

# **Pollution Prevention and Control Act 1999**

## **The Environmental Permitting (England and Wales) Regulations 2010 (As amended)**



Waveney District Council

Serving the Community

### **INSTALLATION PERMIT**

**REF – PPC/DC/01/16**

**Permit to Operate a  
Dry Cleaning Process**

**Timpson Limited  
Morrison Supermarket  
18 Tower Road  
Gisleham  
Lowestoft  
Suffolk  
NR33 7NG**

**Pollution Prevention and Control Act 1999  
Environmental Permitting (England and Wales) Regulations  
2010 (as amended) Schedule 1 Part 2 Section 7 Part B**

**Permit Reference No. PPC/DC/01/16**

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# **Section One**

## **Introductory Note & Description of Permitted Installation**

**Pollution Prevention and Control Act 1999  
Environmental Permitting (England and Wales) Regulations 2010 (as amended) Schedule 1 Part 2 Section 7 Part B**

**Permit Reference No. PPC/DC/01/16**

**Introductory Note**

<b>Permit Holder:</b>	<b>Wm Morrison Supermarkets Ltd</b>
Installation Address:	Morrison Supermarket 18 Tower Road Gisleham Lowestoft Suffolk NR33 7NG
Registered Address of Company:	Timpson Limited Timpson House Claverton Road Manchester M23 9TT

<b>Provenance</b>	<b>Date</b>
Permit application	28 <sup>th</sup> October 2006
Permit issued	11 <sup>th</sup> January 2007
Permit Transfer	30 <sup>th</sup> December 2016

**Timpson Limited is hereby permitted by Waveney District Council to carry on a Dry Cleaning Process operating the dry cleaning machine:-**

<b>Make</b>	<b>Serial No.</b>
Firbimatic	192F00194

**At the above installation address as prescribed in Section 7, part 2 of Schedule 1, of the Environmental Permitting (England and Wales) Regulations 2010 (as amended) SI 2010 675 in accordance with the conditions detailed in Section 2 of this Permit.**



**Signed..... Date: 30<sup>th</sup> December 2016**

**Environmental Health Officer**  
Authorised to sign on behalf of  
Waveney District Council

## Process Description

- 1.1 The process operated is the dry cleaning of clothes using organic solvents and in particular Perchloroethyle (PER).
- 1.2 Products to be dry cleaned are received at the installation; ticketed, checked for foreign bodies (coins etc.), loose items (buttons), sorted by colour (lights and darks) and material (woollen blankets, suits etc.). Sorting of the materials and colours enables the optimum loads to be made up which will minimise solvent consumption, as a result of materials within the load needing similar drying times. Certain items should not be dry cleaned in PER machines due to their high solvent retention e.g. duvets.
- 1.3 Before or after sorting of the products for cleaning, stains which may require additional treatment are treated with spot cleaning solutions. Specialist suppliers to the industry supply most of these solutions and the amount of organic solvent is usually very low. The uses of such spot cleaning solutions are kept to a minimum.
- 1.4 Before loading into the machine the load is weighed to optimise the loading of the machine and to ensure that the machine is not overloaded. Overloading and under loading of the machine can increase solvent consumption. The products to be cleaned are taken to the machine and the door of the machine is then opened and the products loaded in. Care is required to ensure that door seal is not damaged in anyway during the loading operation. The door of the machine is then closed and not opened again until the cycle has finished.
- 1.5 The dry cleaning machines have a number of set programmes for different types of cleaning cycles. The appropriate cycle is chosen for type and load of products being cleaned. A digital counter on the machines records the number of cleaning cycles, which have taken place. The use of the counters helps in auditing against compliance provisions.
- 1.6 Once the cleaning and drying cycle is completed the products are removed from the machine. If a solvent odour associated with the products is apparent then this indicates that the solvent recovery process may not have been optimised. This may be due to a number of reasons: poor loading of the machine (over loading or inadequate sorting of materials to be cleaned); use of the wrong programme for the particular load, leading to poor solvent recovery, as a result of insufficient drying time, or a possible fault within the machine.

- 1.7 During the drying cycle of the machine, water which was present in the garments to be cleaned and within the atmosphere of the dry cleaning machine is condensed out within the water separator. This water is likely to contain small quantities of the dry cleaning solvent. Water contaminated with solvent will often appear cloudy.
- 1.8 After a number of cleaning operations the residues which collect in the still of the dry cleaning machine are removed. This is done by distilling to dry the contents of the still. Once cooled the residues are then raked out and disposed of via a licensed waste contractor. On pumpable systems the residue is distilled until the remaining product is just pumpable, the residues are then pumped into a sealed holding container. The residues with any residual solvent are then sent for specialist recovery of the solvent prior to disposal of the solid residues.
- 1.9 The SED requires that dry cleaning installations are operated in such a manner that no more than 20 grams of solvent per kilogram of product cleaned and dried shall be emitted as measured on an annual basis. The 20 grams includes all organic solvents used within the installation e.g. dry cleaning solvent, water-proofing solutions and spot cleaning solutions. **For installations using PER this equates to no more than 1 litre per 80kg's of clothes cleaned.**

The regulator will be required to check compliance with this directive requirement using the return submitted by the operator to demonstrate compliance. Other information may be used by the regulator to audit the returns from the operator for example:

- Turnover of the installation;
- Customer/ticket counts;
- Solvent purchased reconciliation

# **Section Two**

## **Permit Conditions**

**Pollution Prevention and Control Act 1999  
Environmental Permitting (England and Wales) Regulations 2010 (as amended) Schedule 1 Part 2 Section 7 Part B**

**Permit Reference No. PPC/DC/01/16**

The conditions contained within this Permit are based upon Guidance Note PG 6/46 (11) amended 2014, Secretary of State's Guidance "Dry Cleaning"

The requirements of the conditions attached to this permit shall come into effect on the date indicated in the individual condition or if no date is indicated shall take effect forthwith.

**1.0 Permit Conditions**

1. Dry cleaning operations must be carried out in such a manner that no more than 20 grams of solvent per kilogram of product cleaned and dried shall be emitted as measured and reported annually. The 20 grams includes all organic solvents used within the installation e.g. dry cleaning solvent, water-proofing solutions and spot cleaning solutions. For Perchloroethylene this equates to 1 litre per 80 Kg's of clothes cleaned.
2. A weekly inventory of solvent usage, product cleaned and solvent waste sent for recovery or disposal shall be maintained and sent on request to the Environmental Protection Team at Waveney District Council. Records of all solvent purchased shall be retained for at least 12 months. [Example inventory sheets are included with this permit].
3. The operator shall implement the schedule of procedures, checks and maintenance requirements to the dry cleaning machine as listed in the manufactures recommended operating procedures.
4. The Environmental Protection Team at Waveney District Council shall be advised in writing 14 days prior to any proposed:
  - significant alteration to the operation, or
  - modification of the installation,which may have an effect on emissions of VOC from the installation, in particular changes to the matters listed in Condition 3.
5. All operating staff must know where the operating manual for the dry cleaning machine can be found and have ready access to it.
6. All operating staff must be trained in the operation of the dry cleaning machine and the control and use of dry cleaning solvents. All training must be recorded.



7. The machine shall be installed and operated in accordance with supplier recommendations, so as to minimise the release of VOC to air, land and water.
8. In the case of malfunction or breakdown of the dry cleaning machine leading to abnormal emissions. The operator must:
  - investigate the cause of problem immediately and undertake corrective action;
  - adjust the process or activity to minimise those emissions; and
  - record the events and actions taken, as soon as reasonably practicable.In this condition abnormal emission will include any detectable solvent smell other than in the area of the dry cleaning machine.
9. In cases of non-compliance causing immediate danger to human health, operation of the activity must be suspended; and the Environmental Protection Team at Waveney District Council informed by telephone or facsimile message within 24 hours, with details of the nature of the problem and actions taken to deal with situation.
10. Dry cleaning machines shall be operated as full as the type of materials to be cleaned will allow. (e.g. full loads for light 'non-delicate materials' such as suits. Whereas 'delicates' such as wedding dresses and 'heavy materials' such as blankets may need to be cleaned in part loads).
11. Where cleaning solvents containing VOC are not received in bulk they shall be stored:
  - in the containers they were supplied in, with the lid securely fastened at all times other than when in use; and
  - within spillage collectors, (e.g. trays of suitable impervious and corrosion-proof materials and capable of containing 110% of the largest container). However, where no spillage collector is available, bulk storage shall be agreed with the Environmental Protection Team at Waveney District Council and must be away from any drains, which may be contaminated as a result of spillage;
  - away from sources of heat and bright light; and
  - in areas where the access is restricted to only appropriately trained staff.
12. Where cleaning solvents containing VOC are not received in bulk, the lids of the containers shall only be removed when the container is next to the cleaning machine readily for filling. Cleaning solvents shall be obtained in containers of a size, which allows the entire container to be emptied into the machine at each topping up. Once emptied the lid of the container shall be replaced securely.

13. Spot cleaning with organic solvents or organic solvent borne preparations shall not be carried unless they are the only method of treating a particular stain on the material to be cleaned.
14. The dry cleaning machine loading door shall be kept closed when not in use.
15. The dry cleaning machine loading door shall be closed before the start-up of the machine and kept closed at all times through the drying and cleaning cycle.
  - The machines shall have interlocks to prevent start-up of the machine until the loading door is closed and to prevent opening of the loading door until the machine cycle has finished and the cage has stopped rotating.
  - The machines shall have interlocks to automatically shut down the machine under any of the following conditions: cooling water shortage, failure of the cooling ability of the still condenser, failure of the cooling ability of the refrigeration system or failure in the machine heating system resulting in the inability to dry the load.
16. The still, button trap and lint filter doors shall be closed before the start-up of the machine and kept closed at all times through the drying and cleaning cycle. The machines shall have interlocks to automatically shut down the machine if the; still, button trap or lint filter doors are not properly closed.
17. The still shall have a thermostatic control device or equivalent with which to set a maximum temperature, in accordance with manufacturers' recommendations for the solvent used. The heat source shall automatically switch off at the end of the distillation process.
18. The machines shall have a spillage tray with a volume greater than 110% of the volume of the largest single tank within the machine.
19. The machines shall have a secondary water separator to minimise potential solvent losses.
20. Containers contaminated with solvent shall be stored prior to disposal with the lids securely fastened to minimise emissions from residues and labelled so that all that handle them are aware of their contents.
21. Solvent contaminated waste (for example still residues), shall be stored:
  - in suitable sealed containers with the lid securely fastened at all times other than when in use; and
  - on a suitable impervious floor; and
  - away from any drains which may become contaminated with residues as a result of spillage,
  - away from sources of heat and bright light; and

- with access restricted to only appropriately trained staff.
22. Equipment to clean up spillages must be quickly accessible in all solvent handling and storage areas.
23. The operator shall maintain a record incorporating details of all:
- maintenance, testing and repair work carried out on the dry cleaning machine;
  - maintenance, testing and repair work carried out on the scales used to weigh the loads;
  - training records (required under Condition 6) shall be made available within 7 days upon the request of the Environmental Protection Team at Waveney District Council.
24. Spares and consumables in particular, those subject to continual wear shall be held on site, or should be available at short notice from guaranteed suppliers, so that plant breakdowns can be rectified rapidly.

## **Bulk Storage of Dry Cleaning Solvents**

***The following requirements only apply where dry cleaning solvents are stored in bulk.***

25. Where delivery vehicles are equipped with back-vent facilities, bulk storage tanks for dry cleaning solvents shall be back-vented to the delivery tank during filling.
26. When connecting hoses prior to delivery, the vapour return hose shall be connected before any delivery hose. The vapour return hose shall be connected at the road tanker end first and then at the storage tank end.
27. Bulk storage tanks for solvent storage shall be light coloured to reduce potential breathing losses from storage tanks and located away from potential source of heat [where practicable bulk storage tanks should be located outside].
28. Delivery connections to bulk storage tanks shall be located within a bunded area, fixed, clearly labelled and locked when not in use.
29. Bulk storage tanks shall be fitted with a reliable means of measuring their contents. *{For example a dial gauge; dipsticks are not recommended as they act as potential source of release; if they are used a screw cap must be fitted to prevent release of solvent when not in use.}*
- All bulk storage installed shall be fitted with high-level (visual and audible alarms or volume indicators to warn of overfilling.
30. Prior to receipt of a bulk delivery of cleaning solvent the receiving tank shall be checked to ensure that it has sufficient capacity.

31. Bunding and containment of bulk tanks shall:
- completely surround the bulk liquid storage tanks; and
  - be impervious and resistant to the liquids in storage; and
  - be capable of holding 110% of the capacity of the largest storage tank.
32. Emissions from the filling and topping up of the dry cleaning machine from bulk storage shall be minimised, by the use of closed transfer systems between the bulk storage tank and the machine.
33. Where solvent is hard piped from bulk storage tanks to machines, appropriate measures shall be in place to prevent storage tanks from draining into machines for example: prevention of gravity flow, or syphoning of solvent from the storage tank into the dry cleaning machine.
34. A competent person shall remain near the tanker and keep a constant watch on hoses and connections during unloading.

***This Permit is based on machines using perchlorethyene only. Should you at any time change to another solvent you must notify the Environmental Protection Team at Waveney District Council immediately.***

## **End of Conditions**

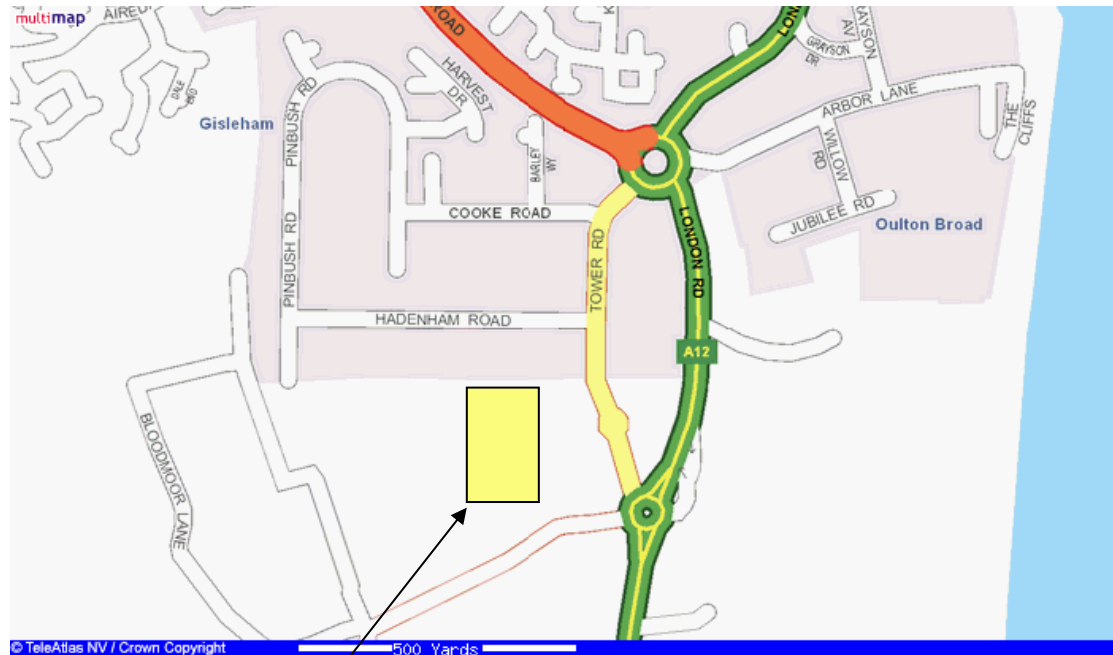
### ***New and Substantially Changed Installations using perchlorethyene only***

35. Where a continuous perchlorethyene monitoring device has been fitted for Health and Safety reasons, it shall be maintained and calibrated in accordance with the manufacturer's recommendations. (As a high reading on the monitor indicates leaks and other malfunctions which may have led to the release of perchlorethyene). This may also indicate a potential non-compliance with the environmental requirements of this permit. (An alternative is to use a hand held device to detect leaks, as this can be used in close proximity to the machine to detect minor leaks that would not be detected by a remote monitor).

# **Section Three**

## **Location of Permitted Installation**

## Location of Permitted Installation



**Timpson Limited  
Morrisons Supermarket  
18 Tower Road  
Gisleham  
Lowestoft  
Suffolk  
NR33 7NG**

# **Section Four**

## **Explanatory Notes And Appeals Procedure**

Waveney District Council  
The Pollution Prevention Control Act 1999  
The Environmental Permitting (England & Wales) Regulations 2010 SI 675

(As Amended)

## EXPLANATORY NOTE

*These notes are provided for the operator of an installation or mobile plant to assist in the interpretation of their duties under the provisions of the above-mentioned legislation, with particular reference to the permit issued by Waveney District Council. These notes do not form part of the Permit or conditions attached to it.*

### 1. BEST AVAILABLE TECHNIQUES

Aspects of the operation of the installation which are not regulated by conditions of the Permit are still subject to the Operator using the best available techniques for preventing or, where that is not practicable, reducing emissions from the installation.

Techniques include both the technology used and the way in which the installation is designed, built, maintained, operated, and decommissioned.

The Permit Conditions require the Operator to use Best Available Techniques (BAT), in each of the aspects of the management of the installation, to prevent and where that is not practicable to reduce emissions. The Conditions do not explain what 'BAT' is! In determining 'BAT', the Operator should pay particular attention to relevant sections of the Process Guidance Note 6/46 (11) and other relevant guidance.

### 2. STATUTORY REQUIREMENTS

This Permit is issued under Regulation 13 of the Environmental Permitting (England & Wales) Regulations 2010 and does not detract from any of the following statutory requirements where applicable:-

- (a) The requirement to obtain Planning Permission for the installation and any new construction.
- (b) The requirement to obtain discharge consent from the Environment Agency.
- (c) The requirement to obtain Building Regulation approval for any construction work.
- (d) The requirement of a Waste Disposal Licence.
- (e) The requirement to comply with the Health and Safety at Work etc Act 1974.

### 3. PUBLIC REGISTER

The Council is required to maintain a Public Register containing information on all LAPPC installations and mobile plant. The register is available for inspection by the



public free of charge during office hours (Monday to Friday 9.00am to 5.00pm) at the Council Office.

Subject to exclusions of commercially confidential information and information affecting national security, registers contain the following:

- a. Applications for a permit;
- b. Notices asking for information and responses to such;
- c. Advertisements and representations in response to such (unless requested not to by the person responding)
- d. In the case of c) above, a statement to the effect that representations were made but have been omitted – must not identify the person making the representation;
- e. Statutory consultee responses to applications or applications for variations;
- f. Permits;
- g. Notifications of changes in the operation of installations;
- h. Applications for variations, transfers or surrenders of permits;
- i. Variations, transfers and surrenders granted;
- j. Revocations;
- k. Enforcement or suspension notices;
- l. Notices withdrawing enforcement and suspension notices;
- m. notice of an appeal including the grounds of the appeal, relevant correspondence between the appellant and the regulator, and the decision/notice which is the subject of the appeal;
- n. Representations in response to appeal (unless requested not to by the person responding);
- o. In the case of n) above, a statement to the effect that representation were made but have been omitted – must not identify the person making the representations;
- p. The appeal decision and any accompanying report;
- q. Convictions, formal cautions; to include the name of the person, date of conviction/caution, and (where appropriate) penalty and name of court. This requirement does not override the Rehabilitation of Offenders Act 1974 regarding spent conditions, and authorities must take care to remove relevant entries at the appropriate time;
- r. Monitoring data obtained by the authority from its own monitoring, or sent to the authority on accordance with a permit condition;
- s. If any monitoring information is omitted because it is commercially confidential, the authority must put a statement on the register indicating whether relevant permit conditions are being complied with, based on the withheld information;

### **Commercial Confidentiality**

An operator may request certain information to remain confidential i.e. not be placed on the public register. The operator must request the exclusion from the public register of commercially confidential information at the time of supply of the information requested by this notice or any other notice. The operator should provide clear justification for each item wishing to be kept from the register. The amount of information excluded from the register should be kept to the minimum necessary to safeguard the operator's commercial advantage. The general principle is that information should be freely available to the public. Information that maybe considered commercially confidential is that which if it "were being contained within the register

would prejudice to an unreasonable degree the commercial interests of an individual or any other person” (Regulation 51 (2)) of the 2010 Regulations).

The Council will also take into account whether the information at issue could be obtained or inferred from other publicly accessible sources. It will determine this request within 28 days of the date of such an application and will issue a Determination Notice detailing their decision. The notice may specify a time period over which the information is to remain commercially confidential (if not specified, it will be four years beginning with the date of the determination). The operator may appeal to the Secretary of State within 21 days of the notification of the decision.

If the application is granted the Council will place a statement on the public register stating that certain information has been withheld and stating the reasons why, plus whether this information is relevant to a permit condition, and whether the permit condition has been complied with.

Further guidance on commercial confidentiality can be found in Chapter 8 of the LA-IPPC and LAPPC manual.

### **National Security**

Information may be excluded from the public register on the grounds of National Security. If it is considered that the inclusion of information on a public register is contrary to the interests of national security, the operator may apply to the Secretary of State, specifying the information and indicating the apparent nature of risk to national security. The operator must inform the local authority of such an application, who will not include the information on the public register until the Secretary of State has decided the matter.

### **4. FEES**

An application fee has been paid for this permit. In accordance with Regulation 65 of the 2010 Regulations the holder of a permit is required to pay an annual subsistence charge, which is subject to variation by Central Government. This charge is payable to this Council to ensure this Permit remains in force. An invoice will be sent for the appropriate subsistence charge each year, if you fail to pay the fee due promptly, the Council may revoke the Permit.

### **5. TRANSFER OF PERMITS**

Under the provisions of Regulation 21 of the 2010 Regulations, where you wish to transfer the Permit to another person (the proposed transferee) then the operator and the proposed transferee shall jointly make an application to the Council. The council will determine the transfer application providing it considers that the proposed holder will be the person who will have control over the operation of the installation and will ensure compliance with the conditions of the transferred Permit. A fee is also available. For further details on this please contact the Council.

### **6. PROCESS CHANGES**

This Permit may be varied by the Council in future to take in changes recommended within updated Process Guidance notes. If at any time the process or any aspect of the activity regulated by this permit changes such that the conditions no longer reflect

the activity and require alteration. You must notify the Environmental Protection Team at Waveney District Council. The 'Provenance/Status Log' within the introductory note will include summary details of each permit variation date issued.

If the change could result in a breach of the existing permit conditions or is likely to require a SUBSTANTIAL CHANGE to the installation you will be required to submit an application and pay the relevant fee. You should notify the Council 14 days before undertaking any such changes in the installation operation. If you have any doubt as to the changes being substantial you should seek the opinion of the Council before you proceed with application.

## **7. SURRENDER OF THE PERMIT**

Where an Operator intends to cease the operation of an installation (in whole or in part) the Environmental Protection Team at Waveney District Council should be informed in writing, such notification must include the information specified in Regulation 24 or 25 of the 2010 Regulations.

## **8. APPEALS**

Anyone who is aggrieved by the conditions attached to a Permit can appeal to the Secretary of State for the Environment. Appeals must be made in accordance with the requirements of Regulation 31 and Schedule 6 of the Environmental Permitting (England and Wales) Regulations 2010. The right to appeal does not apply in circumstances where a notice implements a Direction of the Secretary of State given under Regulations 61 or 62 or a direction or when determining an appeal.

**Appeals must be received by the Appeal Body at the following address no later than 2 months from the date of the Notice being appealed against.**

The Planning Inspectorate  
Environmental Team, Major and Specialist Casework  
Room 4/04 Kite Wing  
Temple Quay House  
2 The Square  
Temple Quay  
BRISTOL  
BS1 6PN

Tel: 0117 372 8812  
Fax: 0117 372 6093

If an appeal is made, the main parties will be kept informed about the next steps, and will also normally be provided with additional copies of each other's representations.

To withdraw an appeal, which may be done at any time, the appellant must notify the Planning Inspectorate in writing and copy the notification to the local authority who must in turn notify anyone with an interest in the appeal.

The appeal must be in the form of a written notice or letter stating that the person wishes to appeal against the conditions of the Permit. The following items must be included:-

- a written notice;
- a statement of the grounds of appeal;

- a statement indicating whether the appellant wishes the appeal to be dealt with by written representations procedure or hearing;
- a copy of the relevant permit;
- a copy of any relevant correspondence between the appellant and the regulator; and
- a copy of any decision or notice, which is the subject matter of the appeal.
- a statement indicating whether the appellant wishes the appeal to be in the form of hearing or dealt with by way of written representations.

Appellants should state whether any of the information enclosed with the appeal has been the subject of a successful application for commercial confidentiality under Regulation 48 of the Environmental Permitting (England and Wales) Regulations 2010, and provide relevant details, see below. Unless such information is provided, all documents submitted will be open to inspection.

**An appeal will not suspend the effect of the Permit;**

**The Permit must still be complied with.**

### **Apportioning Costs**

Guidance from the Planning Inspectorate states that operator and regulator would be normally expected to pay their own expenses during an appeal. Where a hearing or enquiry is held as part of the appeal process, by virtue of paragraph 5(6) of Schedule 6 of the Environmental Permitting (England and Wales) Regulations 2010, either the appellant or the local authority can apply for costs. Applications for costs are normally heard towards the end of the proceedings and will only be allowed if the party claiming them can show that the other side behaved unreasonably and put them to unnecessary expense. There is no provision for costs to be awarded where appeals are dealt with by written representatives.

## **9. Secretary of State's Guidance**

<b><u>Guidance</u></b>	<b><u>Web site details</u></b>
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<b>PG 6/46 (11), Secretary of State's Guidance "Printworks" Revised 2014</b>	<a href="http://webarchive.nationalarchives.gov.uk/20141106091809/http://www.defra.gov.uk/industrial-emissions/files/6_46-Revision-June-2014.pdf">http://webarchive.nationalarchives.gov.uk/20141106091809/http://www.defra.gov.uk/industrial-emissions/files/6_46-Revision-June-2014.pdf</a>
<b>General Guidance Manual on Policy and Procedures for A2 and B Installations</b>	<a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/211863/environment-permitting-general-guidance-a.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/211863/environment-permitting-general-guidance-a.pdf</a>
<b>Environmental Permitting (England &amp; Wales) Regulation 2010</b>	<a href="http://www.legislation.gov.uk/ukdsi/2010/9780111491423/contents">http://www.legislation.gov.uk/ukdsi/2010/9780111491423/contents</a>
<b>Pollution Prevention and Control Act 1999</b>	<a href="http://www.legislation.gov.uk/ukpga/1999/24/contents">http://www.legislation.gov.uk/ukpga/1999/24/contents</a>

## 10. Reporting Requirements and Contact Details

Where a Permit condition imposes a requirement to forward documents to the Local Authority or to report a specified occurrence the following address and telephone number shall be used:

### By Post

**Waveney District Council,  
Environmental Health  
Riverside  
4 Canning Road  
Lowestoft  
Suffolk  
NR33 0EQ**

### By Telephone

During office hours: 01502 562111  
Facsimile No.: 01502 523150

Email :- [environment@eastsuffolk.gov.uk](mailto:environment@eastsuffolk.gov.uk)

# **Section Five**

## **Solvent Inventory Sheets**

## Solvent and Product Cleaned Inventory

### Weekly Inventory Sheet: All installations

Premises name:	Machine name or reference number:						Solvent Used						Week start date or week number	
Load Number	1	2	3	4	5	6	7	8	9	10	11	12	Daily total weight (kg)	Solvent added (litres)
Monday	Weight (kg)													
Tuesday	Weight (kg)													
Wednesday	Weight (kg)													
Thursday	Weight (kg)													
Friday	Weight (kg)													
Saturday	Weight (kg)													
Sunday	Weight (kg)													
Make a note of the reason why any under-weight load was cleaned: B = Blankets    D = Delicates    L = Lights    O = Other    W = Wedding dress												<b>Total for week:</b>		
<b>Maintenance or testing required this week</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday							
Still maintenance														
Lint filter checked & cleaned														
Button trap checked & cleaned														
Notes:														
List your planned preventative maintenance in the 'maintenance or testing required this week' boxes. Record what you have done for each maintenance item with a tick. Make notes about Solvent tank levels, other maintenance, servicing or solvent leaks / spills in the space above.												Signed:		

Note – where the weight of clothes added is recorded in units other than kilograms, then all other measurements must be made using units that are compatible with the unit used for the weight of clothes.

## Monthly Inventory Sheet: All installations

Site: \_\_\_\_\_ Solvent: \_\_\_\_\_

Machine: \_\_\_\_\_ Month and Year: \_\_\_\_\_

Week starting (date)

--	--	--	--	--

Weight of work processed (kg)

					<b>Monthly Total (A)</b>
--	--	--	--	--	--------------------------

Solvent added (litres)

					<b>Monthly Total (B)</b>
--	--	--	--	--	--------------------------

Solvent sent for disposal

	<b>Monthly Total</b>
Total waste drum volume (litres)	(C)
Still cleaning correction factor : 0.15 for powder filter rake-out, or 0.35 for ecological filter rake out, or 0.5 for pump out	(D)

Compliance this month

Table A:

Weight cleaned (kg) (A)	Solvent added (litres) (B)	Solvent disposed (litres) (C x D = E)	Net solvent use (litres) (B - E = F)	Consumption (kg/litres) (A ÷ F = G)	On target? ** (Yes / No)

\*\* The monthly result should only be used to provide a guide as to the performance of the machine. Solvent input and waste recovered will vary each month, affecting the Consumption (G).

Where:

Perchloroethylene is used, if G >80 kg/l = on target

Siloxane is used, if G >48.5 kg/l = on target

Hydrocarbons are used, if G >48.5 kg/l = on target

Notes:

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## Annual Inventory Sheet: All installations

Site: \_\_\_\_\_

Year: \_\_\_\_\_

Machine: \_\_\_\_\_

Solvent: \_\_\_\_\_

### Monthly Compliance

(complete "Table 1" with results from "Table A" from monthly inventory sheet)

Table 1:

Month	Weight cleaned (kg)	Solvent added (litres)	Solvent disposed (litres)	Net solvent use (litres)	Consumption (kg/litres)
Total	(A)	(B)	(C)	(D)	

### Annual Compliance

Spot cleaning correction factor (litres)*	(E)	
Corrected solvent input (litres)	(D + E = F)	

Solvent efficiency (kgs/litre)	(A ÷ F = G)	
Specific Gravity of Solvent being used :	(H)	
Perchloroethylene : 1600g/l		
Siloxane : 970 g/l		
HCS : 970 g/l		
Solvent emission (g/kg)	(H ÷ G = I)	

Have you met the requirement of the regulations? ( Is "I" >20g/kg ?)	
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\* Spot Cleaning Correction Factor - A figure of 6.25 litres per annum should be used as the spot cleaning factor, whichever solvent is used for cleaning purposes.