



# Instructions for Dry Cleaner Registration Form (TCEQ-20092)

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Owners of dry-cleaning facilities and drop stations must use this form to register each location/site. Use this form for initial (new) registrations as well as subsequent renewals and updates. For updates, complete only the parts corresponding to the items that have changed. **Submit one form for each site.**

The owner of an operating dry-cleaning facility or drop station must register with the commission annually. The registration is due by August 1<sup>st</sup> each year per 30 Texas Administrative Code 337.11(e)(3). You must also submit an updated form within 30 days of any change to the registration information.

**Items in bold must be filled out for all initial registrations. Items with asterisks are required for renewals with no changes. Print clearly or type. Per 30 TAC 337.10(c)(5), TCEQ will require resubmittal for any incomplete or inaccurate information on the form.**

## Registration #

- For new notifications, leave the registration number blank. Your site will be assigned a registration number when TCEQ processes the form.
- For renewals or updates, enter the 5-digit DCR registration number assigned to your site. For example, DCR12345. If you're unsure of the registration number, check the TCEQ [Central Registry search](#), or you can find it on your registration certificate.
- The registration number is site specific and stays with the site throughout its lifetime. If the company moves to a new site location, the company should submit a form to obtain a new registration number for the new site. Do not use numbers assigned to another site address. If your site has an existing registration, you will update the existing registration, even if you are a different company from the prior occupant of the site.
- When this form is filled out electronically, the registration number will automatically populate on the other pages of the form.

## Account #

- For new notifications, leave the account number blank. Your site will be assigned an account number when TCEQ processes the form.
- For renewals or updates, enter the 8-digit account number starting with "2400" listed on the registration certificate or the most recent invoice. Skip this field for ownership changes. The account number is tied to the owner and mailing address.

## Regulated Entity Number

Enter the 9-digit Regulated Entity Number (RN) assigned by TCEQ if this site (or company, in the case of a transporter) already has one. ): This unique nine-digit number identifies the regulated entity and always begins with RN. Each location will be assigned a separate RN number.

- For renewals or updates, you can find the RN on your registration certificate.
- Leave this item blank if the site does not have a RN. TCEQ will assign an RN during the registration process if the site does not have an existing RN.
- Do not enter a permit number, registration number, account number, or license number here. Enter only one RN on each form.

## Registration Type

Select which type of entity this registration is for: Dry-Cleaning Facility or Drop Station. Submit one form for each location. Check only one box to indicate that the site is a retail commercial establishment that is either:

- A dry-cleaning facility that operates, or has operated, for the purpose of cleaning garments or other fabrics using a process that involves any use of dry-cleaning solvents; or
- A drop station that the primary business of which is to act as a collection point for the drop-off and pick-up of garments or other fabrics that are sent to a dry-cleaning facility for processing.

## Submission Reason

Check all that apply.

- **Renewal with no changes (Sections A & G):** Check this box if you want to renew your registration in this submittal and there have been no changes to the ownership, contacts, solvents, or dry-cleaning machines since your last renewal or registration submission. Fill out all fields marked with an asterisk.
- **Renewal with changes:** Check this box if you want to renew your registration in this submittal and there have been changes to the ownership, contacts, solvents, or dry-cleaning machines since your last renewal or registration submission. Check the appropriate boxes under "Submission Reason" to indicate the other changes needed and fill out the corresponding sections to indicate the changes.
- **Initial (all):** Check this box if you will register a site that has never had a Dry Cleaner Registration before in this submittal. Complete all bold items of the form.
- **No longer in business effective:** Check this box if this establishment no longer serves as a dry-cleaning facility or drop station. Indicate the full effective date (MM/DD/YYYY) that the site stopped the dry-cleaning facility or drop station activity. The effective date must be today's date or earlier.

- Update:
  - **Site (Section A):** Check this box if you will update the site information for this registration in this submittal. Site information includes the facility/store name, address, gross receipts, or use of perc. As a reminder, the registration is site specific and stays with the site throughout its lifetime. If the company moves to a new site location, the company should submit a form to obtain a new registration for the new site. Therefore, registrations rarely need to update their site address.
  - **Owner (Sect B - C):** Check this box if you will update owner information in this submittal. Owner information includes changes to the ownership, mailing address, phone number, or email.
  - **Solvent (Section D):** Check this box if you will update the solvent information for a dry-cleaning facility in this submittal.
  - **Machines (Sections H - I):** Check this box if you will update the dry-cleaning machines' information in this submittal.
- **Change from facility to drop station:** Check this box if this site has changed from a dry-cleaning facility to a drop station. Indicate the full effective date (MM/DD/YYYY) that the site stopped dry cleaning and changed to a drop station. The effective date must be today's date or earlier.
- **Change from drop station to facility:** Check this box if this site has changed from a drop station to a dry-cleaning facility. Indicate the full effective date (MM/DD/YYYY) that the site changed to a dry-cleaning facility. The effective date must be today's date or earlier.
- **Submit Part G for each submission.**

## Section A: Site Information (Refers to the location being registered)

Section A is required for all submissions. This is the information about the regulated site requesting the registration. The site information refers to the actual physical address where the regulated dry cleaner activity occurs.

### 1. Facility/ Store Name

Enter the name the site will be known as/by, such as a DBA. Be sure to use a fully descriptive name. (for example, ABC Company Warehouse 4, not Warehouse 4.) If a site does not have an existing RN, the Registration and Reporting section will use the site name as the regulated entity name.

In accordance with the TCEQ Central Registry Naming Standards, a site name should not contain INC, CO, LP, etc. in the name unless it is an integral part of the site name. This standard also applies to all the following organizational endings:

- |               |                             |  |
|---------------|-----------------------------|--|
| • ASSOC       | • INC                       | • LP                                     |
| • Associated  | • Incorporated              | • LTD                                    |
| • Associates  | • LC                        | • PA                                     |
| • Association | • Limited                   | • PC                                     |
| • CO          | • Limited Company           | • PLLC                                   |
| • Company     | • Limited Liability Company | • Professional                           |
| • CORP        | • Limited Partnership       | • Professional Limited Liability Company |
| • Corporation | • LLC                       |  |

Notification paperwork received with any of the above organizational endings in the facility name field may be returned for correction unless a justification is provided. To eliminate any delay in processing your notification, ensure you follow these standards. For any questions regarding standards for organizational endings, contact the TCEQ Central Registry at 512-239-5175.

### 2. Street Address

Enter the physical street address of the site. Do not provide a P.O. Box.

### 3. City

Enter the city for the physical location of the site. If the site is not within city limits, enter the nearest city in this field. TCEQ only registers dry cleaner sites located in Texas.

### 4. Zip+4

Enter the zip code for the physical location of the site. If the site is not within a zip code, enter the nearest zip code in this field. Verify the zip + 4 at [https://tools.usps.com/go/ZipLookupAction\\_input](https://tools.usps.com/go/ZipLookupAction_input).

## 5. County

Select the county for the site location. If the site extends over multiple counties, enter the county containing the majority of the site.

## 6. Latitude

Enter the latitude using up to 6 decimals. Do not provide minutes and seconds.

## 7. Longitude

Enter the longitude using up to 6 decimals. Do not provide minutes and seconds.

## 8. NAICS Code

All new notifications must provide a primary North American Industrial Classification System (NAICS) code. The code should indicate the classification for the ultimate business use of the site. Go to <https://www.census.gov/naics/> for a list of NAICS codes. The NAICS code for dry-cleaning is 812320.

## 9. SIC Code

Standard Industrial Classification Code. Visit <https://www.osha.gov/data/sic-search> for more information.

## 10. Payment from Retail Customers

Check here if the facility does not accept payment directly from retail customers.

## 11. Gross Receipts

Check only one box next to the applicable gross receipts amount (\$150,000 or less/More than \$150,000) reported to the Texas Comptroller of Public Accounts for the past consecutive 12 months. TCEQ will verify the amount with the comptroller. If the information you provide does not match the amount reported to the comptroller, your dry-cleaning registration certificate may be withheld or delayed.

This amount should match the "Total Sales" line on your Sales & Use Tax Return and is the sum of all payments or compensation received by the dry-cleaning facility or drop station. Gross receipts are equivalent to net sales or net revenue, **not** net profit or net income. The gross receipts should include all sources of income from this location, including laundry receipts. If this facility does not collect money from retail customers, use the gross receipts from all associated drop stations.

## 12. Start Date for Dry-cleaning Operations

Indicate the date that the site started dry-cleaning operations. The effective date must be today's date or earlier.

## 13. Perc Use at This Location

Check the appropriate box to indicate whether perchloroethylene has ever been used as a dry-cleaning solvent at this location.

## 14. Perc Use at Other Locations in Texas

Check the appropriate box to indicate whether the owner of this location has ever used or allowed the use of the dry-cleaning solvent perchloroethylene at a dry-cleaning facility or drop station in this state.

## Section B: Owner Information

The owner is the individual or organization responsible for the site. The information included in this part should refer to the legal entity that is the owner of the dry cleaner activities registered on this form.

## 15. Customer Number

Enter the 9-digit Customer Number (CN) here if TCEQ has already assigned one to the organization/individual. If the organization/individual does not have a customer number, leave this item blank. A new CN is assigned only if the owner has not yet been issued a CN. A Customer may be involved with many sites or licenses but should only have a single CN. **Do not** enter a permit number, registration number, or license number here. Regardless of how many regulated entities you are associated with, you will have only one customer reference number.

## 16. Effective Date

For ownership changes, the date the change in ownership occurred. The effective date must be today's date or earlier.

## 17. Owner Name

For a Corporation, General Partnership, or Limited Partnership, enter the complete legal name the legal business name as filed with the Secretary of State's office or Comptroller of Public Accounts. For Individual or Sole Proprietorship, indicate the owner's last name.

Verify the correct legal name for the organization by searching the Secretary of State and/or Texas Comptroller Websites or by calling their help lines.

- Secretary of State 512-463-5555 <http://direct.sos.state.tx.us/acct/acct-login.asp>.
- Texas Comptroller 1-800-252-1386 <https://ourcpa.cpa.state.tx.us/coa/Index.html>

## 18. Owner First Name

If the owner is an individual or sole proprietor, enter the individual's first name in this field.

## 19. Type of Owner

Check **one** box that best indicates the Customer's relationship to the site. A Limited Liability Company (LLC) is considered a Corporation. If none of the boxes fit your situation, check "Other" and write in the relationship.

- **Corporation:** The Customer meets all of the following:
  - Is legally incorporated under the laws of any state or country
  - Is recognized as a corporation by the Texas Secretary of State
  - Has proper operating authority to operate in TexasExamples of Corporations
  - General Corporations
  - Subchapter S Corporations
  - Limited Liability Companies (LLC)
  - Water Supply Corporations
- **Individual:** An individual is a person regulated by TCEQ but who has not established a business. Sole proprietors are considered individuals.
- **Government – Federal, State, County or City:** The Customer is either an agency of one of these levels of government or the governmental body itself (for example, Blanco County, City of Houston, Texas Department of Transportation).
- **Government – Other:** The Customer is a utility district, water district, tribal government, college district, council of governments or river authority (for example, Lower Colorado River Authority).
- **Limited Partnership (LP & LLP):** A Texas limited partnership is a partnership formed by two or more persons, having one or more general partners and one or more limited partners. The limited partnership operates in accordance with a partnership agreement, written or oral, of the partners as to the affairs of the limited partnership and the conduct of its business. While the partnership agreement is not filed for public record, the limited partnership must file a certificate of limited partnership with the Texas Secretary of State (SOS). The Secretary of State provides a form for the certificate of limited partnership which meets minimum state law requirements.
- **Sole Proprietorship:** A sole proprietorship involves a single individual engaging in a business activity without necessity of formal organization. If the business is conducted under an assumed name (a name other than the surname of the individual), then an assumed name certificate (commonly referred to as a DBA) should be filed with the office of the county clerk in the county where a business premise is maintained.
- **General Partnership:** A general partnership is created when two or more persons associate to carry on a business for profit. A partnership generally operates in accordance with a partnership agreement, but there is no requirement that the agreement be in writing and no state-filing requirement. General partnerships are required to file with the county in which they operate. Submit a tax ID if you have a sales tax permit.
- **Other:** Does not fit any of the previous descriptions (for example, joint venture, trust, or an estate). Enter a short description of the Customer type in the blank provided.

## Tax Information

### 20. Federal Tax ID

All businesses, except some small sole proprietors and individuals, should have a federal taxpayer identification number (FEIN). Do not enter a Social Security number in this field. Do not use prefixes, dashes or hyphens. For more information on Federal Tax IDs visit <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>.

### 21. TX State Tax ID

Enter the 11-digit Texas state tax ID assigned by Texas State Comptroller. The Comptroller issues franchise tax identification numbers to corporations and limited liability companies that operate in Texas. Leave this field blank if the Customer has not been issued a TX State Tax ID. If one has been issued, enter it here. Check the State Comptroller's website at <https://ourcpa.cpa.state.tx.us/coa/Index.html> for a listing of the tax ID.

### 22. Texas SOS Filing Number

Enter the 9-digit filing number, if assigned, from the Texas Secretary of State. Leave this field blank if the Customer has not filed with SOS/CPA as a Corporation, Limited Partnership or non-profit organization. If the Customer has filed with SOS/CPA, enter the Filing/Charter Number. Search for the SOS Filing number at <http://direct.sos.state.tx.us/acct/acct-login.asp> or call at 512-463-5555.

### 23. Independently Owned & Operated

Check the appropriate box to indicate if the company listed in #17 is independently owned & operated. Check "No" if the Customer is a subsidiary or part of a larger company.

### 24. DUNS #

Enter the 9-digit Dun & Bradstreet Data Universal Number System (DUNS) number for the company listed in #17.

### 25. Number of Employees

Enter the number of people employed by the owner's entire company at all locations. This is *not* the number of employees at one site.

## Section C. Owner's Representative Contact Information

The registration certificate and invoices will get mailed to the person and address provided in this section.

### 26. First Name

Enter the first name of the owner's representative contact.

### 27. Last name

Enter the last name of the owner's representative contact.

### 28. Title

Enter the title of the individual who serves as the owner's representative contact.

### 29. Mailing Address

Enter the mailing address for the owner's representative contact. Ensure that the mailing address is deliverable per USPS at <https://tools.usps.com/zip-code-lookup.htm?byaddress>.

### 30. City

Enter the city that correlates to the street address provided in #29.

### 31. State

Enter the state that correlates to the street address provided in #29.

### 32. Zip+4

Enter the zip+4 code that correlates to the street address provided in #29. Ensure that the zip+4 is correct per USPS at <https://tools.usps.com/zip-code-lookup.htm?byaddress>.

### 33. Telephone

Enter the telephone number to contact the owner's representative contact.

### 34. Email

Enter an email address to contact the owner's representative contact.

## Billing Periods

Registrations have the option for quarterly fee invoices. This table shows the billing period and the dry cleaner registration certificate expiration dates for registrations that opt for quarterly billing. All registration fees must be paid in full prior to renewal.

Quarter	Billing Period:	Certificate Expires
Q1	Sept 1 - Nov 30	Mar 31
Q2	Dec 1 - Feb 28	June 30
Q3	Mar 1 - May 31	Sept 30
Q4	Jun 1 - Aug 31	Dec 31

## Section D: Solvent Information

This section is required for a new dry-cleaning facility or for any solvent changes.

### 35. Distributors

Provide the names and TCEQ regulated entity numbers of any distributor from whom you purchase solvent. Attach additional pages if necessary.

### 36. Solvent Purchased

Indicate the number of gallons of each solvent type (perc/perchloroethylene, petroleum, silicone, carbon dioxide, or other) purchased during past 12 months prior to the submittal date for the form.

### 37. Delivery Via Closed Direct-Coupled System

Check here if the facility receives deliveries of chlorinated dry-cleaning solvents by a closed direct-coupled system.

### 38. Solvent Storage

Check here if the facility stores virgin (new) solvents in containers other than in the dry-cleaning machine.

#### 38.1. Solvent Storage Secondary Containment

Check here if the solvent storage area has secondary containment.

#### 38.2. Construction Material of Secondary Containment

Select type of construction material for the containment system.

### 39. Solvent Hazardous Waste Storage

Check here if the facility uses chlorinated dry-cleaning solvents and any waste (muck, filter, etc) is stored in sealed containers marked "hazardous waste."

## Section E: Associated Dry-Cleaning Facilities

This section is required for a new drop station or for any changes to a drop station's associated dry-cleaning facilities.

### 40. Associated Dry-Cleaning Facilities List

List the:

- Registration number,
- Name, and
- Address

for any dry-cleaning facilities that this drop station sends items to for cleaning. Attach additional pages if necessary.

## Section F: TCEQ Programs

This section is required for all submissions. Check the box next to all programs that your site participates in. Indicate the registration or permit number next to the program name. Programs tied to the regulated entity may use the information from Sections A-C to update other registrations or permits. If the regulated entity participates in a program not listed below, check "Other" and indicate the program and registration or permit number.

## Part G: Certification

- A certification page with a signature must be included with all submissions.
- Only an owner or legally authorized representative of the owner of this facility may sign this form. Per 30 TAC 337.10(a)(3), the owner remains responsible for information provided on this form.
- You must sign this form in ink or use a verifiable electronic signature with a date and time stamp.
- TCEQ requires payment of all delinquent fees and penalties to process this form. Visit [tceq.texas.gov/agency/financial/fees/delin](http://tceq.texas.gov/agency/financial/fees/delin) for more information.
- Submit all renewals for active dry cleaning facilities and drop stations that have the same owner listed in Section B together at the same time.
- Any person who intentionally or knowingly submits false information on this form is subject to criminal prosecution and revocation of the facility's registration certificate under 30 TAC 337.11(f).

## Section H: Dry-Cleaning Machine Details

Submit Section H only for new dry-cleaning facility, new machine, or machine update submissions. If the facility has more than 4 machines, please submit an additional copy of Section H. For each dry-cleaning machine at the facility, provide the:

- Machine ID number.
- Installation date. (Must be today's date or earlier. If you don't know the exact installation date, enter your best estimate.)
- Status or Status Date for temporarily and permanently out of use machines.

## Section I: Secondary Containment

Submit Section I only for new dry-cleaning facility, new machine, or machine update submissions. If the machine does not have secondary containment, skip Section I. If the facility has more than 4 machines, please submit an additional copy of Section I. For the machines listed in Section H:

- Check the box to indicate that the machine has secondary containment,
- Enter the installation date of the secondary containment, and
- Check the box to indicate the secondary containment material.

## Submitting the Form

Submit this form using one of the following methods.

- *Email:*  
[apodcsubmit@tceq.texas.gov](mailto:apodcsubmit@tceq.texas.gov)  
Include your registration number, facility name, and submission reason in the subject line.
- *Postal mail:*  
Texas Commission on Environmental Quality  
Registration and Reporting Section MC-134  
PO Box 13087  
Austin, TX 78711-3087
- *Overnight services:*  
Texas Commission on Environmental Quality  
Registration and Reporting Section MC-134  
12100 Park 35 Circle Bldg D  
Austin, TX 78753

Submissions sent via email, postal mail, or overnight service will take approximately 8-20 business days to process. To verify if the DC Registration Team has received this form, visit [www.tceq.texas.gov/goto/docsearch](http://www.tceq.texas.gov/goto/docsearch) or scan the QR code to the right.



For any questions about filling out this form not covered above, or for information about the Dry Cleaner Registration Program, contact us at [dcreg@tceq.texas.gov](mailto:dcreg@tceq.texas.gov) or (512) 239-2628. **Do not submit this form to [dcreg@tceq.texas.gov](mailto:dcreg@tceq.texas.gov)** since doing so will cause delays in processing.

Individuals are entitled to request and review their personal information the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact the TCEQ Public Information Section at (512) 239-3282.