

Self-Audit Forms for Dry Cleaning

Michigan Department of Environmental Quality, Environmental Results Program • (800) 662-9278 • www.michigan.gov/deq

Facility Name _____

Facility Address _____

City _____ State _____ Zip _____

Phone Number _____

Contact Name _____

Audit Date ____/____/____

Establishment Number						
Enter your establishment number below and shade in the corresponding box beneath it						
[0]	[0]	[0]	[0]	[0]	[0]	[0]
[1]	[1]	[1]	[1]	[1]	[1]	[1]
[2]	[2]	[2]	[2]	[2]	[2]	[2]
[3]	[3]	[3]	[3]	[3]	[3]	[3]
[4]	[4]	[4]	[4]	[4]	[4]	[4]
[5]	[5]	[5]	[5]	[5]	[5]	[5]
[6]	[6]	[6]	[6]	[6]	[6]	[6]
[7]	[7]	[7]	[7]	[7]	[7]	[7]
[8]	[8]	[8]	[8]	[8]	[8]	[8]
[9]	[9]	[9]	[9]	[9]	[9]	[9]

INSTRUCTIONS

1. Enter your facility information in the fields above as shown in the example to the right. Be sure to darken the appropriate box beneath each number. Your establishment number is printed on your dry cleaning license issued by the DEQ.
2. Complete the audit starting on the next page. Answer every question unless you are directed to skip it. Be sure to either put an "X" in the box that is your answer or darken the box completely.
3. Some answers may require you to complete a Return-to-Compliance (RTC) Plan. This means that you are not complying with the requirement and must complete a RTC Plan located at the back of this audit. Use this plan to explain how you will return to compliance. Only submit an RTC Plan for violations that you are unable to correct BEFORE submitting your self-audit. The completed RTC plans(s) should be submitted with the completed audit.
4. Return all nine pages of this self audit and any RTC plans to the DEQ using the envelope included in the audit package you received OR if completing an electronic version of the audit, e-mail the completed forms to ostrowsj@michigan.gov.

Establishment Number						
Enter your establishment number below and shade in the corresponding box beneath it						
1	2	0	0	0	9	3
[0]	[0]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[0]	[0]
<input checked="" type="checkbox"/>	[1]	[1]	[1]	[1]	[1]	[1]
[2]	<input checked="" type="checkbox"/>	[2]	[2]	[2]	[2]	[2]
[3]	[3]	[3]	[3]	[3]	[3]	<input checked="" type="checkbox"/>
[4]	[4]	[4]	[4]	[4]	[4]	[4]
[5]	[5]	[5]	[5]	[5]	[5]	[5]
[6]	[6]	[6]	[6]	[6]	[6]	[6]
[7]	[7]	[7]	[7]	[7]	[7]	[7]
[8]	[8]	[8]	[8]	[8]	[8]	[8]
[9]	[9]	[9]	[9]	[9]	<input checked="" type="checkbox"/>	[9]

Mailing address: DEQ, ESSD - Environmental Results Program
P.O. Box 30457, Lansing, MI 48909-7957

★ If you have questions please contact the Michigan Environmental Assistance Program 800.662.9278 ★

PART 1: PERCHLOROETHYLENE (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 Complete RTC
1.2. Are machine operating manuals kept on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
1.3. Is the dry cleaning machine door kept closed, except for loading and unloading?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
1.4. Do you keep a log of the gallons of perc purchased each month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
1.5. Are all perc purchase logs kept on file for five years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
1.6. Are all cartridge filters drained 24 hours before removal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
1.7. Are the following components of the machine inspected <u>weekly/bi-weekly*</u> for leaks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
<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 		
1.8. Is the machine inspected monthly while in operation with a halogenated hydrocarbon detector?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.9. 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 Complete RTC
1.10. Do you keep a log of the date of any necessary repairs made to the machine?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
1.11. Do you keep a log of machine inspections that identifies any components that are leaking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
1.12. Was the dry-to-dry machine installed <u>before</u> 12/9/91 AND did facility purchase <u>less</u> than 140 gallons of perc per year during all previous 12-month periods?	<input type="checkbox"/> Yes - Skip to 1.31	<input type="checkbox"/> No existing small area source, exempt from control requirements

RTC = Return to Compliance Plan, which can be found at the end of the audit forms.

* Inspection required biweekly if machine installed prior to 12/9/91 and purchase less than 140 gal perc per 12-month period.

PART 1: PERC DRY CLEANING MACHINE (continued)**Small and Large Dry-to-Dry Machine Control Requirements**

1.13. Do all dry-to-dry machines installed before 12/9/91 have an external refrigerated condenser OR a carbon adsorber that was installed prior to 9/22/93? (Choose N/A if machine installed after 12/9/91)

Yes No N/A
Complete RTC

1.14. Do all dry-to-dry machines installed after 12/9/91 have an internal refrigerated condenser? (Choose N/A if machine installed before 12/9/91)

Yes No N/A
Complete RTC

1.15. Do all dry-to-dry machines initially installed after 12/21/05 have an internal carbon adsorber AND refrigerated condenser? (Choose N/A if machine installed before 12/21/05)

Yes No N/A

1.16. If machine was installed **after 12/21/05** OR facility purchased more than **2,100** gallons of perc per 12-month period, is the concentration of the perc in the dry cleaning machine drum at the end of the cycle measured weekly with a colorimetric detector tube or PCE gas analyzer? (Choose N/A if machine installed before 12/21/05 and purchased less than 2,100 gal perc/12-mo period)

Yes No N/A
Skip to 1.18

1.17. Is the concentration of perc less than 300 ppm?

Yes No

1.18. Are the external refrigerated condensers on a vented machine routed properly so that the air-perc stream is not vented directly to atmosphere while drum is rotating? (Choose N/A if machine has no refrigerated condenser or is a non vented machine)

Yes No N/A
Complete RTC

1.19. Is the outlet temperature of the vapor stream passing through 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)? (Choose N/A if reading pressure gauge to comply, see question 1.20)

Yes No N/A
Complete RTC

1.20. Are the high and low pressures of the refrigeration system read and recorded on a weekly basis? (Choose N/A if no pressure gauges)

Yes No N/A
Complete RTC

1.21. Are the pressures within those specified by the manufacturer? (Choose N/A if no pressure gauges)

Yes No N/A
Complete RTC

1.22. Is the date, temperature sensor or pressure gauge monitoring results recorded weekly?

Yes No
Complete RTC

1.23. Is the date, temperature sensor or pressure gauge monitoring results kept on file for five years?

Yes No
Complete RTC

External Control Requirements

1.24. Is machine equipped with an external carbon adsorber?

Yes No
Skip to 1.30

PART 1: PERC DRY CLEANING MACHINE (continued)

1.25. 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 Complete RTC
1.26. Is the concentration of perc in the exhaust of the external carbon adsorber measured weekly using a colorimetric detector tube or PCE gas analyzer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
1.27. Is the concentration of perc in the exhaust of the external carbon adsorber less than 100 parts per million per volume?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
1.28. Are the date and colorimetric detector tube monitoring results recorded weekly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
1.29. Are the date and colorimetric detector tube monitoring results kept on file for 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
1.30. Are necessary repairs made to the refrigerated condenser and/or carbon adsorber?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
1.31. Was a Notification of Compliance Status Form submitted to the MDEQ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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 all dryers used for petroleum solvent equal to or greater than 84 pounds (38 kilograms)? (see explanation below) AND Was the equipment installed <u>after</u> December 14, 1982? Manufacturer's rated dryer capacity is the dryer's (dry-to-dry machine'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.	<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 Complete RTC
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 Complete RTC

RTC = Return to Compliance Plan, which can be found at the end of the audit forms.

PART 2: PETROLEUM SOLVENT MACHINE (continued)

- 2.5. Is leak inspection and leak repair cycle information in the operating manual and on a clearly visible label posted on the dryer? Yes No
Complete RTC
- 2.6. Was the dryer installed between December 14, 1982 and September 21, 1984 Yes No
Skip to 2.8
- 2.7. Does facility use more than 4,700 gallons (17,791 liters) of solvent per year? Yes No
Go to Part 3
- 2.8. Is the dryer a solvent recovery dryer? Yes No
Complete RTC
- 2.9. Was an initial performance 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? Yes No
Complete RTC
- 2.10. Does facility have a copy of the initial performance test? Yes No
Complete RTC

PART 3: WASTE

- 3.1. Does your facility generate less than 220 pounds of hazardous waste per month? Yes No*
Go to Part 4
- 3.2. Does your facility have a site identification number when needed for waste shipment? (Choose N/A if you do not ship waste off-site) Yes No N/A
Complete RTC **Skip to 3.7**
TIP: Site ID should appear on all Uniform Hazardous Waste Manifests with MIK, MIR, MID MIT, MIE, MIO, or MIG prefix.

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? Yes No
Complete RTC
- 3.4. Is the waste properly listed on the manifest form (e.g., F002) and is the quantity shipped entered on the manifest form? Yes No
Complete RTC
- 3.5. Has a copy of each manifest been signed by the waste hauler and submitted to the MDEQ by the 10th of the month following the shipment? Yes No
Complete RTC
- 3.6. Are all copies of the manifest that are signed by the hauler and disposal facility kept on file for at least 3 years? Yes No
Complete RTC

* Facilities that generate less than 220 pounds of hazardous waste per month are subject to fewer requirements than those that generate more than 220 pounds. **If your facility generates more than 220 pounds of hazardous waste per month you cannot use this part audit.** See page 8 of the Self-Audit Workbook for more information.

PART 3: WASTE (continued)		
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 Recommended
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 Complete RTC
3.9. Is less than 2,200 pounds (5 drums) of hazardous waste accumulated on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
3.10. Are containers in good condition and kept closed except when adding or removing waste?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
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 Complete RTC
3.12. Are containers protected from the weather? If storing containers outdoors, they are placed on an impervious surface and protected from the elements.	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
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 Complete RTC
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 Complete RTC
3.15. Is there adequate aisle space for unobstructed movement of emergency equipment and personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Recommended
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 Complete RTC
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 Complete RTC
3.18. Have employees been trained on how to properly manage waste?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Recommended
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. Are you 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

PART 3: WASTE (continued)**Liquid and Hazardous Waste Disposal**

3.21. Are hazardous wastes that are a liquid shipped to a licensed recycling, treatment, storage, or disposal facility?

 Yes No

Complete RTC

3.22. Is your facility complying with the following requirements?

 Yes No

Complete RTC

- Liquid 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.

3.23. Is your facility doing any of the following best management practices?

 Yes No

Recommended

- Hazardous wastes that are solids are disposed of in one of the following ways:
- 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.
- "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 your facility recycle fluorescent tubes, incandescent lamps, and/or dry cell batteries? *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 due to the lead and mercury contained in them.)*

 Yes No

Recommended

Skip to 3.27

3.25. Are fluorescent tubes, incandescent lamps, dry cell batteries, stored for recycling according to the following requirements?

 Yes No

Complete RTC

- Stored not over 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 batteries," "waste batteries," "used batteries."
- 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.

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?

 Yes No

Complete RTC

3.27. Does your facility do any of the following?

 Yes No

Recommended

- Recharge and use batteries that are still rechargeable.
- Use low-mercury, energy-efficient fluorescent/HID light bulbs.
- Keep recycling or disposal receipts for at least 3 years, and know who takes them to be recycled or disposed.

RTC = Return to Compliance Plan, which can be found at the end of the audit forms.

PART 3: WASTE (continued)		
Solid Waste Requirements		
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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
3.29. Is waste stored in leak-proof, covered containers (e.g. covered dumpster)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
3.30. Does your facility recycle or reuse office paper, corrugated cardboard, wood pallets, 55-gallon clean drums, other containers, or scrap metal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Recommended
PART 4: STORAGE TANKS		
4.1. Does your facility store fuel, solvents, or other material in an aboveground storage tank?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Go to Part 5
4.2. Does the storage tank have secondary containment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
4.3. Is the tank any of the following? <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 dry cleaning 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
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 Complete RTC
4.5. Does the tank meet the requirements in Table 4.1 of the Self Audit Workbook?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
PART 5: WASTEWATER		
5.1. Is your facility connected to a sewer system that goes to a wastewater treatment plant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Skip to 5.6
5.2. Does your facility empty wastewater from any dry cleaning machine into a drain, toilet, or sink?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Skip to 5.4
5.3. Does your facility have permission from the wastewater treatment plant to dispose of wastewater from dry cleaning machine into the sewer system? (<i>e.g., permit, letter, or written authorization from WWTP</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No Complete RTC
5.4. Does your 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 5.6

PART 5: WASTEWATER (continued)

- | | | |
|--|------------------------------|--|
| 5.5. Does your 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
Complete RTC |
| 5.6. Does your facility use an evaporator device to dispose of wastewater? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5.7. Is any wastewater collected in a holding tank? | <input type="checkbox"/> Yes | <input type="checkbox"/> No
Skip to 5.9 |
| 5.8. Is wastewater that is collected in holding tank disposed of by a licensed and registered hauler? | <input type="checkbox"/> Yes | <input type="checkbox"/> No
Complete RTC |
| 5.9. Does any wastewater from your facility go to a septic system? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5.10. Does your 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 |
| 5.11. Are there any floor drains in facility? | <input type="checkbox"/> Yes | <input type="checkbox"/> No
Go to Part 6 |
| 5.12. Do they empty to the sewer system that goes to a wastewater treatment plant or a holding tank? | <input type="checkbox"/> Yes | <input type="checkbox"/> No
Go to Part 6 |
| 5.13. Have floor drains that empty to a storm sewer, stream, or ditch 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
Complete RTC |

PART 6: SAFETY

- | | | |
|---|------------------------------|---|
| 6.1. Are there at least two portable fire extinguishers (or one extinguisher for perc dry cleaning facilities) 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
Complete RTC |
| 6.2. Does facility have an approved organic vapor respirator? | <input type="checkbox"/> Yes | <input type="checkbox"/> No
Complete RTC |

RTC = Return to Compliance Plan, which can be found at the end of the audit forms.

**This is the end of the Self-Audit.**

Please mail the completed, nine-page Self-Audit Forms and any completed RTC Plans to the MDEQ in the self addressed envelope that was included with your audit packet.

Return-to-Compliance Plan 3

5. Question from the Self-Audit which your are reporting non-compliance: _____
Question Number
6. Describe the Requirement (provide brief description below):
7. What corrective action will you or have you taken to return to compliance (provide brief description below):
8. Date you will return to compliance: _____
MM/DD/YY

Return-to-Compliance Plan 4

5. Question from the Self-Audit which your are reporting non-compliance: _____
Question Number
6. Describe the Requirement (provide brief description below):
7. What corrective action will you or have you taken to return to compliance (provide brief description below):
8. Date you will return to compliance: _____
MM/DD/YY