressure:
Date	**High Pressure**	**Low Pressure**

* **During the drying phase determine if the high & low pressure of the refrigeration system is in the range of the manufacturer's specifications.**

Enter the numbers for the **high-pressure range** specified by the manufacturer of the dry cleaning machine.

Enter the numbers for the **low-pressure range** specified by the manufacturer of the dry cleaning machine.

Record the **date** you checked the pressure of the refrigeration system.

Record the **high pressure** of the refrigeration system.

Record the **low pressure** of the refrigeration system.

Weekly Condenser Temperature Log *

Date	**Temperature**

Before the end of the cool-down or drying cycle a temperature of 7.2°C (45°F) or below must be achieved.

* **Check your permit compliance plan for applicable requirements.**

Record the **date** you checked the refrigerated condenser temperature.

Record the **temperature** of the refrigerated condenser before the end of the cool-down or drying cycle.

Note: If the refrigeration system of the dry cleaning machine is not operating within pressure or temperature requirements, the dry cleaning machine must be shut down until repaired.

Perchloroethylene Machines Only.

Weekly PCE Concentration Monitoring Instructions: Inside the Dry Cleaning Machine Drum

NJDEP air permits require 4th Generation Machines or higher to reduce the PCE concentration below 300 ppm for equipment manufactured on or after January 1, 2002 or below 500 ppm for equipment manufactured before January 1, 2002. Furthermore some air permits, including all GP-012A permits, require the owner or operator of each dry cleaning machine installed after December 21, 2005, to measure weekly, the concentration of PCE in the dry cleaning equipment drum at the end of the dry cleaning cycle with a colorimetric detector tube or PCE gas analyzer to determine that the PCE concentration is equal to or less than 300 parts per million by volume.

Monthly Leak Detection Monitoring Instructions:

Using a Halogenated Detector or PCE Gas Analyzer you must check for PCE leaks monthly. When the dry cleaning machine is in operation check the various components listed on the chart below for leaks. Move the tip of the leak detection equipment at a pace of one inch per second, as close as possible to the inspected part without touching the tip against the part.

Note the leak detection equipment must be capable of detecting PCE at 25 ppm or below.

Weekly PCE Concentration *
Inside the Dry Cleaning Machine Drum

Date	Concentration in PPM

Monitoring Requirement Suspended for GP-012A

*** For GP-012A *THIS MONITORING REQUIREMENT HAS BEEN SUSPENDED UNTIL FURTHER NOTICE***
However, 4th Generation or higher machines must still meet a standard of 300 ppm for machines manufactured on or after January 1, 2002 and 500 ppm for machines manufactured before January 1, 2002.

Record the **date** you measured the PCE Concentration.

Record the **PCE Concentration** inside the washing drum of the dry cleaning machine.

Monthly Leak Detection *
Using a Halogenated Detector or PCE Gas Analyzer

Inspected Equipment	Date:
Hose & Pipe Connections	N Y
Door Gaskets & Seatings	N Y
Filter Gaskets & Seatings	N Y
Pumps	N Y
Solvent Tanks & Containers	N Y
Water Separators	N Y
Muck Cookers	N Y
Stills	N Y
Exhaust Dampers	N Y
Diverter Valves	N Y
All Filter Housings	N Y
Hazardous Waste Containers	N Y

*** Leak detection equipment must be capable of detecting PCE at 25 ppm or below.**

Record the **date** you inspected the dry cleaning machine for leaks.

Circle "**N**" if no leak is detected

Circle "**Y**" if a leak is detected

Note: If perchloroethylene is detected above regulated thresholds from the dry cleaning machine, the dry cleaning machine must be shut down until repaired.

Non-Perchloroethylene Machines Only.

Wash Load 12-Month Total Instructions:

Keep track of how many loads of laundry are washed in your dry cleaning machine. Record how many loads of laundry you wash each month. Add-up the last 12 months of wash loads to obtain your "12-Month Total". Once you have a 12-Month Total, you can use the chart below to calculate your 12-Month Total more quickly.

12-Month Solvent Mileage Calculation:

The ratio of solvent purchased to dry weight of articles cleaned is used to determine if your dry cleaning machine is efficiently utilizing solvent. The formula below converts solvent gallons to solvent pounds, and wash load count to pounds of articles washed. Once everything is represented in pounds, the solvent to articles cleaned ratio can be calculated.

Number of Wash Loads 12-Month Total	
12-Month Total From Last Month	Due January 1: 1200
Subtract Wash Load Count from **January 2015**	- 100
Subtotal =	1100
Add Wash Load Count from **January 2016**	+ 98
12-Month Total =	Due February 1: 1198

The sum of wash loads for the previous 12 months must be calculated on the 1st day of the month.

Enter the 12-Month Total from the **previous month**.

Enter the Wash Load Count from the **same month last year.**

Subtract last year's monthly Wash Load Count from the old 12-Month Total.

Record the Wash Load Count for the current month.

Add the Wash Load Count to the Subtotal and record the new 12-Month Total.

Ratio of Solvent Purchased to Dry Weight of Articles Cleaned	
Solvent Purchases 12-Month Total:	Due February 1: 60
Wash Loads 12-Month Total:	Due February 1: 1198
Machine Capacity (in pounds):	35
Ratio Formula: (Solvent Total: Gallon) X (8.5:lbs/Gallon) / (Wash Load Total #) X (Machine Capacity: lbs)	
(60) X (8.5) / (1198) X (35)	Due February 1: = 0.01

The Ratio of Solvent Purchased to Dry Weight of Articles Cleaned for the previous 12 months must be calculated on the 1st day of the month

Enter the new **Solvent Purchases** 12-Month Total in gallons.

Enter the new **Wash Loads** 12-Month Total.

Enter the load **capacity** of your dry cleaning machine in pounds.

Calculate the ratio of solvent purchased to dry weight of articles cleaned.

Note: All dry cleaning machines using a petroleum solvent, or the Non-HAP General Permit (GP-013) must calculate the ratio of solvent purchased to dry weight of articles cleaned. Check your compliance plan for this requirement.

Good House Keeping Practices	Pollution Prevention Pays
Good housekeeping practices should be followed. ➢ Store all solvent and waste materials in containers, which are not affected by perc and are not chemically reactive to perc. These must be kept closed and marked as HAZARDOUS WASTE. ➢ Close and secure machine doors except during loading and unloading. ➢ Drain cartridge filters in their housings for at least a 24-hour period. ➢ Maintain the solvent-to-carbon ratio and steam pressure for carbon beds in accordance with the manufacturer's specifications. ➢ All containers holding perc wastes should be kept with the lid on. This includes any cartridge filters or condensate wastes. ➢ All dry cleaning equipment should be operated and maintained according to the manufacturer's instructions found in the operation and maintenance manuals.	**Follow these pollution prevention tips to run your operation more smoothly:** ➢ Regularly inspect equipment for leaks from gaskets, hose couplings, flanges, and pumps. ➢ Recover solvents from filter cartridges by draining the filters (24 hours) and heating/striping cartridges to vaporize and capture additional solvent. ➢ Tightly seal bungs and lids on containers of raw materials and wastes to stop evaporation. ➢ Size loads (neither under or over loading) to maximize solvent efficiency. ➢ Regularly replace gaskets/seals on dryer dampers, deodorizers, and aeration valves. ➢ Consider new dry cleaning technologies. For more information on wet cleaning, visit www.njsbdc.com/njwetcleaning. ➢ Replace faulty or worn gaskets on button trap and around cleaning machine door. ➢ Check air vents for dripping, relief valves for closure, and repair holes in air and exhaust ducts. ➢ Train your employees on proper equipment operation, maintenance, and record keeping procedures. ➢ Recycle any waste solvent using pumps or funnels when transferring to storage containers. ➢ After replacing filter gaskets and seals, check for tightness. ➢ Clean lint screens regularly to avoid clogging fans and condensers.

Air Permitting Requirements for Dry Cleaners

All dry cleaning machines require an air permit with the exception of CO_2 and "Wet Cleaning" machines.

- ☐ If you change dry cleaning equipment at your facility you must obtain new air permits.
- ☐ 4th generation perc machines can obtain a general permit (GP-012A) which has perc limit range from 76 to 152 gallons. Dry cleaning facilities must meet specific applicability requirements in order to obtain GP-012A.
  cost: $820 www.nj.gov/dep/aqpp/gp.html
- ☐ 4th generation perc machines can also obtain a Pre-Construction Permit (PCP), if the facility wants a higher perc limit or has a combination of 3rd & 4th generation perc machines, or if facility is ineligible for GP-012A.
  cost: $2527 for 1st piece of equipment + $590 for each additional piece + $2527 Risk Assessment fee + $2527 MACT Determination fee
  (PCP applications must be submitted on RADIUS software, go to www.nj.gov/dep/aqpp/radius.html to download RADIUS)
- ☐ 3rd generation perc machines require a Pre-Construction Permit (PCP), these permits require individual review.
  cost: $2527 for 1st piece of equipment + $590 for each additional piece + $2527 Risk Assessment fee + $2527 MACT Determination fee
  (PCP applications must be submitted on RADIUS software, go to www.nj.gov/dep/aqpp/radius.html to download RADIUS)
- ☐ Non-HAP VOC machines can obtain a general permit (GP-013) which has a 1000-gallon solvent limit. (i.e., Hydrocarbon, Siloxane (Green Earth), Propylene Glycol Ethers, n-Propyl Bromide, Solvon K4 and any other non-hazardous VOC is eligible for GP-013)
  cost: $820 www.nj.gov/dep/aqpp/gp.html

Please Note:
(All GP-012 Permits expired on December 31, 2013. Any dry cleaner with a GP-012 must apply for GP-012A or a Pre-Construction Permit.)

Transferring Ownership of a Dry Cleaning Facility

- ☐ Within 120 days after the sale of a dry cleaning facility a Non-Technical Amendment must be submitted to the NJDEP to transfer the ownership of any air permits.
  cost: $173 (the form can be downloaded at: www.nj.gov/dep/aqpp/applying.html)

Air Permitting Requirements for Dry Cleaners

Perchloroethylene Dry Cleaning Requirements

- ☐ All dry cleaning machines have a perc purchase limit, which is specified in the facility's air permit.
- ☐ Weekly leak inspections of dry cleaning machine (see compliance calendar for specific locations that must be inspected).
- ☐ Weekly high-pressure & low-pressure readings to determine if the refrigeration system is in the range of the manufacture's specifications.
  OR Weekly Temperature Condenser Readings of the refrigerated condenser system must achieve a temperature of 7.2^{o}C (45°F) or below.
- ☐ The owner or operator of each dry cleaning system shall inspect the dry cleaning system once each calendar month during operation for any vapor leaks, monitored by using a halogenated hydrocarbon detector or PCE gas analyzer that is operated according to the manufacturer's instructions each calendar month during operation and keep records.
- ☐ Monthly Perc Purchase Calculations: The sum of solvent purchases for the previous 12 months must be calculated on the 1st day of the month.
- ☐ No new installations of 3rd generation machines. New installations must have a refrigerated condenser and a carbon adsorber as the primary and secondary control device respectively.
- ☐ No new installations of Perc dry cleaning machines in buildings with residences after July 13, 2006.
- ☐ For Perc installations between 12/21/05 and 7/13/06 at buildings with residences, Perc dry cleaning machines must have removed by 7/27/09.
- ☐ Remove all Perc Dry Cleaning Machines from buildings with residences by December 21, 2020.
- ☐ Keep Perc Purchase receipts for 5 years.
- ☐ File the Perc Dry Cleaning Notification (located in the back of this calendar) with the EPA & NJDEP by July 28, 2008, or at time of installation.
- ☐ 4th generation machines must meet a standard of 300 ppm PCE concentration in the washing drum for machines manufactured on or after January 1, 2002 and 500 ppm for machines manufactured before January 1, 2002, immediately upon opening the door at the end of the entire dry cleaning cycle.

GP-012A Perchloroethylene Dry Cleaning Requirements (In Addition to the Above: Perchloroethylene Dry Cleaning Requirements)

- ☐ All additions of perchloroethylene to the dry cleaning system storage tanks must be made through a spill proof attachment that includes a vapor balance system with the delivery vessel or container. Connections between the delivery vessel or container and the dry cleaning machine storage tanks shall be designed to be drip free, with fittings that are locked in place during filling operations.
- ☐ * The owner or operator of each dry cleaning facility installed after 12/21/2005, shall measure the concentration of PCE in the dry cleaning equipment drum at the end of the dry cleaning cycle weekly with a colorimetric detector tube or PCE gas analyzer to determine that the PCE concentration is equal to or less than 300 parts per million by volume. (Only for GP-012A) ***THIS MONITORING REQUIREMENT HAS BEEN SUSPENDED UNTIL FURTHER NOTICE ***
- ☐ The owner or operator shall determine the distance from the closest point of the dry cleaning facility to the nearest sensitive receptor for the purpose of determining applicability with the information presented in the application. The distance to the nearest sensitive receptor shall not be less than the option selected.
- ☐ Have on site a diagram showing the shortest distance from the dry cleaning facility to the nearest sensitive receptor.
- ☐ Perchloroethylene contaminated wastewater from a dry cleaning system shall not be treated with equipment such as misters, or other devices that “atomize”, “spray” or “fog” the perchloroethylene contaminated wastewater. Perchloroethylene contaminated wastewater from a dry cleaning system shall be:
  1. Treated as hazardous waste and removed for disposal by an approved hazardous waste transporter and sent to an approved hazardous waste treatment and storage facility in accordance with N.J.A.C. 7:26G;
  2. Evaporated by heat after at least one cycle of physical separation and carbon filtration. Wastewater evaporators shall be operated to ensure that no liquid perchloroethylene or visible emulsion is allowed to vaporize; or
  3. Discharged to a publicly owned treatment works (POTW) in accordance with N.J.A.C. 7:14A.
- ☐ The owner or operator shall close the door of each dry cleaning machine immediately after transferring articles to or from the machine, and shall keep the door closed at all other times.
- ☐ The owner or operator shall operate and maintain the system according to manufacturers' specifications and recommendations.
- ☐ The owner or operator shall operate the refrigerated condenser not to vent or release the air-perchloroethylene gas-vapor stream contained within the dry cleaning machine to the atmosphere while the dry cleaning equipment drum is rotating.
- ☐ The owner or operator shall drain all cartridge filters in their housing, or other sealed container, for a minimum of twenty four (24) hours, or shall treat such filters in an equivalent manner, before the removal from the dry cleaning facility.
- ☐ The owner or operator shall store all PCE and wastes that contain PCE in solvent containers with no perceptible leaks. The exception to this requirement is that containers for separator water may be uncovered, as necessary, for proper operation of the machine and still.
- ☐ The owner or operator shall retain a copy of the design specifications and the operating manuals for each dry cleaning system and each control device located at the facility.

Air Permitting Requirements for Dry Cleaners

Non-HAP VOC Dry Cleaning Requirements

- ☐ Hydrocarbon, Propylene Glycol Ethers, Siloxane (Green Earth), n-Propyl Bromide, SolvonK4 and any other non-hazardous VOC based solvents can apply for the *General Permit for Non-HAP Drycleaning Equipment* (GP-013)
- ☐ GP-013 has a 1000-gallon limit per 12-month period for dry cleaning machines using a non-hazardous VOC cleaning solvent.
- ☐ Weekly leak inspections of dry cleaning machine (see compliance calendar for specific locations that must be inspected).
- ☐ Monthly Solvent Purchase Calculations: The sum of solvent purchases for the previous 12 months must be calculated on the 1st day of the month.
- ☐ Monthly Solvent Mileage Calculations: The ratio of solvent purchased to dry weight of articles cleaned for the previous 12 months must be calculated on the 1st day of the month.
- ☐ Keep Solvent Purchase receipts for 5 years.

Wet Cleaning or CO_2 Dry Cleaning Requirements

- ☐ CO_2 dry cleaning is exempt from air permitting requirements: N.J.A.C. 7:27-8.2(d)14.
- ☐ Wet Cleaning does not meet the definition of "Dry Cleaning Equipment" since water is the cleaning agent and therefore exempt from air permitting requirements. For more information on wet cleaning, visit www.njsbdc.com/njwetcleaning.
- ☐ Visit the Wet Cleaning Technology Virtual Tradeshow at : http://www.newmoa.org/prevention/projects/wetclean/

Other Environmental Requirements

Hazardous Waste Requirements

- ☐ Waste Category determination: It is important to determine your generator category; most dry cleaners are CESQG. Each generator category has its own regulatory requirements, for more information go to: www.nj.gov/dep/enforcement/hw-summary.html
  - ☐ CESQG: Conditionally Exempt Small Quantity Generator generates less than or equal to 220 lbs. of hazardous waste per month.
  - ☐ SQG: Small Quantity Generator generates between 220 lbs. and 2200 lbs. of hazardous waste per month.
  - ☐ LQG: Large Quantity Generator generates over 2200 lbs. of hazardous waste per month.
- ☐ Labeling Containers: Hazardous waste containers must be labeled as "hazardous waste" with the facility's name and address.
- ☐ Dating Containers: Place the date on a hazardous waste container when it becomes full.
- ☐ Container Handling: Hazardous waste containers must be closed at all times unless it is actively being filled or emptied.
- ☐ Satellite Areas are locations near the point of hazardous waste generation, where hazardous waste can be accumulated up to 55 gallons.
- ☐ Storage Areas: Hazardous waste should be stored in a secure area, container labels should be clearly marked and visible.
- ☐ Manifesting Waste is the method by which a hazardous waste generator can track their waste disposal. SQG & LQG facilities must manifest their hazardous waste disposal.
- ☐ EPA ID numbers: An EPA ID number is required for SQG & LQG facilities to track their manifested waste.
- ☐ NJX Numbers: The NJX program has been discontinued. NJX numbers are no longer valid for manifesting hazardous waste. Facilities wishing to manifest hazardous waste must use an EPA ID number.
- ☐ Keep Waste Records for 3 years.
- ☐ For more information on hazardous waste compliance please visit the following NJDEP web site: www.nj.gov/dep/enforcement/hw-summary.html.

Community Right to Know Survey

- ☐ Community Right to Know (CRTK) Survey is due March 1 of every year. Submit the Survey online at **http://www.njdeponline.com.**
- ☐ The survey must be submitted for the prior year. Be sure to report the prior year quantity of chemicals or solvents.

Community Right to Know Survey

The New Jersey Department of Environmental Protection (NJDEP), Community Right to Know (CRTK) program has instituted Mandatory Electronic Submittal of CRTK Surveys. (CRTK Surveys are due March 1 of every year). There are no paper submissions of the CRTK Survey.

STEP 1: Requesting Access (*New Users – are users who do not already have a NJDEP Online account or ID***)**

1. Go to **http://www.njdeponline.com** and select the button labeled " Request Access to NJDEP Online " This will open a new screen entitled "Request Access to NJDEP Online."
2. Fill in all fields.
3. Click on the "Request" button.

STEP 2: Link Your NJDEP Online Services to Your myNewJersey Account

Fill out Section B with your desired 'Log On ID,' 'Password,' 'Security Question,' and 'Security Answer' and click "Create this new myNewJersey Account and Link NJDEP Online To It." (**Remember to write down this information!)**

STEP 3: Use NJDEP Online

1. Enter your contact information. Click on Add Contact Number and add at least one contact number and click "Save" and on the next screen click "Continue."
2. You must select and answer five Challenge/Response Questions then click "Continue."
3. The next screen is "Certification PIN." You must select a Security PIN Number that is at least 8 characters and contains 1 letter and 1 number or special character, then click Continue."
4. Select "Community Right to Survey" from the My Services screen and click "Ok."
5. To add your facility, click on "Add Facilities" on the next screen and on the Facility Search screen in the box next to "Facility ID" enter your 11 digit Facility ID and click "Search."
6. On the next page, in "Facility Search Results," your facility should appear inside the small box. Click on "Add Selected Facility." Then on the next screen click the "Complete Setup" box. On the next box click "Done."

STEP 4: Accessing the Community Right to Know Survey

1. Make sure you are on the "My Workspace page."
2. Under "Service Selection" click on "Community Right to Know Survey"
3. The Facility Selection screen will appear. Click on the "Yellow paper icon" located on the right-hand side under "Access Facility."
4. Click "Continue" on the next screen.
5. Then you may begin to complete your Community Right to Know Survey for 2015.

Note: After completing these steps, you will be able to access NJDEP Online by visiting **http://www.njdeponline.com** and clicking "Log in to NJDEP Online" within the blue box at the top right of the screen. If you need further assistance, please contact us at the link labeled 'Address your comments and suggestions to us' located at the bottom of **http://www.njdeponline.com**.

CRTK Webinar Training will be offered in January and February. For the CRTK Webinar times and dates visit our website at **http://www.nj.gov/dep/opppc/**

Information or assistance is also available by calling (609) 292-6714 or (609) 777-0518 from 8:00a.m.-5:00p.m. You can also visit our website at **http://www.nj.gov/dep/opppc/**

The following pages are online examples of the "Company Information" screen and the "Submittal List" screen:

Example:

These 11 digits are your CRTK Facility ID Number which is assigned to you

If you are

1. PERC Dry Cleaners with more than 500lbs(36.76 gallons) of PERC in your facility on any given day, check 'yes' to #1 and #2. And must fill out Part 2

2. PERC Dry Cleaners with Less than 500lbs of PERC in your facility on any given day, check 'yes' to #1, 'No' to #2

*Facilities **without** PERC Dry Cleaning Machines, check 'No' to #1 and #2*

Please specify,

1. PERC Dry Cleaning,

2. Hydro-Carbon Dry Cleaning

3. CO2 Dry Cleaning

4. Green Earth Dry Cleaning

5. Rynex Dry Cleaning

6. Dry Solv Dry Cleaning

7. Wet Cleaning

8. Drop Store

COMMUNITY RIGHT TO KNOW SURVEY

COMPANY INFO | SUBSTANCE LIST | VERIFY DATA | SUBMIT SURVEY | Go to Facility List | Print | EXIT

Facility ID: Facility Name:

Save to File

PART 1 - COMPANY/FACILITY INFORMATION

REQUEST CHANGE

Mailing Address

A
Company Name 1
Name 2
Street/PO Box
Apt./Suite No.
City
State NJ Zip Code -

Facility Location

Street
City
State
County
Company Contact

This Information is provided by the System

B Does this facility Produce, Store or Use Environmental Hazardous Substances on Table A in a pure or mixture state:

1. in any quantity? * Yes ◉ No ○
2. above thresholds? Yes ◉ No ○

* You must check "YES" if you have Environmental Hazardous Substances in any quantity at your facility.

C Facility Status Active

Note: If you select "out of business" this survey must be completed for the period of time that the business was active.

D Number of employees at this facility 5

E Number of facilities in New Jersey 1

F Federal EIN **Click here for a list of facilities under this FEIN** (Do NOT call us for this number. We cannot give it to you on the phone.) 221234567

G Your R&D exemption information for **this facility**, is diplayed here

Briefly describe the current operations or business conducted at this facility: PERC DRY CLEANING

H (Reserved)

Contact Information

I
Emergency Contact Name
Title
Emergency Contact Phone
Facility Phone

J
Office Contact Name
Title
Office Contact Phone
e-mail Address

Union Representative

K
Union Name/Local #
Name
email
Phone

Save to File

Example:

COMMUNITY RIGHT TO KNOW SURVEY IT'S THE LAW!

COMPANY INFO | SUBSTANCE LIST | VERIFY DATA | SUBMIT SURVEY | Go to Facility List | Print | EXIT

Facility ID: Facility Name:

Add Substance by

Name CAS #

✓ TETRACHLOROETHYLENE

Reminder : 'Tetrachloroethylene' is another name for PERC

Reminder : Non-Hazardous Dry Cleaning Solvents are not reported on the CRTK Survey. Check off "No" to questions "1" & "2" in Box "B" on the previous page and then submit the CRTK back to the NJDEP. (Non-Hazardous Dry Cleaning Solvents are: Hydro-Carbon; Rynex; GreenEarth; Dry Solv; CO2 and Wet Cleaning.)

PART 2- CHEMICAL INVENTORY REPORT

Validate Chemical | Save to File | Delete Substance

Substance Description		Hazards (Check all that apply)		Inventory Information	
Substance Name	TETRACHLOROETHYLENE				
Substance Number	1810	Fire	☐	Container Type	TI - Tank inside building
CAS Number	127-18-4	Sudden Release of Pressure	☐	Container Description	Must complete if 'Other' selected above
DOT Number	1897	Reactive	☐	Inventory (lbs) Go to gallon & cubic feet conversion help	Max. Daily: 12 – 500 to 999 pounds Avg. Daily: 12 – 500 to 999 pounds
check one	Pure ◉ Mixture ○	Acute Health Effects	☑	Days on Site	365
check one	Solid ○ Liquid ◉ Gas ○	Chronic Health Effects	☑	Storage Pressure	01 - Ambient Pressure
EPCRA Only	☐	None per MSDS	☐	Storage Temperature	04 - Ambient Temperature
Location(s)	In the dry cleaning machine				

Validate Chemical | Save to File | Delete Substance

Perc Dry Cleaning Notification to EPA & NJDEP

Each owner or operator of a **Perc** dry cleaning facility shall submit to the EPA and NJDEP **by registered mail** on or before **July 28, 2008** a notification of compliance status providing the following information and signed by a responsible official who shall certify its accuracy:

NJDEP Air Permit Facility ID Number: L ___ ___ ___ ___

The name and address of the owner or operator;

_____
Name of the owner or operator of the dry cleaning facility

_____
Mailing address of the owner or operator of the dry cleaning facility

_____
Mailing address line 2

_____
City *State* *Zip Code*

The address (that is, physical location) of the dry cleaning facility;

_____
Name of the dry cleaning facility

_____
Address of the dry cleaning facility (physical location)

_____
Address line 2

_____
City *State* *Zip Code*

Is the Perc dry cleaning machine located in a building with a residence(s), even if the residence is vacant at the time of this notification?

Check one: ☐ No ☐ Yes

Is the Perc dry cleaning machine located in a building with other tenants, other leased space, or other owner occupants?

Check one: ☐ No ☐ Yes

Is the Perc dry cleaning operation a major or area source?

☐ Major Source: over 2100 gallons/year of Perc consumption

☐ Area Source: below 2100 gallons/year of Perc consumption

The yearly Perc solvent consumption :_____gallons
(How much Perc will you buy in one year?)

Is the Perc dry cleaning operation in compliance with each applicable requirement of the Federal Standard of 40 CFR §63.322?

Check one: ☐ No ☐ Yes

All information contained in this statement is accurate and true.

_____
Signature of the Responsible Official for the dry cleaning facility

By Registered Mail Send to: USEPA Region 2
Air Division
Attention: Venkata Rao (21st floor)
290 Broadway
NY, NY 10007-1866

And to:
New Jersey Department of Environmental Protection
Bureau of Air Quality Evaluation
Attention: Bureau Chief
P.O. Box 027
Trenton, NJ 08625-0027