

**Texas Commission on Environmental Quality**

**CHECKLIST WORKSHEET**

**DRY CLEANER CEI**

Reg Ent Name : \_\_\_\_\_

Date : \_\_\_\_\_

Add ID \_\_\_\_\_

Investigator Name \_\_\_\_\_

Item No.	Description	Answer	Citations	Notes
	SECTION A: General Prohibitions and Requirements			
1	Did the entity purchase dry cleaning solvent from a distributor with a valid current distribution registration certificate?		337.4(d)	
2	List the solvent distributor Certificate Number, if applicable.			
3	Is the person compliant with the prohibition of purchasing perchloroethylene for a facility with a non-perchloroethylene user registration certificate?		337.4(f)	
	SECTION B: Registration			
4	Does the Owner possess a current, valid TCEQ Dry Cleaner Registration Certificate? IF COMPLIANT, SKIP TO QUESTION 5.		337.10(a)(1)	
4A	Has the owner of the unregistered dry cleaner never previously registered the facility or drop station with the TCEQ?			
4B	Has the owner of the unregistered dry cleaner previously registered the facility or drop station with the TCEQ, but is not currently registered?		337.11(e)	
5	List the TCEQ Dry Cleaner Registration Certificate for the Regulated Entity.			
6	Did the RE provide written notification of any changes with respect to information originally provided on the initial registration, within 30 days of the change?		337.10(b)(3)	
7	Is the RE registration certificate adequately displayed at the facility?		337.11(d)(3)	
8	Is the RE exempt from State of Texas Fees for Solvent use per 337.15(b)?			
	SECTION C: General Performance Standards			
9	Has the person received written approval from the executive director in the form of a variance from the requirements in Subchapter C? IF THE ANSWER IS YES, EVALUATE COMPLIANCE WITH THE APPROVED PROCEDURES OUTLINED IN THE VARIANCE.			
10	For facilities in operation on or before January 1, 2004, are annual gross receipts equal to or less than \$150,000 (performance standards compliance date January 1, 2015)? IF ANSWER IS YES, SKIP TC SECTION I.			
	SECTION D: Air Requirements			

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**DRY CLEANER CEI (Cont)**

11	Does the facility comply with Chapter 106 of this title (relating to Permits by Rule) or Chapter 116 of this title (relating to Control of Air Pollution by Permits for New Construction or Modification)?		337.20(d)(1)	
11A	If yes, does the facility meet all of the requirements of the PBR(s) claimed? If no, explain.			
12	Does the facility maintain records that demonstrate compliance as required by 106.4 for all PBRs?		337.20(d)(1)	
13	Does the owner/operator using perchloroethylene (TCE) at a dry cleaning facility comply with emission standards for hazardous air pollutants (HAPs) as specified in 40 CFR 63, Subpart M?		337.20(d)(2)	
14	If the owner/operator is a major source (emissions of more than 10 tons per day of any single hazardous air pollutant), have they obtained an operating permit?		337.20(d)(3)	
	SECTION E: Secondary Containment			
15	Is secondary containment around each dry cleaning unit and each storage area for dry cleaning solvents, dry cleaning waste or dry cleaning wastewater?		337.20(e)(3)(A)	
16	Is each secondary containment structure maintained in good condition and capable of containing any leak, spill or release of dry cleaning solvents ?		337.20(e)(3)(B)	
17	Are any floor drains located within the secondary containment?		337.20(e)(3)(C)	
18	Are the materials used to construct each secondary containment structure impervious to and compatible with the dry cleaning solvents, dry cleaning wastes and dry cleaning wastewater used or stored with the secondary containment area?		337.20(e)(4)(A)	
19	If the facility has used materials other than epoxy or steel for the construction of the secondary containment structure for chlorinated solvent units and storage areas, has approval been granted by the TCEQ executive director?		337.20(e)(4)(B)	
20	Are all sealants and caulk used in the secondary containment structure impervious to and compatible with the dry cleaning solvent, dry cleaning waste or dry cleaning wastewater used or stored within the secondary containment structure?		337.20(e)(4)(C)	
21	Is each dry cleaning machine secondary containment structure installed after 9/1/2005 capable of containing a minimum of 110% of the volume of liquids that can be held within the largest container in the storage area?		337.20(e)(5)(A)	
22	Is the dry cleaning machine secondary containment area kept free of all materials or objects that would diminish its capacity to contain a leak, spill or release?		337.20(e)(5)(A)	

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**DRY CLEANER CEI (Cont)**

23	Is each dry cleaning solvent, dry cleaning waste and dry cleaning wastewater storage area secondary containment structure installed after 9/1/2005 capable of containing a minimum of 110% of the volume of liquids that can be held within the largest container in the storage area?		337.20(e)(5)(B)	
24	Is each dry cleaning solvent, dry cleaning waste and dry cleaning wastewater storage area secondary containment area kept free of all materials or objects that would diminish its capacity to contain a leak, spill or release?		337.20(e)(5)(B)	
	<b>SECTION F: Secondary Containment Inspections</b>			
25	Does the owner keep a log of weekly visual inspections of each installed secondary containment structure? If the answer is no, skip to question 28.		337.20(e)(6)(B)	
26	If the owner maintains a weekly visual inspection log, does the log contain the following information? Note: for dry cleaning facilities using chlorinated solvents, inspection logs may be added to the leak inspection and repair records required by 40CFR 63 Subpart M:			
26A	the date and time of each inspection?		337.20(e)(6)(B)(i)	
26B	the name of the person conducting the inspection ?		337.20(e)(6)(B)(ii)	
26C	a brief notation of findings?		337.20(e)(6)(B)(iii)	
26D	the date and nature of each repair or other action taken?		337.20(e)(6)(B)(iv)	
27	Is the inspection log kept at the dry cleaning facility for at least 5 years since the log has been completed?		337.20(e)(6)(D)	
28	Does the owner visually inspect each installed secondary containment structure weekly to ensure that the structure is not damaged?		337.20(e)(6)	
29	If any damage to the secondary containment structure is found, has the owner ensured the damage is repaired within seven (7) days after discovery (or within the extended time frame authorized by the executive director)?		337.20(e)(6)(A)	
30	If there is a release or imminent threat of release of dry cleaning solvents, has the owner:			
30A	ensured that any release is immediately contained and controlled?		337.20(e)(6)(A)	
30B	temporarily removed the dry cleaning machine from service until the damage is repaired within the seven day time limit?		337.20(e)(6)(A)	
	<b>SECTION G: Chlorinated Solvent Delivery and Non-Chlorinated Solvent Storage</b>			
31	Are all chlorinated dry cleaning solvent delivered to dry cleaning units by means of either :			
31A	a closed, direct-coupled delivery system		337.20(f)(1)(A)	

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31B	or an alternative method submitted to, and approved by the executive director that provides protection of human health and safety and the environment that is equivalent to or greater than the protection provided by direct-coupled delivery systems.		337.20(f)(1)(B)	
32	Are non-chlorinated dry cleaning solvents, except for carbon dioxide, delivered to dry cleaning units and solvent storage containers in a manner that will minimize releases to the environment?		337.20(f)(2)	
	<b>SECTION H: REMOVAL OF DRY CLEANING SOLVENTS AND WASTES</b>			
33	Has the owner ensured that all dry cleaning wastes are disposed of in accordance with 337.20 of this title?		337.21(a)	
34	Has the owner of a dry cleaning facility that ceased operations as a dry cleaning facility for 180 continuous days ensured the following are removed from the facility within 30 days after the 180 period:			
34A	dry cleaning solvents (including dry cleaning solvents remaining in any dry cleaning machine)?		337.21(b)	
34B	dry cleaning wastewater?		337.21(b)	
34C	waste materials containing dry cleaning solvents?		337.21(b)	
35	Has the owner of a dry cleaning facility that ceased operations as a dry cleaning facility for 180 continuous days ensured that the dry cleaning solvent and solvent-containing residue from dry cleaning machine is removed prior to the dry cleaning machine being disposed of, recycled or reused?		337.21(b)	
36	Have any dry cleaning machines been temporarily removed from service (out of use less than 1 year but not permanently removed from service)? IF THE ANSWER IS NO, SKIP TO QUESTION 41.			
	Temporarily Removed from Service			
37	Have all dry cleaning machines temporarily removed from service for more than 180 days been emptied within 30 days after the end of the 180-day period?		337.21(c)(1)	
38	Do all dry cleaning machines that are temporarily removed from service meet all applicable performance standards until empty?		337.21(c)(1)	
39	For any dry cleaning machine that is temporarily removed from service and is not empty, has the owner ensured that weekly inspections are conducted?		337.21(c)(2)	
40	Has the owner ensured that the machine meets all applicable performance standards prior to a dry cleaning machine being put back in service?		337.21(c)(3)	
	Permanently Removed from Service			
41	Are dry cleaning machines that are permanently removed from service emptied prior to removal from the interior of the facility?		337.21(d)	

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**DRY CLEANER CEI (Cont)**

	SECTION I: Non-Perchloroethylene Users and Facilities			
	Participating Non-Perchloroethylene User Registration Certificate:			
42	Does the owner have a Non-Perchloroethylene registration certificate indicating the owner has never used or allowed the use of the dry cleaning solvent perchloroethylene at any dry cleaning facility in the state? IF THE ANSWER IS NO, SKIP TO QUESTION 44.			
43	Has the owner ever used or allowed the use of percholoroethylene at the facility or drop station?		337.4(f)	
	Non-Participating Non-Perchloroethylene Facilities:			
44	Does the owner hold a non-participating Non-Perchloroethylene registration certificate for the facility or drop station? IF THE ANSWER IS NO, SKIP TO QUESTION 46.			
45	If the facility is a non-participating facility, has TCE ever been used at the facility?		337.62(a)(3)	
	SECTION J: Recordkeeping			
46	All records must be assembled at a single location within the State of Texas. Are all records required to be maintained by the facility available for examination and copying by the State investigator, at all reasonable times?		337.70(a)	
47	Are the required records being kept for a minimum of five years from the date on which the record is made?		337.70(b)	
48	A dry cleaning facility, must keep appropriate records as required by their hazardous waste generator status (SQG or LQG). In addition, did the owner retain the following records:			
48A	invoices of dry cleaning solvent purchases (showing name, type, and quantity of solvent purchased, and seller's name, address, and date of purchase)?		337.72(1)	
48B	waste disposal records as required by 337.20(b) (relating to Performance Standards)?		337.72(2)	
48C	Secondary containment log required under 337.20(d)(5)(B)?		337.72(3)	

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