

Dry Cleaning ERP Inspector Checklist

Company Name:	Establishment No.:
Inspector Name:	Date:

PART 1: Perc Dry Cleaning Machine

General Requirements for All Perc Dry Cleaning Machines	
1.1. Is the Machine operated according to manufacturers' specifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)
1.2. Are machine operating manuals kept on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)
1.3. Is the dry cleaning machine door kept closed, except for loading and unloading?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)
1.4. Does facility keep a log of the gallons of perc purchased each month?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)
1.5. Are all perc purchase logs kept on file for five years?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)
1.6. Are all cartridge filters drained 24 hours before removal?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)
1.7. Does facility inspect the following components of the machine <u>weekly</u> for leaks? <ul style="list-style-type: none"> • All hose and pipe connections, fittings, couplings, and valves • Door gaskets • Filter gaskets • Pumps • Solvent tanks and containers • Muck cookers, stills • Water separator • Exhaust dampers • Diverter valves • Cartridge filter housing 	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)
1.8. If a leak is detected, is it repaired in 24 hours or if it cannot be repaired in 24 hours are parts ordered within 2 working days and installed within 5 days of receiving them?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)
1.9. Does facility keep a log of the date of any necessary repairs made to the machine?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)
1.10. Does facility keep a log of machine inspections that identifies any components that are leaking?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)

OC = Out of Compliance

PART 1: Perc Dry Cleaning Machine (continued)

1.11. Was the machine installed <u>before</u> 12/9/91 AND did facility purchase <u>less</u> than 140 gallons of perc per month during the previous 12-month period?	<input type="checkbox"/> Yes Skip to 1.24 (existing small area source, exempt from control requirements)	<input type="checkbox"/> No
Small and Large Dry-to-Dry Machine Control Requirements		
1.12. Do all dry to dry machines installed <u>before</u> 12/9/91 have a refrigerated condenser <u>OR</u> a carbon adsorber that was installed prior to 9/22/93?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)	<input type="checkbox"/> N/A machine installed after 12/9/91
1.13. Do all dry to dry machines installed <u>after</u> 12/9/91 have a refrigerated condenser?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)	<input type="checkbox"/> N/A machine installed before 12/9/91
1.14. Are the refrigerated condensers on a vented machine routed properly so that the air-perc stream is <u>not</u> vented to atmosphere?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)	<input type="checkbox"/> N/A no refrigerated condenser or non vented machine
1.15. Is the outlet temperature of the cooling coil (refrigerated condenser) read weekly and is it equal to or less than 45° F (±2° F) or 7.2° C (±1.1° C).	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)	<input type="checkbox"/> N/A
1.16. Is the date and temperature sensor monitoring results <u>recorded</u> weekly?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)	<input type="checkbox"/> N/A
1.17. Are the date and temperature sensor monitoring results kept on file for five years?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)	<input type="checkbox"/> N/A
1.18. If an external carbon adsorber is installed on a vented machine, is <u>none</u> of the air-perchloroethylene gas-vapor stream allowed to bypass the carbon adsorber to the atmosphere?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)	<input type="checkbox"/> N/A no carbon adsorber or non vented machine
1.19. Is the concentration of perc in the exhaust of the carbon adsorber measured weekly using a colorimetric detector tube?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)	<input type="checkbox"/> N/A
1.20. Is the concentration of perc in the exhaust of the carbon adsorber less than 100 parts per million per volume?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)	<input type="checkbox"/> N/A
1.21. Is the date and colorimetric detector tube monitoring results recorded weekly?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)	<input type="checkbox"/> N/A
1.22. Is the date and colorimetric detector tube monitoring results kept on file for 5 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)	<input type="checkbox"/> N/A
1.23. Are necessary repairs made to the refrigerated condenser and/or carbon adsorber?	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)	

OC = Out of Compliance

PART 1: Perc Dry Cleaning Machine (continued)

Fees and Licensing

1.24. Has the facility paid their air quality fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
1.25. Has the facility paid their MDEQ Dry Cleaning License Fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)

PART 2: Petroleum Solvent Machine

2.1. Does facility have a dry cleaning machine that uses a petroleum solvent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - Go to Part 3
2.2. Is the TOTAL manufacturers' rated dryer capacity for the entire plant equal to or greater than 84 pounds (38 kilograms)? (see explanation below) AND Was the equipment installed <u>after</u> December 14, 1982.	<input type="checkbox"/> Yes	<input type="checkbox"/> No - Go to Part 3
2.3. Is the filter a cartridge filter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
2.4. Are cartridge filters drained in their sealed housings for at least eight hours prior to their removal.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
2.5. Is leak inspection and leak repair cycle information in the operating manual and on a clearly visible label posted on the dryer.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
2.6. Was the dryer installed between December 14, 1982 and September 21, 1984	<input type="checkbox"/> Yes	<input type="checkbox"/> No - Skip to 2.8
2.7. Does facility use more than 4,700 gallons (17,791 liters) of solvent per year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - Go to Part 3
2.8. Is the dryer a solvent recovery dryer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
2.9. Was an initial test conducted to verify that the flow rate of recovered solvent from the solvent recovery dryer at the termination of the recovery cycle is no greater than 0.05 liters per minute.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
2.10. Does facility have a copy of the initial performance test?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)

* **Manufacturer's rated dryer capacity** is the dryer's rated capacity of articles, in pounds or kilograms of clothing articles per load, dry basis that is typically found on each dryer on the manufacturer's name-plate or in the manufacturer's equipment specifications. If the manufacturer's rated dryer capacity for all the dryers at the plant combined is equal to or greater than 84 pounds, then the source is subject to the requirements in this section.

PART 3: Waste

3.1.	Does facility generate <u>less</u> than 220 pounds of hazardous waste per month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.2.	Does facility have a site identification number? <i>The Site ID number should appear on all Uniform Hazardous Waste Manifests. Site ID will begin with MIK, MIR, MID MIT, MIE, MIO, MIG, MIH, or MIP prefix.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
Manifests and Shipping Records			
3.3.	Does each shipment of hazardous waste or liquid industrial waste have a manifest or receipt from the waste hauler that identifies manifest number and the type and quantity of waste shipped?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.4.	Is the waste properly listed on the manifest form (e.g., F-002) and is the quantity shipped entered on the manifest form?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.5.	Has a copy of each manifest been signed by the waste hauler and submitted to the MDEQ WHMD?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.6.	Are all copies of the manifest that are signed by the hauler and disposal facility kept on file for at least <u>3 years</u> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
Hazardous Waste Storage			
3.7.	Is each storage container labeled with the name of the contents (e.g., perc waste, filters) and is the label readable? <i>Container may be labeled using purchased labels, a stencil, or the completed shipping label.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.8.	Is each container that is being shipped labeled according to the US DOT Shipping requirements? (e.g. does it have a completed US DOT shipping label).	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.9.	Is less than 2,200 pounds (5 drums) of hazardous waste accumulated on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.10.	Are containers in good condition and kept closed except when adding or removing waste?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.11.	Is the exterior of the storage containers kept free of the liquid waste and its residue.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.12.	Are containers protected from the weather? If storing containers outdoors, they are placed on an impervious surface and protected them from the elements.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.13.	Are containers protected from fire and secure from vandalism and physical damage such as that caused by fork lifts or other equipment.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.14.	Are the containers compatible with the type of waste being stored in them and are containers that have wastes that could react with each other separated by a physical barrier, like a dike, berm, or wall, or by a safe distance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)

PART 3: Waste (continued)

3.15. Is there adequate aisle space for unobstructed movement of emergency equipment and personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.16. If contents have a flashpoint below 200° F, are they isolated according to local fire department recommendations.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.17. If a leak or spill occurs does facility immediately stop and contain the leak and repair or replace the container.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.18. Have employees been trained on how to properly manage fluids.	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.19. Does hazardous waste storage area have secondary containment such as a curb, ramped pad, dike, or containment room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - Recommended
3.20. Is facility doing any of the best management practices listed in Table 3.1 of the Self Audit Workbook?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - Recommended
Liquid and Hazardous Waste Disposal		
3.21. Are hazardous wastes that are a liquid shipped to a licensed recycling, treatment, storage, or disposal facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.22. Is facility complying with the following requirements:		
<ul style="list-style-type: none"> • <u>Liquid</u> hazardous wastes are never disposed of in a dumpster, solid waste landfill, or incinerator. • Waste is not put into the municipal sanitary sewer system without authorization from local wastewater treatment plant. • Hazardous waste is not flushed into a septic tank, down a storm drain, into a stream, or on the ground. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
3.23. Is facility doing any of the following best management practices?		
<input type="checkbox"/> Hazardous wastes that are <u>solids</u> are disposed of in one of the following ways: <ul style="list-style-type: none"> • shipped to a licensed recycling, treatment, storage, or disposal facility • taken to a household hazardous waste collection site that is willing to accept your hazardous waste. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No - Recommended
<input type="checkbox"/> "Solid" hazardous wastes are not disposed of in a solid waste landfill, municipal waste incinerator, or in a dumpster.		
Fluorescent Tubes, Lamps, and Batteries		
3.24. Does facility recycle fluorescent tubes, incandescent lamps, and/or dry cell batteries? <i>Only put this waste in your trash (dumpster) with permission from waste hauler and/or landfill (Some haulers and landfills may no longer accept these wastes.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No – Recommended Skip to 3.27

PART 3: Waste (continued)

<p>3.25. Are fluorescent tubes, incandescent lamps, dry cell batteries, stored for recycling according to the following requirements?</p> <ul style="list-style-type: none"> • Stored up to one year after generation. • Records are kept that show how long they have been stored using a method that clearly demonstrates how long they have been accumulated. • Waste is labeled or the container holding the waste is labeled with the following: "universal waste electric lamps," "waste electric lamps," "used electric lamps," or "universal waste battery(ies)," "waste battery(ies)," "used battery(ies)." • Waste must be stored in a way that prevents any spills or releases. Containers must be kept closed, in good condition, and be compatible with the type of waste stored in the containers. • No more than 11,000 pounds of these wastes can be accumulated at any one time. 	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)
<p>3.26. Have employees who handle fluorescent tubes, incandescent lamps, and dry cell batteries, been Informed about proper handling of these waste materials and any emergency procedures?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)
<p>3.27. Does facility do any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recharge and use batteries that are still rechargeable. <input type="checkbox"/> Use low-mercury, energy-efficient fluorescent/HID light bulbs. <input type="checkbox"/> Keep recycling or disposal receipts for at least 3 years, and know who takes them to be recycled or disposed. 	<input type="checkbox"/> Yes <input type="checkbox"/> No - Recommended
<p>Solid Waste Requirements</p>	
<p>3.28. Is all <u>solid waste</u> hauled to a recycling center or a licensed disposal facility, which includes: a landfill, incinerator, or a transfer/processing facility?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)
<p>3.29. Is waste stored in leak-proof, covered containers (e.g. covered dumpster)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)
<p>3.30. Does facility recycle or reuse office paper, corrugated cardboard, wood pallets, 55-gallon clean drums, other containers, or scrap metal?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No - Recommended

PART 4: Tanks

<p>4.1. Does facility store fuel, solvents, or other material in an aboveground storage tank?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No – Go to Part 5
<p>4.2. Does the storage tank have secondary containment?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No (OC)
<p>4.3. Is the tank any of the following:</p> <ul style="list-style-type: none"> • Used to supply flammable or combustible liquid with a storage capacity of more than 1,100 gallons. <i>This includes drycleaning solvents and/or fuel oil.</i> • A flammable compressed gas or LPG container filling location. • An LPG tank with a water capacity of more than 2,000 gallons, or two or more tanks with an aggregate water capacity of more than 4,000 gallons? 	<input type="checkbox"/> Yes <input type="checkbox"/> No – Skip to 4.5

PART 4: Tanks (continued)

4.4.	Has the tank been certified by the Michigan Department of Environmental Quality Waste and Hazardous Materials Division	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
4.5.	Does the tank meet the requirements below?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
	<input type="checkbox"/> A single- or double-bottom shop-manufactured tank that has an external mastic-coated bottom can only be installed on a concrete or asphalt pad that is higher than the surrounding dike floor. <input type="checkbox"/> Cathodic protection that is properly engineered and maintained must be used for the exterior of single- or double-bottom tanks that are installed on earth and gravel. <input type="checkbox"/> Cathodic protection can be used on single- or double-bottom tanks that are installed on a concrete or asphalt pad at the same level as the rest of the dike floor. <input type="checkbox"/> Precautions must be taken to prevent the ignition of flammable vapors. Sources of ignition include but are not limited to: open flames, cutting and welding, thermal heat, spontaneous ignition, stray currents, smoking. <input type="checkbox"/> The tank should be bonded or otherwise connected to the ground to prevent static electricity? <input type="checkbox"/> Releases or suspected releases of a regulated substance from the storage tank must be reported. Contact the Michigan Department of Environmental Quality, Remediation and Redevelopment Division district office (see Appendix C for phone numbers) and the local fire department, or the Pollution Emergency Alerting System at 800-292-4706 . Some signs that a release has occurred are visibly stained soils, holes in the AST, and odoriferous soils. <input type="checkbox"/> An emergency action plan must be available and made known to employees to respond to fire or other emergencies. (Alternate fire safety measures on-site must be in place while any fire safety equipment is shut down.) This emergency plan should be coordinated with your local emergency response agencies, such as fire, police, etc. In most cases, your local agencies will respond to your alarm or call.		

PART 5: Boiler

5.1.	Does facility have a boiler?	<input type="checkbox"/> Yes	<input type="checkbox"/> No – Go to Part 6
5.2.	Does facility keep a record of the amount of fuel the boiler uses per month (e.g., monthly bill from utility company)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
5.3.	Does the boiler stack discharge vertically upwards and are all devices used to prevent precipitation from entering the sack not restricting the vertical flow of the exhaust gas stream?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
5.4.	Does boiler comply with the requirements below?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
	<input type="checkbox"/> The boiler must not smoke or cause a nuisance when operated. <input type="checkbox"/> Boiler must be operated and maintained according to the manufacturer's instructions. Tune-ups, including efficiency testing, are considered crucial to efficient, clean operation. <input type="checkbox"/> Boiler blowdown MAY NOT be discharged to a septic system. <i>If discharge to a sewer is not possible, facility must obtain a groundwater or surface water discharge permit, or store boiler blowdown in a holding tank or container. An evaporator may be reduce the volume of boiler blowdown before having it hauled offsite.</i>		
5.5.	Is Facility doing any of the following best management practices for boilers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No – Recommended
	<input type="checkbox"/> There should be no fresh air intakes near the stack. <input type="checkbox"/> The flue gas exit velocity should be at least 40 feet per second. <input type="checkbox"/> Replace stack when boiler is replaced. <i>The construction material can affect the acid dew point and ultimately the life of the stack. Therefore, it is wise in invest in a new stack at the time the boiler is being replaced, if the existing stack does not meet the general standards listed above.</i>		

PART 6: Wastewater

6.1.	Is facility connected to a sewer system that goes to a wastewater treatment plant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No – Skip to 6.6
6.2.	Does facility empty wastewater from dry cleaning machine into a drain, toilet, or sink?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - Skip to 6.4
6.3.	Does facility have permission from the wastewater treatment plant to dispose of wastewater from dry cleaning machine into the sewer system? (e.g., permit, letter, or written authorization from WWTP)	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
6.4.	Does facility empty wastewater from laundry area, air compressor, boiler, vacuum, or floor cleaning into a drain, toilet, or sink?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - Skip to 6.6
6.5.	Does facility have permission from the wastewater treatment plant to dispose of wastewater from laundry area, air compressor, boiler, vacuum, or floor cleaning into the sewer system? (e.g., permit, letter, or written authorization from WWTP)	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
6.6.	Does facility use an evaporator device to dispose of wastewater?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.7.	Is any wastewater collected in a holding tank?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - Skip to 6.9
6.8.	Is wastewater that is collected in holding tank disposed of by a licensed and registered hauler?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
6.9.	Does any wastewater from facility go to a septic system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.10.	Does facility empty wastewater from dry cleaning machine, laundry area, air compressor, boiler, vacuum, or floor cleaning onto the ground, storm sewer, steam, or ditch?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.11.	Are there any floor drains in facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - Go to Part 7
6.12.	Do they empty to the sewer system or a holding tank?	<input type="checkbox"/> Yes Go to Part 7	<input type="checkbox"/> No
6.13.	Have the drains been plugged with concrete or a locked down cement cap so that they are inaccessible and unusable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)

PART 7: Safety

7.1.	Are there at least two portable fire extinguishers with at least a 2a,10bc rating at the facility and is one of those fire extinguishers mounted near the dry cleaning machine?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)
7.2.	Does facility have an approved organic vapor respirator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (OC)