



Dry Cleaner Inspection Checklist

Section I Contact Information

Facility Name: _____ Inspection Date: _____
 Site Address: _____
 _____ DCID #: _____
 E-mail address: _____ Facility Rep Name: _____
 Telephone Number: _____ DEQ Inspector Name: _____

Section II Solvent

What dry cleaning process is used at this facility? (Check all that apply)

- PERC Dry-Solv Other: _____
 Hydrocarbon Green Earth Wet clean (if 100% wet clean, not a dry cleaner)
 Rynex Solvair

If the facility does not use PERC – go to Section IV

Section III Air Quality (applies to PERC only)

PERC NESHAP (40 CFR Part 63, Subpart M)

Applies to PERC only

340-216-0020(1) 468A.045(b)	Is the facility registered or have an Air Contaminant Discharge Permit? Permit number: _____ Is the Permit or Registration kept on site?	<input type="checkbox"/> Permit <input type="checkbox"/> Registration <input checked="" type="checkbox"/> Neither <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
63.323(d)(1-3)	Current 12-month PERC usage total: _____ Gallons Machine manufacturer: _____ Model: _____ Installation date of the machine: System 1: _____ (if prior to 9/22/93 see 44CFR 63.322(a) and (h)) System 2: _____ Manufacture date of the machine: System 1: _____ System 2: _____ Has machine been upgraded and did upgrade parts exceed 50% of cost of a new dry cleaning system? <input type="checkbox"/> Y <input type="checkbox"/> N If YES, list upgrades:		
Equipment and Operation		Compliance	Details/Comments
	Is the odor of PERC readily detectable anywhere in the facility?	<input type="checkbox"/> Y <input type="checkbox"/> N	If yes, see OAR 340-124-0040(2)(c)(B) and ACDP 2.1
63.322(c) ACDP 3.1(b)	Is the door of the dry cleaning machine(s) closed immediately after transferring articles to and from the machine, and kept closed at all other times?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	

63.324(e) ACDP 5.3 and 5.4	Are operational and maintenance manuals kept onsite at all times?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
63.322(d) ACDP 3.1(a)	Is dry cleaning system(s) operated and maintained according to manufacturer's specifications and recommendations?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
63.322(j) ACDP 3.1(d)	Are all solvents and wastes that contain PERC stored in solvent tanks or solvent containers with no perceptible leaks?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
63.322(j)/(k)/(o) ACDP 3.4	Does the operator perform weekly leak inspections of all components listed in the rule? Have operator demonstrate procedure for leak detection	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Does operator use leak detector properly? Are the inspections performed while the dry cleaning system is operating?
63.322(m) 63.322(n) ACDP 3.5, 3.6	Are perceptible leaks of perc or refrigerant repaired within 24 hours? If parts must be ordered, are either verbal or written orders for the parts initiated within 2 working days and repair parts installed within 5 working days after receipt?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Dates for ordering parts and making repairs should be recorded on calendar.
63.322(g) ACDP 3.3	Does machine have carbon adsorber	<input type="checkbox"/> Y <input type="checkbox"/> N	
63.322(o)(2)	Machines sold after 12/21/2005, 4 th generation machines, include a carbon adsorber that requires desorption, If desorption is required, is desorption log being kept? (Log table found on calendar)	<input type="checkbox"/> Y <input type="checkbox"/> N	Have operator demonstrate how desorption is performed (the demo is not required, but recommended as proof)
Registration Qualification		Compliance	Details/Comments
	Are all dry cleaning machines at the facility 4th generation dry cleaning machines or better? <i>[Fourth generation machines are closed (dry-to-dry) systems with refrigerated condensers, and carbon adsorbers to reduce PERC concentrations in the drum below 300 ppm]</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	Mandatory for registration
	Are employees trained on waste prevention procedures every three years?	<input type="checkbox"/> Y <input type="checkbox"/> N	Mandatory for registration
	Does facility have a spill response plan acceptable to DEQ and spill response material onsite?	<input type="checkbox"/> Y <input type="checkbox"/> N	Mandatory for registration
	Does the facility implement the required sustainable practices when practicable?	<input type="checkbox"/> Y <input type="checkbox"/> N	Mandatory for registration
	Does the facility participate in three of the following six additional environmental practices: <ul style="list-style-type: none"> Conserve energy through ongoing participation in a local utility's conservation program; Once every other year, sponsor a neighborhood cleanup, tree planting, storm drain stenciling or other environmental project in the community; Use an Energy Star rated dryer for wet cleaned fabrics; Offer customers reusable cloth garment bags; Recycle hangers and plastic bags; Ask vendors to provide alternatives to hazardous products and stop using at least one hazardous product every other year, alternatively you may demonstrate that you no longer use hazardous products other than perchloroethylene. 	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N	Must comply with three of six to qualify for registration
Test Methods and Monitoring		Compliance	Details/Comments
	Was machine observed in operation at the time of inspection?	<input type="checkbox"/> Y <input type="checkbox"/> N	
63.323(a)(1) ACDP 4.1	Refrigerated condenser must be used in accordance with manufacturer instructions and equipped with either high and low pressure gauges or a temperature sensor designed to measure a temperature of 45°F (7.2°C) to an accuracy of ± 1.1°C (2°F at the outlet side of the refrigerated condenser at the end of the cool down cycle . The temperature is also measured at the inlet of the refrigerated condenser and the difference in temperature between the inlet and outlet must be at least 20°F. Gauges vary from machine to machine, make sure the operator can identify the gauges and explain when and how temperature are recorded.	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Either temperature or pressure can be recorded for RCs. The operator does not have to do both. All dry cleaners in Oregon use temperature sensors. It is unlikely to find a dry cleaner using pressure gauges. Results should be recorded on the compliance calendar. If no refrigerated condenser, see 40 CFR 63.322(b) and ACDP 3.2

Closed direct-coupled PERC delivery system		Compliance	Details/Comments
124-0040(6) 465.505(1)(h)	Is PERC delivered by means of closed, direct-coupled delivery system?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Delivery refers to both facility and machine. <ul style="list-style-type: none"> • Connector for PERC input • Connector to capture PERC fumes
Section IV: Dry Cleaner Waste Management			
Hazardous Waste (applies to all cleaners)		Compliance	Details/Comments
	Does facility have an EPA ID Number? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, EPA ID Number: _____	
124-0040(1)(e) and 102-0011(2)	Have all waste streams undergone hazardous waste determinations? (provide fact sheet "How to Determine if Your Waste is Hazardous", emphasize availability of technical assistance from DEQ) Was waste determined to be hazardous? How was determination made?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N	_____
	What other hazardous wastes are generated at the site: <input type="checkbox"/> paint <input type="checkbox"/> batteries <input type="checkbox"/> fluorescent bulbs <input type="checkbox"/> spotting agents <input type="checkbox"/> unknown or unused chemicals (verify MSDS for spotting agents and other chemicals) (Provide "Hazardous Waste Collection Options" fact sheet ,emphasize availability of technical assistance from DEQ)		
	Hazardous waste generator classification:	<input type="checkbox"/> Dry cleaner generating <220 pounds/month <input type="checkbox"/> Small Quantity Generator (between 220-2,200 pounds/month) If SQG, the following are required in addition to the dry cleaner waste minimization requirements: <ul style="list-style-type: none"> • SQG registration with DEQ • HW shipped off site within 180 days • Annual HW Report • Toxics Use Reduction Plan • Training • Notification of HW activity to local Emergency Responders 	
0040(1)(a)(A) 465.505(1)(a)	Is there evidence of illegal treatment or disposal of hazardous waste?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Use the leak detector to look for solvent vapor in the dumpster, mister/evaporator outlet, drains
Dry cleaner hazardous waste management		Compliance	Details/Comments
	Is there hazardous waste stored on site?	<input type="checkbox"/> Y <input type="checkbox"/> N	How much? _____
124-0040(1)(g) 124-0040(1)(a)(A) 124-0040(1)(f)	Was there a discharge of any solvent, waste containing solvent, filters, lint, sludge or water containing dry cleaning solvent discharged into the land or waters?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	By what means? <input type="checkbox"/> Sanitary sewer <input type="checkbox"/> Storm drain <input type="checkbox"/> Floor drains <input type="checkbox"/> Septic system <input type="checkbox"/> Other _____
124-0040(1)(a)(B)	Are all waste containers labeled with the words "Hazardous Waste"?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
124-0040(1)(a)(B)	Are all waste containers kept closed at all times?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
124-0040(1)(a)(B)	Are all waste containers dated with the date when waste was first placed in them?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
124-0040(1)(a)(C)	Has waste been on site for longer than one year? (or has a one year extension been granted by DEQ?)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
	Who is hazardous waste service provider? <input type="checkbox"/> Safety-Kleen <input type="checkbox"/> Technichem <input type="checkbox"/> Chem-Safe <input type="checkbox"/> other: _____		
Secondary containment (applies to all dry cleaners)		Compliance	Details/Comments
124-0040(3)(a)	Does dry cleaning machine have rigid metal secondary containment pan? <ul style="list-style-type: none"> • Required capacity is 110% of capacity of largest tank 	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	

	<ul style="list-style-type: none"> Rigid metal material Must extend to outside perimeter of machine Containers or other materials stored within the containment pan must not compromise the volume of secondary containment 		
	How many solvent tanks in machine? _____ How much solvent in each tank? _____ How much total solvent? _____		
124-0040(3)(c) 465.505(1)(h)	Does dry cleaning solvent stored at the facility have secondary containment? <ul style="list-style-type: none"> Capacity of 110% of solvent stored Rigid material 	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> NA	
124-0040(3)(e)	Does wastewater treatment unit have secondary containment? <ul style="list-style-type: none"> Capacity of 110% of capacity to WWTU Rigid material 	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<i>Can be combined in machine pan. Does not have to be metal.</i>
124-0040(3)(f)	Do hazardous waste storage containers have secondary containment? <ul style="list-style-type: none"> Capacity of 110% of volume of liquid contained in WW container Rigid material 	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<i>Can be combined in machine pan. Does not have to be metal.</i>
124-0040(3)(b)	Is secondary containment leaking?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
124-0040(3)(d)	Are hazardous materials stored outdoors? If yes, are they secured and covered?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
	Wastewater treatment unit (applies to solvents determined to be hazardous)	Compliance	Details/Comments
124-0040(2)(a) 465.505(1)(b)	Is solvent-contaminated wastewater discharged to the sewer or septic system?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
124-0040(2)(b)	How is wastewater collected?		
(A)	Closed container and disposed off site	<input type="checkbox"/> Y <input type="checkbox"/> N	
(B)	Closed container and treated on site	<input type="checkbox"/> Y <input type="checkbox"/> N	
(C)	Piped directly to treatment unit	<input type="checkbox"/> Y <input type="checkbox"/> N	
Other	For example, is solvent-contaminated wastewater evaporated in a crock-pot or other open container?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Anything other than options A,B, or C above are illegal
124-0040(2)(c)	Is solvent-contaminated wastewater treated in a wastewater treatment unit at the facility? If yes, does the wastewater treatment unit have: <ul style="list-style-type: none"> Capacity to process the amount of wastewater generated Water/PERC phase separator Two or more carbon filtration units Shut-off valve before filters Alarm for high solvent levels (before filters) Visible deposition or accumulation from vent Vented inside? If yes, is there sufficient ventilation? 	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
124-0040(2)(c)(D) ACDP 5.3	Is the operational and maintenance manual kept onsite at all times?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
	Filters (applies to solvents determined to be hazardous)	Compliance	Details/Comments
63.322(i) ACDP 3.1(c)	Are all cartridge filters drained in their housings or other sealed containers for a minimum of 24 hours?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Ask operator to explain procedure for changing filter
63.322(i)	Are filters changed per manufacturer's suggestion?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<i>How often?</i>
	Is there a filter change log?	<input type="checkbox"/> Y <input type="checkbox"/> N	
124-0040(2)(c)(C)	Are spent filters properly managed as a hazardous waste?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
	Spills or releases (applies to all solvents)	Compliance	Details/Comments
124-0040(1)(a)(F)and (5)(a)	Is emergency information posted in the shop? Including telephone numbers for OERS, National Response Center, local emergency response, and emergency contact person and	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<i>Give form to post</i>

	telephone number.		
	Has there ever been a spill or release or reportable amount of solvent outside the containment pan? (<i>reportable quantity of solvent is 1 pound; for PERC that is 1 cup; for other solvent it is 2 cups</i>)	<input type="checkbox"/> Y <input type="checkbox"/> N	If yes, what steps were taken to clean up the spill?
124-0040(5)(b) and (c) 465.505(4)	Was it reported to OERS?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> NA	
124-0040(5)(d)	Were emergency actions required by OAR 340 taken?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> NA	
	Is there evidence of solvent contamination (stains/loose tiles around machine, strong PERC odor, stains on soil around facility)?	<input type="checkbox"/> Y <input type="checkbox"/> N	
	Has the soil or groundwater been tested for releases of PERC?	<input type="checkbox"/> Y <input type="checkbox"/> N	

Section V: Recordkeeping and Reporting

Recordkeeping Requirements (applies to PERC only)		Compliance	Details/Comments
ACDP 9.5	Is copy of ACDP kept on site?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
465.503(3)(d) ACDP 9.4	Did dry cleaner operator hinder access to the facility or records?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
63.324(d)	All PERC purchase receipts for the past five years?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
63.324(d)(1)	All logs of PERC purchases for the past five years?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
63.324(d)(3) ACDP 5.1(a), 5.4	All leak detection logs for the past five years?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
63.324(d)(4) ACDP 5.1(b), 5.4	All repair logs for the past five years?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
63.324(d)(5) ACDP 5.1(c or d) ACDP 5.4	All refrigerated condenser pressure/temperature logs for the past five years?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
124-0040(1)(a)(E)	All hazardous waste manifests for the past three years?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
	Desorption log	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Required for 4 th generation machines sold after 12/21/2005 with carbon adsorber.
ACDP 5.2, 5.4	Log of all complaints referring to air pollution concerns for the past five years	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
Reporting Requirements (applies to all solvents)		Compliance	Details/Comments
124-0040(4)(a) 465.505(3) ACDP 6.1	Dry Cleaner Annual Hazardous Waste and Air Compliance Reports for all years of operation?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
124-0040(4)(a) 465.527 465.505(3)	Annual Dry Cleaner Fee Returns?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
124-0050 ACDP 6.2 ACDP 6.4	Changes in operation requiring Change of Activity notification? If yes, was Change of Activity Form submitted?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
ACDP 6.3	Change of name or sale of business?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	If yes, send "Permit Application Form" for dry cleaner operator to submit within 60 days.
Evidence of fee payment (applies to all solvents)		Compliance	Details/Comments
	Does solvent supplier provide invoices showing solvent fee? Name of supplier: _____	<input type="checkbox"/> Y <input type="checkbox"/> N	
Dry Stores		Compliance	Details/Comments
	Does the facility provide dry cleaning service for dry stores?	<input type="checkbox"/> Y <input type="checkbox"/> N	If yes, list all stores, phone numbers and addresses in space below.
Non-PERC Cleaners		Compliance	Details/Comments
	Is non-hazardous waste disposed as hazardous waste?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	