

**REGULATION 8
ORGANIC COMPOUNDS
RULE 17
NON-HALOGENATED SOLVENT DRY CLEANING OPERATIONS**

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REGULATION 8
ORGANIC COMPOUNDS
RULE 17
NON-HALOGENATED SOLVENT DRY CLEANING OPERATIONS

(Adopted May 21, 1980)

8-17-100 GENERAL

8-17-101 Description: The purpose of this rule is to limit the emissions of non-halogenated solvents from dry cleaning and related operations.

(Amended 6/20/85; 3/4/09)

8-17-102 Applicability: Any person who performs dry cleaning or related operations using non-halogenated solvent(s) or solvent(s) containing less than 5% by weight of total halogens shall comply with this rule. Operation of any equipment that uses or contains non-halogenated solvent(s) or solvent(s) containing less than 5% by weight of total halogens is subject to this rule. The requirements of this rule may be in addition to those found in other District rules and regulations.

(Adopted March 4, 2009)

8-17-110 Exemption, Other Solvents: This rule does not apply to dry cleaning operations that use carbon dioxide, aqueous solvents, or synthetic solvents containing 5% or more by weight of total halogens (which are subject to Regulation 11, Rule 16). The APCO may designate other solvents to be exempt from this rule based on technology used, toxicity, environmental impact, and other relevant factors.

(Amended 3/20/85; 3/6/09)

8-17-111 Exemption, Small Users: The provisions of Section 8-17-302 shall not apply to petroleum dry cleaning facilities installed prior to September 5, 1990, consuming less than 10,000 liters (2,642 gallons) of petroleum solvent per year, provided the requirements of Section 8-17-501 are met.

(Amended 3/20/85; 9/5/90)

8-17-112 Exemption, Existing Transfer Equipment: The provisions of Section 304 shall not apply to existing transfer machines installed at their original facility prior to March 4, 2009.

(Adopted March 4, 2009)

8-17-200 DEFINITIONS

8-17-201 Non-halogenated Solvent: For the purposes of this rule only, this definition applies to the following solvents used for dry cleaning that contain less than 5% by weight of total halogens (chlorine, bromine, fluorine, and/or iodine). Non-halogenated solvents typically, but not necessarily, contain hydrogen and carbon.

201.1 Solvent: For the purposes of this rule only, "solvent" refers to any non-halogenated solvent subject to this rule, i.e., any non-halogenated solvent and/or solvent containing less than 5% by weight of total halogens.

201.2 Non-halogenated solvents include, but are not limited to, petroleum solvents, glycol ethers, and volatile methylated siloxanes:

1. Petroleum Solvent: A hydrocarbon distillate used for dry cleaning, typically having a minimum flash point of 38°C (100°F) (generically known as Stoddard solvent).
2. High Flash Petroleum Solvent: A highly refined hydrocarbon solvent with a flash point above 60°C (140°F); typically a mixture of aliphatic hydrocarbons in the C₈-C₁₄ range (e.g. DF2000™, Ecosolve™, Drylene®, Puredry™).
3. Glycol Ether Solvent: A glycol ether/ester based liquid used for dry cleaning, typically having a minimum flash point of 85°C (185°F). These solvents include, but are not limited to Propylene Glycol Ethers, Dipropylene Glycol Tert Butyl Ether, Propylene Glycol Dipropylene Glycol Normal Ether (e.g. Rynex®, Arcosolv® DPNB, Impress™).

4. **Volatile Methylated Siloxane Solvent:** A liquid containing a volatile methyl siloxane (e.g., decamethylcyclopentasiloxane or D5) as the cleaning solvent, typically having a minimum flash point of 76°C (170°F) (e.g. Green Earth®).

(Amended March 4, 2009)

8-17-202 Dry Cleaning Facility or Facility: For the purposes of this rule only, any establishment where dry cleaning equipment is operated. Any such establishments that are owned or operated by the same person(s) and are located on the same parcel or contiguous parcels are considered a single facility for purposes of this rule.

(Adopted 3/20/85; Amended 3/4/09)

8-17-203 Solvent Recovery Dryer: A class of dry cleaning dryers that employ a condenser to condense and recover solvent vapors evaporated in a closed loop stream of heated air, together with the piping and ductwork used in the installation of this device.

(Adopted March 20, 1985)

8-17-204 Cartridge Filter: A replaceable discrete filter unit containing filter paper and/or activated carbon or similar filtering compound that traps and removes contaminants from used solvent, together with the piping and ductwork used in the installation of this device.

(Adopted 3/20/85; Amended 3/4/09)

8-17-205 Dry Weight of Materials Cleaned: The weight of materials prior to being dry cleaned.

(Adopted 9/5/90; Amended 3/4/09)

8-17-206 Solvent Liquid Leak: A leak of liquid containing solvent of more than 3 drops per minute.

(Adopted 9/5/90; Amended 3/4/09)

8-17-207 Solvent Vapor Leak: A vapor leak that is a visible mist or otherwise perceptible vapor loss from an unintended opening in the dry cleaning system.

(Adopted 9/5/90; Amended 3/4/09)

8-17-208 Transfer Cart: A cart or container used for the transfer of wet articles from the washer to the dryer, which has walls and a lid that are impervious to solvent.

(Adopted 9/5/90; Amended 3/4/09)

8-17-209 Adsorption Filtration System: A filtration system for hydrocarbon dry cleaning machines, which typically uses a nylon spin-disk filter coated with a powdered adsorbent filter aid to remove soil and grease from used solvent. The filter aid also adsorbs water, dye and odorous materials and is an effective alternative to distillation. The adsorbent powder most widely used is a 50 percent acid activated calcium bentonite (Tonsil®) and 50 percent diatomaceous earth blend.

(Adopted March 4, 2009)

8-17-210 Closed-loop Machine: Factory manufactured dry cleaning equipment in which washing, extraction, and drying are all performed in the same single unit and which recirculates solvent-laden vapor through a solvent recovery (condenser) system or an equivalent primary control system with no exhaust to the atmosphere during the drying cycle.

(Adopted March 4, 2009)

8-17-211 Co-located: Sharing a building or a common wall, floor or ceiling.

(Adopted March 4, 2009)

8-17-212 Condenser: A heat exchanger that uses a cold fluid (refrigerant or chilled water) to condense solvent vapor in order to recover liquid solvent for reuse.

(Adopted March 4, 2009)

8-17-213 Cool Down: The portion of the drying cycle that begins when the heating mechanism deactivates and the condenser continues to reduce the temperature of the air recirculating through the drum to reduce the concentration of solvent in the drum.

(Adopted March 4, 2009)

8-17-214 Control Device: A device for reducing emissions of solvent to the atmosphere including but not limited to, vapor adsorbers and refrigerated condensers.

(Adopted March 4, 2009)

8-17-215 Date of Compliance: The date by which a facility shall be in compliance with a specific requirement of this rule.

(Adopted March 4, 2009)

8-17-216 District: The Bay Area Air Quality Management District.

(Adopted March 4, 2009)

- 8-18-217 Dip Tank Operations:** The immersion of materials in a solution that contains solvent, for purposes other than dry cleaning, in a tank or container that is separate from the dry cleaning equipment.
(Adopted March 4, 2009)
- 8-17-218 Drum:** The rotating cylinder or wheel of the dry cleaning machine that holds the materials being cleaned.
(Adopted March 4, 2009)
- 8-17-219 Dry Cleaning:** The process used to remove soil, greases, paints or other unwanted substances from materials with solvent.
(Adopted March 4, 2009)
- 8-17-220 Dry Cleaning Equipment:** Any machine, device or apparatus used to dry clean materials with solvent or to remove residual solvent from previously cleaned materials. Dry cleaning equipment may include, but is not limited to, a transfer machine (washer or reclaimer) or a closed-loop machine.
(Adopted March 4, 2009)
- 8-17-221 Dry Cleaning System:** All of the following equipment, devices, or apparatus associated with dry cleaning: dry cleaning equipment; filter or purification systems; waste holding, treatment, or disposal systems; solvent supply systems; pumps; gaskets; piping, ducting, fittings, valves or flanges that convey solvent contaminated air; and control systems.
(Adopted March 4, 2009)
- 8-17-222 Drying Cabinet:** A housing in which materials previously cleaned with solvent are placed to dry and which is used only to dry materials that would otherwise be damaged by the heat and tumbling action of the drying cycle.
(Adopted March 4, 2009)
- 8-17-223 Drying Tumbler or Dryer:** Dry cleaning equipment that dries materials previously cleaned with solvent. For the purposes of this rule, drying tumblers include solvent reclaimers.
(Adopted March 4, 2009)
- 8-17-224 Dry-to-Dry Unit:** Dry cleaning equipment that combines the functions of cleaning and drying in one unit and where materials to be cleaned are placed in the equipment and not removed until the drying cycle is complete. A closed-loop machine is not vented during any part of the drying cycle and must have a chilled condenser or equivalent primary control device to effectively recover solvent and deodorize materials.
(Adopted March 4, 2009)
- 8-17-225 Equivalent Primary Control System:** A device or combination of devices that achieves, in practice, a solvent recovery performance equal to or exceeding that of refrigerated or water-chilled condensers.
(Adopted March 4, 2009)
- 8-17-226 Existing Facility:** A facility located within the District that was in operation prior to March 4, 2009.
(Adopted March 4, 2009)
- 8-17-227 Existing Machine:** A dry cleaning machine in operation at an existing facility prior to March 4, 2009.
(Adopted March 4, 2009)
- 8-17-228 Gallons of Solvent Used:** The volume, in gallons, of solvent introduced into the dry cleaning equipment and not recovered at the facility for reuse on-site in the dry cleaning equipment, over a specified time period. Also known as “gross usage” or “solvent consumption”.
(Adopted March 4, 2009)
- 8-17-229 Materials:** Wearing apparel, draperies, linens, fabrics, textiles, rugs, leather, and other goods that are dry cleaned.
(Adopted March 4, 2009)
- 8-17-230 Muck Cooker:** A device for heating solvent-laden waste material to volatilize and recover solvent.
(Adopted March 4, 2009)
- 8-17-231 New Facility:** A facility located within the District that did not operate any dry cleaning equipment prior to March 4, 2009.
(Adopted March 4, 2009)

- 8-17-232 New Machine:** A machine installed at a facility after March 4, 2009 including installations of new machines, replacement machines, additional machines, and used machines.
(Adopted March 4, 2009)
- 8-17-233 Pounds of Material Cleaned per Load:** The total dry weight, in pounds, of the materials in each load dry cleaned at the facility, as determined by weighing each load on a scale prior to dry cleaning and recording the value.
(Adopted March 4, 2009)
- 8-17-234 Primary Control System:** A refrigerated condenser or a water-chilled condenser, or an equivalent closed-loop vapor recovery system.
(Adopted March 4, 2009)
- 8-17-235 Refrigerated Condenser:** A closed loop vapor recovery system that uses refrigerant fluid and into which solvent vapors are introduced and trapped by cooling below the dew point of the solvent.
(Adopted March 4, 2009)
- 8-17-236 Registration:** Written notification submitted by a facility to the District in compliance with Section 404 of this rule.
(Adopted March 4, 2009)
- 8-17-237 Relocated Machine:** Any closed-loop dry cleaning machine that: (1) had been used at an existing facility prior to March 4, 2009, (2) is moved from that facility to another facility in the District, and (3) remains owned or operated by the same person(s), entity or entities that owned or operated the machine at the previous existing facility.
(Adopted March 4, 2009)
- 8-17-238 Separator:** Any device used to recover solvent from a water-solvent mixture.
(Adopted March 4, 2009)
- 8-17-239 Spotting Solution:** Typically a solution of chemical solvents, detergents and/or water that is used to loosen or remove specific stains from soiled materials. Spotting is sometimes done prior to machine dry cleaning (pre-spotting or pre-cleaning) but also may be necessary following machine dry cleaning to remove stubborn stains (post-spotting or post-cleaning).
(Adopted March 4, 2009)
- 8-17-240 Still:** A device used to volatilize (distill) and recover solvent from contaminated solvent removed from cleaned materials.
(Adopted March 4, 2009)
- 8-17-241 Transfer Machine:** A combination of dry cleaning equipment in which washing and extraction are performed in one unit and drying is performed in a separate unit (tumbler or reclaimer).
(Adopted March 4, 2009)
- 8-17-242 Transfer of Ownership:** The conveyance of ownership for a new, permitted or exempt dry cleaning facility from the person(s) who are registered with the District to a different person(s).
(Adopted March 4, 2009)
- 8-17-243 Used Machine:** An existing machine installed at a different facility.
(Adopted March 4, 2009)
- 8-17-244 Vented Machine:** Dry cleaning equipment in which washing, extraction and drying are all performed in the same single unit and in which fresh air is introduced into the drum in the last step of the drying cycle and exhausted to the atmosphere through a control device.
(Adopted March 4, 2009)
- 8-17-245 Waste from Dry Cleaning Operations:** For the purposes of this rule only, any liquid or solid, recovered from dry cleaning operations, that contains more than 0.1% by weight of solvent. Water recovered from dry cleaning operations that does not have a visible organic phase is not considered waste for the purposes of this rule, but is defined as "wastewater".
(Adopted March 4, 2009)
- 8-17-246 Wastewater Evaporator:** A device that vaporizes or atomizes solvent-contaminated wastewater through the addition of thermal or chemical energy, or through physical action.
(Adopted March 4, 2009)
- 8-17-247 Water-repelling Operations:** The treatment of materials with a solvent-containing solution for the purpose of making the materials water resistant or water-repelling.
(Adopted March 4, 2009)

8-17-300 STANDARDS

8-17-301 Operating Requirements: A person shall not operate solvent dry cleaning equipment unless all of the following requirements are satisfied:

- 301.1 **Leak Checks and Repair Requirements:** The owner/operator shall conduct and maintain an effective leak check monitoring and repair program. The facility shall use a leak check inspection checklist that includes the following components: hose and pipe connections, unions, couplings, valves, door gaskets, filter head gaskets, pumps, solvent base tanks, solvent and waste storage containers, water separators, filter sludge recovery units or muck cookers, distillation units and condensers, diverter valves, lint basket, lint storage, and cartridge filter housings.
- 1.1 The owner/operator or her/his designee, shall record the status of each component on a checklist and this checklist must be maintained on a monthly basis.
 - 1.2 Any solvent liquid leak or solvent vapor leak which has not been noted on the checklist and physically marked or tagged on the leaking component of the dry cleaning system shall constitute a violation of this section.
 - 1.3 The facility shall repair the leak within 14 days from the recording date or cease operation of the leaking machine, unless a leak-repair extension is granted by the District.
 - 1.4 The APCO may grant a leak-repair extension to a facility, for a single period of 30 days or less, if the APCO finds that:
 - a. The delay in repairing the leak could not have been avoided by action on the part of the facility;
 - b. The facility used reasonable preventive measures and acted promptly to initiate the repair; and
 - c. The facility is in compliance with all other requirements of this section and has a history of compliance.
- 301.2 **Closed Containers:** All parts of the dry cleaning system, including waste containers, where solvent may be exposed to the atmosphere or workroom shall be kept closed at all times except when access is required for proper operation and maintenance.
- 301.3 **Equipment Solvent Evaporation Minimization:** All parts of the dry cleaning system including all washer and dryer traps, access doors, and other parts of these pieces of equipment, where solvent may be exposed to the atmosphere, shall be kept closed at all times except when required for proper operation or maintenance.
- 301.4 **Waste Cartridge Solvent Evaporation Minimization:** Cartridge filters shall be drained in the filter housing for at least 8 hours or placed in an enclosed device including a solvent recovery dryer until dry before being discarded.
- 301.5 **Hazardous Waste:** All hazardous waste from dry cleaning operations shall be maintained and transported in sealed non-reactive containers and shall be treated or disposed of as set forth in California State law regarding hazardous waste disposal as described in Title 22, Division 4.5 of the California Code of Regulations
- 301.6 **Existing Transfer Operations:** Materials that have been cleaned in a transfer washer must be transferred to the dryer within 2 minutes after they are removed from the washer.
- 301.7 **Solvent Recovery:** A still, or any muck cooker, shall not exceed 75% of its capacity, or an alternative level recommended by the manufacturer. A still, or any muck cooker, shall be cooled below 38° C (100° F) before emptying or cleaning.
- 301.8 **Wastewater Evaporation:** Wastewater evaporators shall be manually filled and operated to ensure that no visible liquid solvent or visible emulsion is allowed to vaporize. An evaporator shall be directly vented outside the facility unless a secondary phase separator and a liquid phase carbon adsorber are used to remove solvent from the wastewater. A secondary

phase separator shall be equipped with a sight gauge (or solvent detector/alarm) and a drain valve. Equipment shall be maintained according to manufacturer's recommendations. As an alternative to evaporation, wastewater shall be properly stored and transported as hazardous waste in accordance with subsection 301.5.

(Amended 3/20/85; 9/5/90; 3/4/09)

8-17-302 Emission Control Requirements for Existing Transfer Machines: A person shall not operate any transfer machine unless one of the following requirements is satisfied:

- 302.1 Add-On Control Device: All exhaust gases from drying tumblers, washers, and cabinets are vented through an approved and properly functioning control device, which reduces the total emissions of precursor organic compounds by at least 85% by weight.
- 302.2 Solvent Recovery Dryer: A solvent recovery dryer shall recover at least 85% by weight of solvent. For the purpose of determining compliance with the 85% recovery efficiency of this subsection, 3 kilograms of solvent emitted per 100 kilograms dry weight of materials cleaned shall be deemed to be in compliance. In addition, the solvent flow rate from the water separator of such recovery dryer shall not exceed 15 milliliters per minute at the termination of the recovery cycle.
- 302.3 Deleted September 5, 1990

(Amended 3/20/85; 9/5/90; 3/4/09)

8-17-303 Deleted March 4, 2009

8-17-304 Equipment Requirements: Except as provided in Section 112, any person using petroleum and/or other non-halogenated solvent to dry clean materials must use a closed-loop machine.

(Adopted March 4, 2009)

8-17-305 Prohibited Equipment / Operations: No person shall perform any of the following operations on or after the applicable date:

- 305.1 Prohibited effective March 4, 2009: Installation or replacement of any vented machine.
- 305.2 Prohibited effective March 4, 2009: Installation or replacement of any transfer machine.
- 305.3 Prohibited effective March 4, 2009: Solvent dip tank operations using solvent.
- 305.4 Prohibited effective March 4, 2009: Use of any drying cabinet for materials dry cleaned with solvent.
- 305.5 Prohibited effective March 4, 2009: Use of a separate washer or drying tumbler with any closed-loop machine. Wet materials shall not be transferred to or from any closed-loop machine.
- 305.6 Prohibited effective July 1, 2009: Purchase of any spotting solvent and/or solution containing any halogenated compound(s), including but not limited to trichloroethylene (TCE) or perchloroethylene.
- 305.7 Prohibited effective July 1, 2010: Use of any spotting solvent and/or solution containing any halogenated compound(s), including but not limited to trichloroethylene (TCE) or perchloroethylene.

(Adopted March 4, 2009)

8-17-306 Specifications for Closed-Loop Machines: A closed-loop dry cleaning machine:

- 306.1 Shall not exhaust to the atmosphere or workroom during operation except when a vacuum pump exhausts to maintain a continuous vacuum.
- 306.2 Shall have a primary control system that operates during both the heated and cool down phases of the drying cycle to reduce the mass of the solvent in the recirculating air stream.
- 306.3 Shall have a refrigerated condenser, or a chilled water condenser, or a District-approved primary control system that has been demonstrated to achieve a solvent recovery performance equal to or exceeding that of a typical refrigerated or water-chilled condenser.
- 306.4 Shall not require the addition of any form of water to the primary control system that results in the physical contact between the water and solvent.

(Adopted March 4, 2009)

8-17-307 Water-repelling Operations: All water-repelling operations shall be performed in a closed-loop machine. Open spraying of water-repelling solution containing more than 1% by weight of solvent is prohibited.

(Adopted March 4, 2009)

8-17-400 ADMINISTRATIVE REQUIREMENTS

8-17-401 Deleted September 5, 1990

8-17-402 Deleted September 5, 1990

8-17-403 Initial Notification: The owner/operator shall provide the District with all of the following information in writing, prior to the installation of any new or relocated machine:

- 403.1 The name(s) of the owner(s) and operator(s) of the facility,
- 403.2 The facility name and location,
- 403.3 Whether or not the facility is co-located with a residence or another commercial business,
- 403.4 The number, types, makes, models, capacities of all dry cleaning equipment,
- 403.5 All control systems including ventilation for each dry cleaning machine.
- 403.6 All solvent(s) used by the dry cleaning equipment.

(Adopted March 4, 2009)

8-17-404 Registration: The owner/operator of dry cleaning machines that are exempt from the permit requirements of Regulation 2, Rule 1, Sections 301 and 302 shall submit District approved registration forms for the following equipment by the following dates:

- 404.1 New or replacement dry cleaning machines – no later than 30 days after date of installation, and
- 404.2 Unregistered existing dry cleaning machines – no later than 90 days after March 4, 2009.

(Adopted March 4, 2009)

8-17-405 Annual Reporting: The owner/operator shall maintain annual reporting records. The owner/operator shall furnish this annual information (as a part of the permit update questionnaire or as a written request for information) to the District by the date specified by the District. The annual report shall include all of the following:

- 405.1 The total of the pounds of materials cleaned in the reporting period.
- 405.2 The total volume (gallons) of solvent used for all solvent additions (or solvent consumption) in the reporting period. Records shall include inventory of solvent at start of reporting period, inventory of solvent at end of reporting period, and total purchases of solvent for the reporting period.
- 405.3 The total amount of solvent in waste received by licensed waste hauler or recycler, if applicable, during the reporting period:
 - 3.1 Report the amount of still residue and the fraction of solvent in still residue. In lieu of a laboratory analysis, the operator may assume the fraction of solvent to be 50 percent;
 - 3.2 Report the number of cartridge and adsorptive cartridge filters and the amount of solvent per filter cartridge. In lieu of a laboratory analysis, the operator may assume one-half gallon of solvent per cartridge;
 - 3.3 Report the amount of other waste and the fraction of solvent in other waste;
 - 3.4 The total amount of solvent in waste equals the solvent in still residue plus the solvent in filter cartridges plus the solvent in other waste.
- 405.4 The net amount of solvent used or amount of solvent emitted by a dry cleaning facility shall be calculated as equal to the solvent consumption minus the total amount of solvent in waste.

(Adopted March 4, 2009)

8-17-406 Transfer of Ownership: Any new permitted or exempt dry cleaning facility that transfers ownership of solvent dry cleaning equipment shall submit written notification of the ownership change to the District within 30 days of such transfer.

(Adopted March 4, 2009)

8-17-500 MONITORING AND RECORDS

8-17-501 Deleted March 4, 2009

8-17-502 Deleted March 4, 2009

8-17-503 Recordkeeping: The owner/operator shall maintain records for the previous 24 months. These records, or copies thereof, shall be accessible at the facility at all times. Unless otherwise provided below, all of the following records shall be retained for at least 24 months or until the next District inspection of the facility, whichever period is longer:

503.1 For each dry cleaning machine, a log showing the date and the pounds of materials cleaned per load.

503.2 Solvent consumption: Retain all purchase and delivery receipts for solvent. The total inventory of solvent on hand at a facility shall be recorded at the beginning and the end of the annual reporting period. For only those facilities with solvent tanks that are not directly filled by the solvent supplier upon delivery, record the date(s) and gallons of solvent added to the solvent tank of each dry cleaning machine.

503.3 Waste Records: List the volume of waste recovered from solvent still or other cooker; the number and type of filter cartridges removed for disposal, the amount of other waste recovered; and the volume of water recovered and disposition (evaporation or disposal). Records must include dates of waste recovery, dates of filter changes, and hazardous waste disposal manifests (or cumulative annual statements from recycler/hauler).

503.4 Leak Inspection Checklist: The completed checklist required by subsection 301: Records shall include dates of leak inspections performed; dates leaks were detected; description of leaks found: liquid leaks or vapor leaks; leaks that were not repaired at the time of detection, a record of the leaking component(s) of the dry cleaning system awaiting repair and the action(s) taken to complete the repair; and dates of final repair. The record shall include copies of purchase orders or other written records showing when the repair parts were ordered and/or service was requested.

504.5 For dry cleaning equipment installed after March 4, 2009: The manufacturer's operating manual for all components of the dry cleaning system including the abatement systems shall be retained for the life of the equipment.

(Adopted March 4, 2009)

8-17-600 MANUAL OF PROCEDURES

8-17-601 Determination of Emissions: Emissions of organic compounds as specified in Section 8-17-302 shall be measured as prescribed in the Manual of Procedures, Volume IV, ST-7.

(Amended 9/5/90; 3/4/09)

8-17-602 Analysis of Solvent Filtration Wastes: Samples of solvent filtration wastes as specified in subsection 8-17-303.1 shall be analyzed as prescribed in the Manual of Procedures, Volume III, Method 38.

(Adopted 9/5/90; Amended 3/4/09)