

JANUARY 2017: Perchloroethylene (PCE) Record Keeping Form

Operation, maintenance, leak checks, repair, PCE purchase and pollution prevention records must be kept on-site for five years and available upon request.

Machine Number: _____ (If more than one machine at facility.)	Week of January 1 - 7	Week of January 8 - 14	Week of January 15 - 21	Week of January 22 - 28
TEMPERATURE MONITORING: (circle Fahrenheit or Celsius) INLET and OUTLET gauges must be labeled. During the "cool down" phase of the drying cycle, record: Refrigerated Condenser (RC) INLET Temperature, RC OUTLET Temperature, and the difference between the two temperatures.	Inlet: F / C	Inlet: F / C	Inlet: F / C	Inlet: F / C
	Outlet: F / C	Outlet: F / C	Outlet: F / C	Outlet: F / C
	Diff.: F / C	Diff.: F / C	Diff.: F / C	Diff.: F / C
Is RC OUTLET temperature less than or equal to 45° F (7° C)? (circle yes or no) If "no" there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:				
Is the difference between the RC INLET and OUTLET temperatures greater than or equal to 20° F (11° C)? (circle yes or no) If "no," there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:				
Date & Employee Initials for Machine Temperature Checks:	____ / ____	____ / ____	____ / ____	____ / ____
LEAK DETECTION: Check all parts of the machine where PCE vapors can clean, including: hose/pipe connections, fittings, couplings/valves, door and filter gaskets/seatings, pumps, solvent tanks/hazardous waste containers, water separators, muck cookers, stills, exhaust dampers, diverter valves, cartridge filter housing.				
Were any leaks found on the machine during the weekly inspection by sight, smell, touch? (circle yes or no, record date of leak check)	Wk of Jan 1-7 Yes or No Date:	Wk of Jan 8-14 Yes or No Date:	Wk of Jan 15-21 Yes or No Date:	Wk of Jan 22-28 Yes or No Date:
Were any leaks found during the monthly inspection of the machine by detector. (circle yes or no and record date/time of leak check)	Leaks found using detector: Yes No Date: Time:			
If "yes," take immediate steps to repair the leak. If parts are available, repairs must be made within 24 hours. If parts are unavailable they must be ordered within 2 days and repairs completed within 5 days of receiving parts. Record action date/time/initial to the right.	Record action(s) taken to fix machine and the date, time and result of each repair. This information must be recorded at the time of each repair.			
PURCHASE RECORDS: Record gallons of PCE purchased monthly and then add it to the previous 11 month total. Receipts of PCE purchases must be kept on-site for five years and available upon request.	Gallons PCE purchased in last 11 months (Feb. '16 - Dec. '16) = _____ Add gallons PCE purchased in January '17 + _____ 12 month rolling total of PCE purchased (gallons) = _____			

DISCLAIMER: This form is to help you comply with air quality requirements. If there is a conflict between the form and federal, state or local regulations, the regulations will govern. Refer to the Notice of Construction permit requirements issued by Spokane Clean Air to ensure air quality requirements for your specific equipment are being met. Questions call 509-477-4727.

FEBRUARY 2017: Perchloroethylene (PCE) Record Keeping Form

Operation, maintenance, leak checks, repair, PCE purchase and pollution prevention records must be kept on-site for five years and available upon request.

Machine Number: _____ (If more than one machine at facility.)	Week of Jan. 29 - Feb. 4	Week of February 5 - 11	Week of February 12 - 18	Week of February 19 - 25
TEMPERATURE MONITORING: (circle Fahrenheit or Celsius) INLET and OUTLET gauges must be labeled. During the "cool down" phase of the drying cycle, record: Refrigerated Condenser (RC) INLET Temperature, RC OUTLET Temperature, and the difference between the two temperatures.	Inlet: F / C	Inlet: F / C	Inlet: F / C	Inlet: F / C
	Outlet: F / C	Outlet: F / C	Outlet: F / C	Outlet: F / C
	Diff.: F / C	Diff.: F / C	Diff.: F / C	Diff.: F / C
Is RC OUTLET temperature less than or equal to 45° F (7° C)? (circle yes or no) If "no" there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:				
Is the difference between the RC INLET and OUTLET temperatures greater than or equal to 20° F (11° C)? (circle yes or no) If "no," there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:				
Date & Employee Initials for Machine Temperature Checks:	____ / ____	____ / ____	____ / ____	____ / ____
LEAK DETECTION: Check all parts of the machine where PCE vapors can clean, including: hose/pipe connections, fittings, couplings/valves, door and filter gaskets/seatings, pumps, solvent tanks/hazardous waste containers, water separators, muck cookers, stills, exhaust dampers, diverter valves, cartridge filter housing.				
Were any leaks found on the machine during the weekly inspection by sight, smell, touch? (circle yes or no & record date/time of leak check)	Wk of Jan. 29-Feb 4 Yes or No Date:	Wk of Feb. 5-11 Yes or No Date:	Wk of Feb. 12-18 Yes or No Date:	Wk of Feb. 19-25 Yes or No Date:
Were any leaks found during the monthly inspection of the machine by detector. (circle yes or no and record date/time of leak check)	Leaks found using detector: Yes No Date: Time:			
If "yes," take immediate steps to repair the leak. If parts are available, repairs must be made within 24 hours. If parts are unavailable they must be ordered within 2 days and repairs completed within 5 days of receiving parts. Record action date/time/initial to the right.	Record action(s) taken to fix machine and the date, time and result of each repair. This information must be recorded at the time of each repair.			
PURCHASE RECORDS: Record gallons of PCE purchased monthly and then add it to the previous 11 month total. Receipts of PCE purchases must be kept on-site for five years and available upon request.	Gallons PCE purchased in last 11 months (Mar. '16 - Jan '17) = _____ Add gallons PCE purchased in February '17 + _____ 12 month rolling total of PCE purchased (gallons) = _____			

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MARCH 2017: Perchloroethylene (PCE) Record Keeping Form

Operation, maintenance, leak checks, repair, PCE purchase and pollution prevention records must be kept on-site for five years and available upon request.

Machine Number: _____ (If more than one machine at facility.)	Week of Feb. 26 - Mar. 4	Week of March 5 - 11	Week of March 12 - 18	Mar. 19 - 25	Mar. 26 - Apr. 1
TEMPERATURE MONITORING: (circle Fahrenheit or Celsius) INLET and OUTLET gauges must be labeled. During the "cool down" phase of the drying cycle, record: Refrigerated Condenser (RC) INLET Temperature, RC OUTLET Temperature, and the difference between the two temperatures.	Inlet: F / C	Inlet: F / C	Inlet: F / C	Inlet: F / C	Inlet: F / C
	Outlet: F / C	Outlet: F / C	Outlet: F / C	Outlet: F / C	Outlet: F / C
	Diff.: F / C	Diff.: F / C	Diff.: F / C	Diff.: F / C	Diff.: F / C
Is RC OUTLET temperature less than or equal to 45° F (7° C)? (circle yes or no) If "no" there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:					
Is the difference between the RC INLET and OUTLET temperatures greater than or equal to 20° F (11° C)? (circle yes or no) If "no," there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:					
Date & Employee Initials for Machine Temperature Checks:	_____/_____	_____/_____	_____/_____	_____/_____	_____/_____
LEAK DETECTION: Check all parts of the machine where PCE vapors can clean, including: hose/pipe connections, fittings, couplings/valves, door and filter gaskets/seatings, pumps, solvent tanks/hazardous waste containers, water separators, muck cookers, stills, exhaust dampers, diverter valves, cartridge filter housing.					
Were any leaks found on the machine during the weekly inspection by sight, smell, touch? (circle yes or no & record date/time of leak check)	Wk of Feb 26 Yes or No Date:	Wk of Mar 5 Yes or No Date:	Wk of Mar 12 Yes or No Date:	Wk of Mar 19 Yes or No Date:	Wk of Mar 26 Yes or No Date:
Were any leaks found during the monthly inspection of the machine by detector. (circle yes or no and record date/time of leak check)	Leaks found using detector: Yes No Date: Time:				
If "yes," take immediate steps to repair the leak. If parts are available, repairs must be made within 24 hours. If parts are unavailable they must be ordered within 2 days and repairs completed within 5 days of receiving parts. Record action date/time/initial to the right.	Record action(s) taken to fix machine and the date, time and result of each repair. This information must be recorded at the time of each repair.				
PURCHASE RECORDS: Record gallons of PCE purchased monthly and then add it to the previous 11 month total. Receipts of PCE purchases must be kept on-site for five years and available upon request.	Gallons PCE purchased in last 11 months (April '16 - Feb. '17) = _____ Add gallons PCE purchased in March '17 + _____ 12 month rolling total of PCE purchased (gallons) = _____				

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APRIL 2017: Perchloroethylene (PCE) Record Keeping Form

Operation, maintenance, leak checks, repair, PCE purchase and pollution prevention records must be kept on-site for five years and available upon request.

Machine Number: _____ (If more than one machine at facility.)	Week of April 2 - 8	Week of April 9 - 15	Week of April 16 - 22	Week of April 23 - 29
TEMPERATURE MONITORING: (circle Fahrenheit or Celsius) INLET and OUTLET gauges must be labeled. During the "cool down" phase of the drying cycle, record: Refrigerated Condenser (RC) INLET Temperature, RC OUTLET Temperature, and the difference between the two temperatures.	Inlet: F / C	Inlet: F / C	Inlet: F / C	Inlet: F / C
	Outlet: F / C	Outlet: F / C	Outlet: F / C	Outlet: F / C
	Diff.: F / C	Diff.: F / C	Diff.: F / C	Diff.: F / C
Is RC OUTLET temperature less than or equal to 45° F (7° C)? (circle yes or no) If "no" there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:				
Is the difference between the RC INLET and OUTLET temperatures greater than or equal to 20° F (11° C)? (circle yes or no) If "no," there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:				
Date & Employee Initials for Machine Temperature Checks:	____ / ____	____ / ____	____ / ____	____ / ____
LEAK DETECTION: Check all parts of the machine where PCE vapors can clean, including: hose/pipe connections, fittings, couplings/valves, door and filter gaskets/seatings, pumps, solvent tanks/hazardous waste containers, water separators, muck cookers, stills, exhaust dampers, diverter valves, cartridge filter housing.				
Were any leaks found on the machine during the weekly inspection by sight, smell, touch? (circle yes or no & record date/time of leak check)	Wk of Apr 2-8 Yes or No Date:	Wk of Apr 9-15 Yes or No Date:	Wk of Apr 16-22 Yes or No Date:	Wk of Apr 23-29 Yes or No Date:
Were any leaks found during the monthly inspection of the machine by detector. (circle yes or no and record date/time of leak check)	Leaks found using detector: Yes No Date: Time:			
If "yes," take immediate steps to repair the leak. If parts are available, repairs must be made within 24 hours. If parts are unavailable they must be ordered within 2 days and repairs completed within 5 days of receiving parts. Record action date/time/initial to the right.	Record action(s) taken to fix machine and the date, time and result of each repair. This information must be recorded at the time of each repair.			
PURCHASE RECORDS: Record gallons of PCE purchased monthly and then add it to the previous 11 month total. Receipts of PCE purchases must be kept on-site for five years and available upon request.	Gallons PCE purchased in last 11 months (May '16 - Mar. '17) = _____ Add gallons PCE purchased in April '17 + _____ 12 month rolling total of PCE purchased (gallons) = _____			

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MAY 2017: Perchloroethylene (PCE) Record Keeping Form

Operation, maintenance, leak checks, repair, PCE purchase and pollution prevention records must be kept on-site for five years and available upon request.

Machine Number: _____ (If more than one machine at facility.)	Week of Apr 30 - May 6	Week of May 7 - 13	Week of May 14 - 20	May 21 - 27	May 28 - June 3
TEMPERATURE MONITORING: (circle Fahrenheit or Celsius) INLET and OUTLET gauges must be labeled. During the "cool down" phase of the drying cycle, record: Refrigerated Condenser (RC) INLET Temperature, RC OUTLET Temperature, and the difference between the two temperatures.	Inlet: F / C	Inlet: F / C	Inlet: F / C	Inlet: F / C	Inlet: F / C
	Outlet: F / C	Outlet: F / C	Outlet: F / C	Outlet: F / C	Outlet: F / C
	Diff.: F / C	Diff.: F / C	Diff.: F / C	Diff.: F / C	Diff.: F / C
Is RC OUTLET temperature less than or equal to 45° F (7° C)? (circle yes or no) If "no" there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:					
Is the difference between the RC INLET and OUTLET temperatures greater than or equal to 20° F (11° C)? (circle yes or no) If "no," there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:					
Date & Employee Initials for Machine Temperature Checks:	____ / ____	____ / ____	____ / ____	____ / ____	____ / ____
LEAK DETECTION: Check all parts of the machine where PCE vapors can clean, including: hose/pipe connections, fittings, couplings/valves, door and filter gaskets/seatings, pumps, solvent tanks/hazardous waste containers, water separators, muck cookers, stills, exhaust dampers, diverter valves, cartridge filter housing.					
Were any leaks found on the machine during the weekly inspection by sight, smell, touch? (circle yes or no & record date/time of leak check)	Wk of Apr 30 Yes or No Date:	Wk of May 7 Yes or No Date:	Wk of May 14 Yes or No Date:	Wk of May 21 Yes or No Date:	Wk of May 28 Yes or No Date:
Were any leaks found during the monthly inspection of the machine by detector. (circle yes or no and record date/time of leak check)	Leaks found using detector: Yes No Date: Time:				
If "yes," take immediate steps to repair the leak. If parts are available, repairs must be made within 24 hours. If parts are unavailable they must be ordered within 2 days and repairs completed within 5 days of receiving parts. Record action date/time/initial to the right.	Record action(s) taken to fix machine and the date, time and result of each repair. This information must be recorded at the time of each repair.				
PURCHASE RECORDS: Record gallons of PCE purchased monthly and then add it to the previous 11 month total. Receipts of PCE purchases must be kept on-site for five years and available upon request.	Gallons PCE purchased in last 11 months (June '16 - Apr. '17) = _____ Add gallons PCE purchased in May '17 + _____ 12 month rolling total of PCE purchased (gallons) = _____				

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JUNE 2017: Perchloroethylene (PCE) Record Keeping Form

Operation, maintenance, leak checks, repair, PCE purchase and pollution prevention records must be kept on-site for five years and available upon request.

Machine Number: _____ (If more than one machine at facility.)	Week of June 4 - 10	Week of June 11 - 17	Week of June 18 - 24	Week of June 25 - July 1
TEMPERATURE MONITORING: (circle Fahrenheit or Celsius) INLET and OUTLET gauges must be labeled. During the "cool down" phase of the drying cycle, record: Refrigerated Condenser (RC) INLET Temperature, RC OUTLET Temperature, and the difference between the two temperatures.	Inlet: F / C	Inlet: F / C	Inlet: F / C	Inlet: F / C
	Outlet: F / C	Outlet: F / C	Outlet: F / C	Outlet: F / C
	Diff.: F / C	Diff.: F / C	Diff.: F / C	Diff.: F / C
Is RC OUTLET temperature less than or equal to 45° F (7° C)? (circle yes or no) If "no" there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:				
Is the difference between the RC INLET and OUTLET temperatures greater than or equal to 20° F (11° C)? (circle yes or no) If "no," there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:				
Date & Employee Initials for Machine Temperature Checks:	_____/____	_____/____	_____/____	_____/____
LEAK DETECTION: Check all parts of the machine where PCE vapors can clean, including: hose/pipe connections, fittings, couplings/valves, door and filter gaskets/seatings, pumps, solvent tanks/hazardous waste containers, water separators, muck cookers, stills, exhaust dampers, diverter valves, cartridge filter housing.				
Were any leaks found on the machine during the weekly inspection by sight, smell, touch? (circle yes or no & record date/time of leak check)	Wk of Jun 4-10 Yes or No Date:	Wk of Jun 11-17 Yes or No Date:	Wk of Jun 18-24 Yes or No Date:	Wk of Jun 25-Jul 1 Yes or No Date:
Were any leaks found during the monthly inspection of the machine by detector. (circle yes or no and record date/time of leak check)	Leaks found using detector: Yes No Date: Time:			
If "yes," take immediate steps to repair the leak. If parts are available, repairs must be made within 24 hours. If parts are unavailable they must be ordered within 2 days and repairs completed within 5 days of receiving parts. Record action date/time/initial to the right.	Record action(s) taken to fix machine and the date, time and result of each repair. This information must be recorded at the time of each repair.			
PURCHASE RECORDS: Record gallons of PCE purchased monthly and then add it to the previous 11 month total. Receipts of PCE purchases must be kept on-site for five years and available upon request.	Gallons PCE purchased in last 11 months (July '16 - May '17) = _____ Add gallons PCE purchased in June '17 + _____ 12 month rolling total of PCE purchased (gallons) = _____			

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AUGUST 2017: Perchloroethylene (PCE) Record Keeping Form

Operation, maintenance, leak checks, repair, PCE purchase and pollution prevention records must be kept on-site for five years and available upon request.

Machine Number: _____ (If more than one machine at facility.)	Week of July 30 - Aug. 5	Week of August 6 - 12	Week of August 13 - 19	August 20 - 26	Aug. 27 - Sept. 2
TEMPERATURE MONITORING: (circle Fahrenheit or Celsius) INLET and OUTLET gauges must be labeled. During the "cool down" phase of the drying cycle, record: Refrigerated Condenser (RC) INLET Temperature, RC OUTLET Temperature, and the difference between the two temperatures.	Inlet: F / C	Inlet: F / C	Inlet: F / C	Inlet: F / C	Inlet: F / C
	Outlet: F / C	Outlet: F / C	Outlet: F / C	Outlet: F / C	Outlet: F / C
	Diff.: F / C	Diff.: F / C	Diff.: F / C	Diff.: F / C	Diff.: F / C
Is RC OUTLET temperature less than or equal to 45° F (7° C)? (circle yes or no) If "no" there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:					
Is the difference between the RC INLET and OUTLET temperatures greater than or equal to 20° F (11° C)? (circle yes or no) If "no," there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:					
Date & Employee Initials for Machine Temperature Checks:	____ / ____	____ / ____	____ / ____	____ / ____	____ / ____
LEAK DETECTION: Check all parts of the machine where PCE vapors can clean, including: hose/pipe connections, fittings, couplings/valves, door and filter gaskets/seatings, pumps, solvent tanks/hazardous waste containers, water separators, muck cookers, stills, exhaust dampers, diverter valves, cartridge filter housing.					
Were any leaks found on the machine during the weekly inspection by sight, smell, touch? (circle yes or no & record date/time of leak check)	Wk of Jul 30 Yes or No Date:	Wk of Aug 6 Yes or No Date:	Wk of Aug 13 Yes or No Date:	Wk of Aug 20 Yes or No Date:	Wk of Aug 27 Yes or No Date:
Were any leaks found during the monthly inspection of the machine by detector. (circle yes or no and record date/time of leak check)	Leaks found using detector: Yes No Date: Time:				
If "yes," take immediate steps to repair the leak. If parts are available, repairs must be made within 24 hours. If parts are unavailable they must be ordered within 2 days and repairs completed within 5 days of receiving parts. Record action date/time/initial to the right.	Record action(s) taken to fix machine and the date, time and result of each repair. This information must be recorded at the time of each repair.				
PURCHASE RECORDS: Record gallons of PCE purchased monthly and then add it to the previous 11 month total. Receipts of PCE purchases must be kept on-site for five years and available upon request.	Gallons PCE purchased in last 11 months (Sept. '16 - July '17) = _____ Add gallons PCE purchased in August '17 + _____ 12 month rolling total of PCE purchased (gallons) = _____				

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OCTOBER 2017: Perchloroethylene (PCE) Record Keeping Form

Operation, maintenance, leak checks, repair, PCE purchase and pollution prevention records must be kept on-site for five years and available upon request.

Machine Number: _____ (If more than one machine at facility.)	Week of October 1 - 7	Week of October 8 - 14	Week of October 15 - 21	Oct. 22 - 28	Oct. 29- Nov 4
TEMPERATURE MONITORING: (circle Fahrenheit or Celsius) INLET and OUTLET gauges must be labeled. During the "cool down" phase of the drying cycle, record: Refrigerated Condenser (RC) INLET Temperature, RC OUTLET Temperature, and the difference between the two temperatures.	Inlet: F / C	Inlet: F / C	Inlet: F / C	Inlet: F / C	Inlet: F / C
	Outlet: F / C	Outlet: F / C	Outlet: F / C	Outlet: F / C	Outlet: F / C
	Diff.: F / C	Diff.: F / C	Diff.: F / C	Diff.: F / C	Diff.: F / C
Is RC OUTLET temperature less than or equal to 45° F (7° C)? (circle yes or no) If "no" there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:					
Is the difference between the RC INLET and OUTLET temperatures greater than or equal to 20° F (11° C)? (circle yes or no) If "no," there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:					
Date & Employee Initials for Machine Temperature Checks:	____ / ____	____ / ____	____ / ____	____ / ____	____ / ____
LEAK DETECTION: Check all parts of the machine where PCE vapors can clean, including: hose/pipe connections, fittings, couplings/valves, door and filter gaskets/seatings, pumps, solvent tanks/hazardous waste containers, water separators, muck cookers, stills, exhaust dampers, diverter valves, cartridge filter housing.					
Were any leaks found on the machine during the weekly inspection by sight, smell, touch? (circle yes or no & record date/time of leak check)	Wk of Oct 1 Yes or No Date:	Wk of Oct 8 Yes or No Date:	Wk of Oct 15 Yes or No Date:	Wk of Oct 22 Yes or No Date:	Wk of Oct 29 Yes or No Date:
Were any leaks found during the monthly inspection of the machine by detector. (circle yes or no and record date/time of leak check)	Leaks found using detector: Yes No Date: Time:				
If "yes," take immediate steps to repair the leak. If parts are available, repairs must be made within 24 hours. If parts are unavailable they must be ordered within 2 days and repairs completed within 5 days of receiving parts. Record action date/time/initial to the right.	Record action(s) taken to fix machine and the date, time and result of each repair. This information must be recorded at the time of each repair.				
PURCHASE RECORDS: Record gallons of PCE purchased monthly and then add it to the previous 11 month total. Receipts of PCE purchases must be kept on-site for five years and available upon request.	Gallons PCE purchased in last 11 months (Nov. '16 - Sept. '17) = _____ Add gallons PCE purchased in October '17 + _____ 12 month rolling total of PCE purchased (gallons) = _____				

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NOVEMBER 2017: Perchloroethylene (PCE) Record Keeping Form

Operation, maintenance, leak checks, repair, PCE purchase and pollution prevention records must be kept on-site for five years and available upon request.

Machine Number: _____ (If more than one machine at facility.)	Week of November 5 - 11	Week of November 12 - 18	Week of November 19 - 25	Week of Nov. 26 - Dec. 2
TEMPERATURE MONITORING: (circle Fahrenheit or Celsius) INLET and OUTLET gauges must be labeled. During the "cool down" phase of the drying cycle, record: Refrigerated Condenser (RC) INLET Temperature, RC OUTLET Temperature, and the difference between the two temperatures.	Inlet: F / C	Inlet: F / C	Inlet: F / C	Inlet: F / C
	Outlet: F / C	Outlet: F / C	Outlet: F / C	Outlet: F / C
	Diff.: F / C	Diff.: F / C	Diff.: F / C	Diff.: F / C
Is RC OUTLET temperature less than or equal to 45° F (7° C)? (circle yes or no) If "no" there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No
	Record action(s) taken to fix machine/Date/Initial:			
Is the difference between the RC INLET and OUTLET temperatures greater than or equal to 20° F (11° C)? (circle yes or no) If "no," there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No
	Record action(s) taken to fix machine/Date/Initial:			
Date & Employee Initials for Machine Temperature Checks:	____ / ____	____ / ____	____ / ____	____ / ____
LEAK DETECTION: Check all parts of the machine where PCE vapors can clean, including: hose/pipe connections, fittings, couplings/valves, door and filter gaskets/seatings, pumps, solvent tanks/hazardous waste containers, water separators, muck cookers, stills, exhaust dampers, diverter valves, cartridge filter housing.				
Were any leaks found on the machine during the weekly inspection by sight, smell, touch? (circle yes or no & record date/time of leak check)	Wk of Nov 5-11 Yes or No Date:	Wk of Nov 12-18 Yes or No Date:	Wk of Nov 19-25 Yes or No Date:	Wk of Nov 26-Dec 2 Yes or No Date:
	Were any leaks found during the monthly inspection of the machine by detector. (circle yes or no and record date/time of leak check)			
If "yes," take immediate steps to repair the leak. If parts are available, repairs must be made within 24 hours. If parts are unavailable they must be ordered within 2 days and repairs completed within 5 days of receiving parts. Record action date/time/initial to the right.	Leaks found using detector: Yes No Date: Time:			
	Record action(s) taken to fix machine and the date, time and result of each repair. This information must be recorded at the time of each repair.			
PURCHASE RECORDS: Record gallons of PCE purchased monthly and then add it to the previous 11 month total. Receipts of PCE purchases must be kept on-site for five years and available upon request.	Gallons PCE purchased in last 11 months (Dec. '16 - Oct. '17) = _____			
	Add gallons PCE purchased in November '17 + _____			
	12 month rolling total of PCE purchased (gallons) = _____			

DISCLAIMER: This form is to help you comply with air quality requirements. If there is a conflict between the form and federal, state or local regulations, the regulations will govern. Refer to the Notice of Construction permit requirements issued by Spokane Clean Air to ensure air quality requirements for your specific equipment are being met. Questions call 509-477-4727.

DECEMBER 2017: Perchloroethylene (PCE) Record Keeping Form

Operation, maintenance, leak checks, repair, PCE purchase and pollution prevention records must be kept on-site for five years and available upon request.

Machine Number: _____ (If more than one machine at facility.)	Week of December 3 - 9	Week of December 10 - 16	Week of December 17 - 23	Week of December 24 - 31
TEMPERATURE MONITORING: (circle Fahrenheit or Celsius) INLET and OUTLET gauges must be labeled. During the "cool down" phase of the drying cycle, record: Refrigerated Condenser (RC) INLET Temperature, RC OUTLET Temperature, and the difference between the two temperatures.	Inlet: F / C	Inlet: F / C	Inlet: F / C	Inlet: F / C
	Outlet: F / C	Outlet: F / C	Outlet: F / C	Outlet: F / C
	Diff.: F / C	Diff.: F / C	Diff.: F / C	Diff.: F / C
Is RC OUTLET temperature less than or equal to 45° F (7° C)? (circle yes or no) If "no" there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:				
Is the difference between the RC INLET and OUTLET temperatures greater than or equal to 20° F (11° C)? (circle yes or no) If "no," there is a problem with your machine, which must be fixed. Record action/date/initial to the right.	Yes No	Yes No	Yes No	Yes No
Record action(s) taken to fix machine/Date/Initial:				
Date & Employee Initials for Machine Temperature Checks:	____ / ____	____ / ____	____ / ____	____ / ____
LEAK DETECTION: Check all parts of the machine where PCE vapors can clean, including: hose/pipe connections, fittings, couplings/valves, door and filter gaskets/seatings, pumps, solvent tanks/hazardous waste containers, water separators, muck cookers, stills, exhaust dampers, diverter valves, cartridge filter housing.				
Were any leaks found on the machine during the weekly inspection by sight, smell, touch? (circle yes or no & record date/time of leak check)	Wk of Dec 3-9 Yes or No Date:	Wk of Dec 10-16 Yes or No Date:	Wk of Dec 17-23 Yes or No Date:	Wk of Dec 24-31 Yes or No Date:
Were any leaks found during the monthly inspection of the machine by detector. (circle yes or no and record date/time of leak check)	Leaks found using detector: Yes No Date: Time:			
If "yes," take immediate steps to repair the leak. If parts are available, repairs must be made within 24 hours. If parts are unavailable they must be ordered within 2 days and repairs completed within 5 days of receiving parts. Record action date/time/initial to the right.	Record action(s) taken to fix machine and the date, time and result of each repair. This information must be recorded at the time of each repair.			
PURCHASE RECORDS: Record gallons of PCE purchased monthly and then add it to the previous 11 month total. Receipts of PCE purchases must be kept on-site for five years and available upon request.	Gallons PCE purchased in last 11 months (Jan. '17 - Nov. '17) = _____ Add gallons PCE purchased in December '17 + _____ 12 month rolling total of PCE purchased (gallons) = _____			

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