

JANUARY 2018: 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 #1 12/31 - 1/6	Week #2 1/7 - 1/13	Week of 1/14 - 1/20	Week of 1/21 - 1/27
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 12/31-1/6 Yes or No Date:	Wk of 1/7-1/13 Yes or No Date:	Wk of 1/14-1/20 Yes or No Date:	Wk of 1/21-1/27 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 (Feb. '17 - Dec. '17) = _____ Add gallons PCE purchased in January '18 + _____ 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.

MARCH 2018: 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 2/25 - 3/3	Week of 3/4 - 3/10	Week of 3/11 - 3/17	Wk of 3/18-3/24	Wk of 3/25-3/31
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	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 2/25 Yes or No Date:	Wk of 3/4 Yes or No Date:	Wk of 3/11 Yes or No Date:	Wk of 3/18 Yes or No Date:	Wk of 3/25 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 (April '17 - Feb. '18) = _____ Add gallons PCE purchased in March '18 + _____ 12 month rolling total of PCE purchased (gallons) = _____				

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APRIL 2018: 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 4/1 - 4/7	Week of 4/8 - 4/14	Week of 4/15 - 4/21	Week of 4/22 - 4/28
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/time of leak check)	Wk of 4/1 - 4/7 Yes or No Date:	Wk of 4/8 - 4/14 Yes or No Date:	Wk of 4/15 - 4/21 Yes or No Date:	Wk of 4/22 - 4/28 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 (May '17 - Mar. '18) = _____ Add gallons PCE purchased in April '18 + _____ 12 month rolling total of PCE purchased (gallons) = _____			

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MAY 2018: 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 4/29 - 5/5	Week of 5/6 - 5/12	Week of 5/13- 5/19	Wk of 5/20-5/27	Wk of 5/28-6/2
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 4/29 Yes or No Date:	Wk of 5/6 Yes or No Date:	Wk of 5/13 Yes or No Date:	Wk of 5/20 Yes or No Date:	Wk of 5/27 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 (June '17 - Apr. '18) = _____ Add gallons PCE purchased in May '18 + _____ 12 month rolling total of PCE purchased (gallons) = _____				

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JUNE 2018: 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 6/3 - 6/9	Week of 6/10 - 6/16	Week of 6/17 - 6/23	Week of 6/24 - 6/30
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 6/3-6/9 Yes or No Date:	Wk of 6/10-6/16 Yes or No Date:	Wk of 6/17-6/23 Yes or No Date:	Wk of 6/24-6/30 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 '17 - May '18) = _____ Add gallons PCE purchased in June '18 + _____ 12 month rolling total of PCE purchased (gallons) = _____			

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JULY 2018: 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 7/1 - 7/7	Week of 7/8 - 7/14	Week of 7/15 - 7/21	Week of 7/22 - 7/28
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/time of leak check)	Wk of 7/1-7/7 Yes or No Date:	Wk of 7/8-7/14 Yes or No Date:	Wk of 7/15-7/21 Yes or No Date:	Wk of 7/22-7/28 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 (Aug. '17 - June '18) = _____ Add gallons PCE purchased in July '18 + _____ 12 month rolling total of PCE purchased (gallons) = _____			

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AUGUST 2018: 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 7/29 - 8/4	Week of 8/5 - 8/11	Week of 8/12 - 8/18	8/19- 8/25	8/26 - 9/1
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 7/29 Yes or No Date:	Wk of 8/5 Yes or No Date:	Wk of 8/12 Yes or No Date:	Wk of 8/19 Yes or No Date:	Wk of 8/26 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 (Sept. '17 - July '18) = _____ Add gallons PCE purchased in August '18 + _____ 12 month rolling total of PCE purchased (gallons) = _____				

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OCTOBER 2018: 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 9/30 - 10/6	Week of 10/7 - 10/13	Week of 10/14 - 10/20	10/21 - 10/27	10/28 - 11/3
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	
	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 9/30 Yes or No Date:	Wk of 10/7 Yes or No Date:	Wk of 10/14 Yes or No Date:	Wk of 10/21 Yes or No Date:	Wk of 10/28 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 (Nov. '17 - Sept. '18) = _____ Add gallons PCE purchased in October '18 + _____ 12 month rolling total of PCE purchased (gallons) = _____				

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DECEMBER 2018: 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 12/2 - 12/8	Week of 12/9 - 12/15	Week of 12/16 - 12/22	Week of 12/23 - 12/29
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 12/2-12/8 Yes or No Date:	Wk of 12/9-12/15 Yes or No Date:	Wk of 12/16-12/22 Yes or No Date:	Wk of 12/23-12/29 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 (Jan. '18 - Nov. '18) = _____ Add gallons PCE purchased in December '18 + _____ 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.