



Coventry City Council

**Part B Application Form  
Application for a Permit  
Pollution Prevention and Control Act, 1999  
Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended)  
Local Authority Pollution Prevention and Control**

**INTRODUCTION**

**When to use this form**

Use this form if you are applying for a permit to a Local Authority to operate a dry cleaning installation as defined in Schedule 1 of The Solvent Emissions (England and Wales) Regulations, 2004 SI 107.

**Before you start to fill in this form**

Please read the DEFRA general guidance manual issued for LA-IPPC and LAPPC. This contains a list of other documents you may need to refer to when you are preparing your application, and explains some of the technical terms used. You will also need to read the relevant sector guidance note, BREF note or process guidance note as relevant. The Pollution Prevention and Control (England and Wales) Regulations 2000 can be obtained from The Stationary Office, or viewed on their website at: [www.legislation.hmso.gov.uk/si/si2000/20001973.htm](http://www.legislation.hmso.gov.uk/si/si2000/20001973.htm).

**Which parts of the form to fill in**

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the application to enable it to be processed further. When completed return to:

**Coventry City Council  
Environmental Protection  
Environmental Health  
Room 305 Broadgate House  
Broadgate  
Coventry  
CV1 1NH**

**Other documents you may need to submit**

There are a number of other documents you will need to send us with your application. Each time a request for a document is made in the application form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with this reference number and the application reference number (if you have been given one, it will be at the top of the form on page 3). If you do not have either of these, please use the name of the installation.

**Using continuation sheets**

In the case of the questions on the application form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.



**Copies**

Please send the original and three copies of the form and all other supporting material, to assist consultation.

**If you need help and advice**

We have made the application form as straightforward as possible, but please get in touch with us at the Local Authority address given above if you need any advice on how to set out the information we need.

## LAPPC Application Form: to be Completed by the Operator

For Local Authority use		
Application Reference:	Officer Reference:	Date Received:

### A1.1. Name of the premises

PHS TREADSMART

### A1.2. Please give the address of the premises

UNIT 1, DUTTON ROAD  
ALDERMAN'S GREEN IND. EST.  
COVENTRY

Postcode: CV2 2LE Telephone: 024 76604604

Ordnance Survey national grid reference 8 characters:

(For example, SJ 123 456) SP 369 830

*There are a number of Internet mapping sites that will convert a Post Code to a grid references*

### A1.3. Do you have an existing permit for a dry cleaning installation?

Yes

No

HOWEVER, PHS DOES HAVE A DRY CLEANING INSTALLATION PERMIT IN SOUTHENDS,



Coventry City Council

### A2.1. The Applicant

Please provide the full name of company or corporate body or the name of the sole trader or the names of the partners

PHS TREADSMART, PHS GROUP

Trading/business name (if different):

\_\_\_\_\_

Registered Office address:

PHS GROUP

WESTERN IND. EST.

CAERPHILLY

Postcode: CF83 1XH Telephone: 02920 851000

### A2.2. Holding Companies

Is the operator a subsidiary of a holding company within the meaning of Section 736 of the Companies Act 1985?

No

Yes - Name of ultimate holding company: \_\_\_\_\_

Ultimate holding company Registered office address:

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

**A3.1. Who can we Contact about your Application?**

*It will help us to have someone who we can contact directly with any questions about your application. The person you name should have the authority to act on behalf of the operator. This could be an agent or consultant rather than the operator.*

Name: IAN PARRIN

Position: LAUNDRY MANAGER

Address: UNIT 1, DUTTON ROAD  
ALDERMANS GREEN IND. EST.  
COVENTRY

Postcode: CV2 2LE

Telephone Number: 024 76604604

Fax Number: 024 76604605

E-mail Address: ianparrin@phs.co.uk

**B. About the installation**

**B1.2. Please provide a plan of the premises showing the location of:**

- (a) The premises
- (b) Where the dry cleaning machine(s) will be installed
- (c) Where the dry cleaning solvents will be stored
- (d) Where the dry cleaning residue will be stored
- (e) Any drains within the installation and in the immediate area of the installation which may be affected as a result of any potential Volatile Organic Compound (VOC) release from the dry cleaning operations

Document Reference: ①

**B1.3. Please provide a description of the location and methods of storage of:**

- (a) Dry cleaning solvents
- (b) Dry cleaning residue

Document Reference: ①

**B1.4. Please provide information regarding the:**

- (a) Make **BOWE**
- (b) Model name/number **SI 70**
- (c) Serial number **457/9304**
- (d) Load capacity **70 kg**
- (e) Date of installation **FEB. 2008**
- (f) Type of dry cleaning solvent used for each machine. **PERCETHYLENE**

Document Reference: \_\_\_\_\_

### B1.5. Maintenance

Please provide details, including a schedule, of checking and maintenance procedures for each machine. This should include the machine manufacturer's recommended operating procedures, checking and maintenance requirements and any other additional procedures undertaken by the operator. This should be submitted in a form of a list of the activities carried out and their frequencies.

Document Reference: ⑤

### B1.6. Other use of solvents

Provide details of any other activities carried out within the dry cleaning installation which involve the use of organic solvents in particular spot clean solutions, water-proofing solutions and any other solvents or solvent bourne preparations

Document Reference: NONE

### B1.7. Staff Training

Provide details on the training and relevant qualifications regarding operating and maintaining the dry cleaning machines. This should include details of operation of dry cleaning machines, control and use of dry cleaning solvents and location of machine's operating manuals.

Document Reference: ④

### B1.8. Product weight

Specify how the product will be weighed and recorded weekly and annually.

Document Reference: ② + ③

### B1.9. Determination of solvent consumption

Provide details how the mass or volume of solvent used will be determined and recorded weekly and annually (due to the low use spot cleaning solvents they need only to be determined annually).

Document Reference: ② + ③

## B2.0. Risk Phrase Solvents

At the time of writing and in the future it is believed unlikely that these materials will be used within the dry cleaning industry. *(Details of the risk phrases of the materials used can be found on the original suppliers packaging and in the Materials Safety Data Sheet (MSDS) for the product)*

### **B2.1 Are any substances or preparations which, because of their VOC content are required to carry one or more of the following risk phrases, used within the installation:**

- R45 - May cause cancer
- R46 - May cause heritable genetic damage
- R49 - May cause cancer by inhalation
- R60 - May impair fertility
- R49 - May cause harm to the unborn child.

*Your supplier should be able to advise you whether any such substances or preparations are being supplied.*

Yes

No

If Yes, provide full details of how and why these risk phrase materials are used and how the requirements of the amendment 1C of Schedule 1 of The Solvent Emissions (England and Wales) Regulations, 2004 SI 107, substitution, control and limiting of emissions of risk phrase materials will be met.

Document Reference: \_\_\_\_\_



**C1. Fees and Charges**

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

**C1.1. Please state the amount enclosed as an application fee for this installation.**

£ 138 Cheques should be made payable to: Coventry City Council

We will confirm receipt of this fee when we write to you acknowledging your application.

**C1.2.**

Please give any company purchase order number or other reference you wish to be used in relation to this fee.

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**C2. Annual charges**

If we grant you a permit, you will be required to pay an annual subsistence charge. If you don't pay, your permit can be revoked and you will not be able to operate your installation.

**C2.1.**

Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges.

SITE ADDRESS

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Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

### C3. Commercial confidentiality

#### C3.1.

Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

Yes

No

If **Yes**, please provide full justification, considering the definition of commercial confidentiality within the PPC regulations.

**Document Reference:** \_\_\_\_\_

### C4. Data Protection

The information you give will be used by the Local Authority to process your application. It will be placed on the relevant public register and used to monitor compliance with the permit conditions. We may also use and/or disclose any of the information you give us in order to:

- Consult with the public, public bodies and other organisations
- Carry out statistical analysis, research and development on environmental issues
- Provide public register information to enquirers
- Investigate possible breaches of environmental law and take any resulting action
- Prevent breaches of environmental law
- Assess customer service satisfaction and improve our service

We may pass on the information to agents/ representatives who we ask to do any of these things on our behalf.

It is an offence under Regulation 32 of the PPC regulations, for the purpose of obtaining a permit (for yourself or anyone else) to:

- Make a false statement which you know to be false or misleading in a material particular
- Recklessly make a statement which is false or misleading in a material particular.

**If you make a false statement we may prosecute you, and if you are convicted, you are liable to a fine or imprisonment (or both).**

**C5. Declaration**

**C5.1. Signature of current applicant(s)\***

I / We certify that the information in this application is correct. I / We apply for a permit in respect of the particulars described in this application (including supporting documentation) I / We have supplied. Please note that each individual applicant must sign the declaration themselves, even if an agent is acting on their behalf.

For the application from: PHS TREADSMART

Premises Name: UNIT 1, DUTTON RD, COVENTRY, CV2 2LE

Signature: 

Name: IAN PARRIN

Position: LAUNDRY MANAGER

Date: 18-2-2008

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

*\* Where more than one person is defined as the applicant, all should sign. Where a company or other body corporate - an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*

### Coventry Laundry Weekly Dry Cleaning Log

Period: \_\_\_\_\_

Start Perc. Level \_\_\_\_\_

Week: \_\_\_\_\_

Finish Perc. Level \_\_\_\_\_

Date: \_\_\_\_\_

Total Perc. Used 0

Weight						
Load No.	Monday	Tuesday	Wednesday	Thursday	Friday	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						<b>Weekly Total</b>
<b>Total</b>	0	0	0	0	0	0

THIS WILL BE RECORDED ON P.C. SPREADSHEET, SO ANNUALISED RECORDS WILL BE AVAILABLE.

## Coventry Laundry Weekly Dry Cleaning Log

Period: \_\_\_\_\_ Start Perc. Level \_\_\_\_\_

YTD Perc. Used

Week: \_\_\_\_\_ Finish Perc. Level \_\_\_\_\_

YTD Kilos

Date: \_\_\_\_\_ Total Perc. Used 0

Weight						
Load No.	Monday	Tuesday	Wednesday	Thursday	Friday	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						<b>Weekly Total</b>
<b>Total</b>	0	0	0	0	0	0

THIS WORKBOOK'S NEXT UPDATE WILL  
INCLUDE THE AMENDED DETAILS FOR  
DRY CLEANING.  
SECTION A PARTS 2 & 4

**DUST MAT DIVISION  
LAUNDRY OPERATIVE  
TRAINING WORKBOOK**

NAME: - \_\_\_\_\_

DEPOT: - \_\_\_\_\_

START DATE: - \_\_\_\_\_

MANAGER: - \_\_\_\_\_

**PRIVATE AND CONFIDENTIAL**

## **CONTENTS**

### **Job Description**

#### **Section A**

- Part 1 - Introduction to Company and Staff
- Part 2 - Laundry Operating Instructions
- Part 3 - Loading / Unloading Laundry Vehicle
- Part 4 - Products Materials

#### **Section B**

- Part 1 - Health and Safety
- Part 2 - Questions
- Part 3 - Company Handbook
- Part 4 - International Standard Procedures

#### **Section C**

- Part 1 - Training Course
- Part 2 - Training Records
- Part 3 - Training Notes

## JOB DESCRIPTION

**JOB TITLE:** Laundry Operative

**DEPARTMENT:** Treadsmart

**IMMEDIATE SUPERIOR:** Laundry Manager / Laundry Supervisor

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### MAIN PURPOSE OF JOB

To ensure the mats are washed to a high quality in accordance with PHS procedures.

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### KEY TASKS

1. Operate all laundry machinery in accordance with manufacturers instructions and PHS quality manual procedures.
2. Load and unload mats from the cages into the beating, washing and drying equipment. Ensure the correct weight of mats is loaded into each machine and that the loads are evenly distributed. Ensure the doors are closed properly before operating any of the machinery.
3. Ensure each mat is clean and dry before loading them into the cages and ensure that the mats are placed into the correct cages to be returned to the correct depot.
4. Inspect mats for damage at every stage of the washing process. Where a mat is damaged ensure it is brought to the attention of the shift supervisor and subsequently repaired. Carry out repairs to the mats as and when instructed to do so.
5. Ensure the laundry is kept clean and tidy throughout the shift. Carry out specific cleaning tasks as and when required.
6. Observe all Health and Safety regulations and procedures when carrying out the above tasks. To ensure that personal protective equipment is worn whilst at work & kept clean.
7. Ensure that the Laundry Supervisor is aware of any malfunctions with Laundry machinery
8. Undertake any training that may be required



9. To liaise and form good working relationships with other members of staff within the branch.

10. Any other tasks as directed by the Laundry Manager.

## **SKILLS AND KNOWLEDGE REQUIRED TO PERFORM THIS ROLE**

- \* Physically fit
- \* Conscientious
- \* Reliable
- \* Able to work shifts

## SECTION A

### PART 1 :- INTRODUCTION TO COMPANY AND STAFF

### PART 2:- LAUNDRY OPERATING INSTRUCTIONS

Before taking up your duties you will be taken through your responsibilities step by step in accordance with the Laundry Operating Manual.

	Date	Trainer	Trainee	Manager
Mat Beater				
Washing Machine <i>INCLUDING DRY CLEANING MACHINE*</i>				
Washing Machine Press				
Washing Machine Extractor				
Dryer / Mat Roller				
Scales				
Repair Press				
Pallet Truck				
Trolleys				
Racking				
Cleaning / Maintenance <i>INCLUDING DRY CLEANING MACHINE</i>				
Reporting Faults				
Use of the forklift is prohibited unless you have successfully completed the approved training course and have been authorised by your Manager.				
	YES		NO	
Forklift License				

*\* AND LOCATION OF MANUALS*

### PART 3 :-LOADING / UNLOADING OF LAUNDRY VEHICLE

	Date	Trainer	Trainee	Manager
Unloading Trolleys				
Loading Trolleys				
Dirty Storage Area				
Loading Plan (if applicable)				

### PART 4 :-PRODUCTS / MATERIALS

	Date	Trainer	Trainee	Manager
Logo Mats				
Standard Mats				
Washing Powder <i>INCLUDING SOLVENT FOR DRY CLEANING MACHINE</i>				
Repair Rubber				
Handling				
Storage				
Spillage				

## SECTION B

### PART 1 :- HEALTH AND SAFETY

Before taking up your duties you will be taken through a step by step guide to Health and Safety relating to your position and the depot.

<b>Fire Arrangements</b>	<b>Date</b>	<b>Trainer</b>	<b>Trainee</b>	<b>Manager</b>
Sittings Of Fire Exits				
Sittings Of Fire Extinguishers				
Use Of Fire Extinguishers				
Fire Alarm				
Fire Drill				
Fire Assembly Point				
Responsible Person (s) In The Event Of A Fire				
Company 'No Smoking' Policy				

<b>First Aid / Accidents</b>	<b>Date</b>	<b>Trainer</b>	<b>Trainee</b>	<b>Manager</b>
Name (s) Of First Aiders On Site				
Location (s) Of First Aiders (s) On Site				
Location Of First Aid Kits				
Location Of Accident Book				
Procedure In The Event Of Accident / Injury				
Reporting Of Accidents				
Reporting Of Incidents / Potential Accidents				

## MEDICAL HISTORY

Do you / have you ever suffered from any of the following ?

(Delete as appropriate)

Repetitive Strain Injury Y / N

If YES please give details

Back Injury Y / N

If YES please give details

Dermatitis, eczema or other skin conditions Y / N

If YES please give detail

Asthma Y / N

If YES please give details

Any other illness / condition that may affect your ability to do  
your job Y / N

If YES please give details

If the answer to any of the above questions is YES it may be necessary for PHS to contact your GP for further information regarding that specific illness / condition.

**Please note** : PHS will not approach your GP unless we have written permission from you. Any correspondence between PHS and your GP will be made available to you. Any information obtained from your GP will be treated as strictly confidential.

<b>COSHH</b>	<b>Date</b>	<b>Trainer</b>	<b>Trainee</b>	<b>Manager</b>
What does COSHH stand for				
COSHH information				
Germs				
Hazard Warning symbols				
Safety signs				

<b>CHEMICALS</b>	<b>Date</b>	<b>Trainer</b>	<b>Trainee</b>	<b>Manager</b>
Names				
Uses				
Storage				
Handling				
Spillage				

<b>PPE - Personal Protective Equipment</b>	<b>Date</b>	<b>Trainer</b>	<b>Trainee</b>	<b>Manager</b>
Protective footwear				
Uniform				
Masks				
Goggles				
Gloves				
Earplugs (optional)				
Where issued from				
Storage				

<b>Health and Safety Policy</b>	<b>Date</b>	<b>Trainer</b>	<b>Trainee</b>	<b>Manager</b>
Health and Safety Statement QA03				
H&S Responsibilities QP57				
Representatives of Employee Safety				

<b>Risk Control Sheets</b>	<b>Date</b>	<b>Trainer</b>	<b>Trainee</b>	<b>Manager</b>
RC01 Accidents / Incidents				
RC02 self catering facilities				
RC33 Lift trucks Ops 1				
RC34 Lift Trucks Ops 2				
RC35 Laundering Mats				
RC36 Marking and repairing dustmats				
RC37 Dying Mats				
RC39 Use of wooden pallets				
RC42 Storage of stock items				

<b>Manual Handling</b>	<b>Date</b>	<b>Trainer</b>	<b>Trainee</b>	<b>Manager</b>
Lifting Techniques				
Loading Techniques				
Weight Distribution				
Watch Your Back Video				

## **PART 2 :- HEALTH AND SAFETY QUESTIONS**

1. How many fire exits are there to the depot?
2. Where are the fire extinguishers?
3. What should you do if you realise someone is still in the building after you have been evacuated?
4. Who is your site first aider?
5. Where would you find them?
6. Where is the accident book kept?
7. Where is the first aid kit kept?
8. What does COSHH stand for?
9. What is a COSHH assessment?
10. Where would you look for COSHH information?
11. What does PPE stand for?
12. Why must you wear your PPE?
13. Name the items of PPE you have been advised to wear when carrying out your laundry duties?
14. What does a black cross on an orange square mean?
15. What does a black skull & crossbones on an orange square mean?
16. What does a black flame on an orange square mean?
17. What symbol is used to mean that a substance is corrosive?
18. Who is responsible for your Health and Safety on a day to day basis?
19. What are risk control sheets?
20. Where can risk control sheets be found?
  
21. What is a manual handling injury?
22. What precautions should you take to stop yourself getting a manual handling injury?
23. What precautions should you take to prevent injuries from slipping or tripping over?



24. What checks must you carry out on your PPE to make sure it is in good condition?

## ANSWERS TO HEALTH AND SAFETY QUESTIONS

1. Site specific.
2. Site specific.
3. Tell the person responsible in the event of a fire / member of the emergency services
4. Site specific
5. Site specific.
6. Site specific.
7. Site specific.
8. Control Of Substances Hazardous To Health.
9. An assessment of the harmful effects a substance has.
10. Posters in depots , labels on items, risk assessment booklets.
11. Personal Protective Equipment.
12. To protect you from harm.
13. Gloves, safety footwear, mask in the mat repair room.
14. Harmful or irritant.
15. Poisonous.
16. Flammable.
17. A hand and a dripping test tube.
18. Your manager.
19. Hazards / Risks relating to particular tasks or actions
20. Company Manual
21. An injury sustained through carrying / lifting / bending incorrectly, etc.
  
22. Follow handling guidelines when lifting, carrying and loading / unloading
23. Walkways clear of obstructions at all times and any spillage's cleared away immediately.
24. Ensure your PPE is checked regularly for rips and tears etc., and replace immediately.

W137-01Q  
Issue: 5 (July 2007)



## SECTION C

### **PART 1 :- TRAINING COURSES**

	Date	Trainer	Trainee	Manager
Health and Safety				
Forklift Truck (optional)				

### **PART 2 :- TRAINING RECORDS**

This workbook must be completed before the operative can undertake any of the duties listed in the job description. The health and safety training course must be completed within 3 months of the start date.

Trainee Name	
Depot	
Trainee signature	
Manager signature	
Start Date	
Date of completion of the workbook	

When fully completed a photocopy of this page of **Section C** must be sent to the Training Department at Caerphilly Head Office. These details will then be recorded on Computer in your personal training records.

## PART 3 :- TRAINING NOTES

You will need copies of the following:-

- \* Sickness Policy - Guidance Notes for Employees
- \* Company Handbook
- \* Watch Your Back Video
- \* Laundry Operating Manual
  
- \* QP78 Procedure for Mat Services Laundries
- \* WI78-01 Laundering Mats (CARDIFF) if applicable
- \* WI78-01A Period End Laundry Statistics
- \* WI78-02 Laundering Mats (BRENTFORD/BLACKRIDGE) if applicable
- \* WI78-02A Daily Productive Records
- \* WI78-02B Laundry Weekly Production
- \* WI78-03 Maintaining the Laundries Plant
- \* WI78-03A Daily Laundry Maintenance
- \* WI78-03B Weekly Laundry Maintenance
- \* WI78-03C Period End Laundry Maintenance
- \* WI78-03D Half Yearly Laundry Maintenance
- \* WI78-04 Issuing Dust Mats from the Laundry
- \* WI78-05 Stock Control within the Laundry
- \* WI78-05A Stock Take Form
- \* WI78-06 Repairing Dust Mats/Marking Logo Mats
  
- \* QP57 Procedure for Health and Safety
- \* WI57-01 Health and Safety Information to Staff
- \* WI57-02 Employees Responsibilities for Health and Safety
- \* WI57-05 Reporting and Investigating Accidents and Incidents
- \* WI57-05A Accident Summary Sheet
- \* WI57-05B Investigation Report

- \* QA01 Mission Statement
- \* QA02 Quality Statement
- \* QA03 Health and Safety Statement
- \* QA04 Environmental Policy Statement
- \* QA05 Equal Opportunities Policy
- \* QA06 Company Eye Test Policy
- \* QA07 No Smoking Policy
- \* QA09 Organisational Structure/Responsibilities
- \* QA15 Sickness absence Policy

Doc Ref (E)

1

9 PAGES  
INCLUSIVE

FOR THE USE OF  
MR. IAN PARRIN  
PITS COUNTY  
FAX 024 766 04605

REGARDS MANUEL

## SERVICE RECORD

Date: ...../...../.....

Customer name: \_\_\_\_\_

Machine type and model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Engineer name: \_\_\_\_\_

Customers signature: .....

Engineer signature: .....





## Drycleaning Machine Service Schedule

PLEASE USE ADDITIONAL INFORMATION NOTES

ONE SHEET PER MACHINE

(1) STILLS		(11) LOADING DOOR	
a) Rake out still		a) Check: Loading door seal	
b) -		b) hinge adjustment	
c) Clean sight glass		c) interlock & micro switch	
d) -		d) loading door mechanism	
e) Check: door seal		e) drum	
f) sight glass seal		(12) BEARS	
g) -		a) Check: for wear / adjustment	
h) -		(13) BEARING HOUSING	
i) -		a) Check: bolts	
j) interlock & micro switch		(14) SOAP INJECTION / OTHER	
k) condense thermostat		a) Check: operation	1 2
l) pressure <b>TO STILL</b>		(15) BASE TANKS	
(2) STILLS SWITCH		a) Clean: sight glasses	
a) Check: outlet / drain		b) tanks	
b) valves		c) Check seals	
c) sludge drum		(16)	1 2
d) for leaks		a) strainers	
e) -		b) operation	
(3) SEPARATORS		(17) CARBON RECOVERY UNIT	
a) Drain	1 2	a) -	
b) Check water drain valve	1 2	b) -	
c) Clean separator	1 2	c) -	
(4) CONDENSER		Visual inspection (run 10 min to ensure hot)	
a) Check lid seal		(18) ELECTRICALS	
b) modulating valve (danfoss)		a) -	D S
(5) FILTER		b) Check: 3PH terminals	
a) Remove filter	1 2	c) rotation of all motors	
b) Check	1 2	d) lamps	
c) seats	1 2	e) thermostats / sensors	
d) -	1 2	(19) PNEUMATICS	
(6) CHANGE CARTRIDGE / CARBON		a) Check Air regulator / lubricator	
a) Change cartridge / carbon	1 2	b) for air leaks	
b) Check seals	1 2	c) -	
(7) RECOVERY UNIT		(20) EXHAUST	
a) Clean lint screen		a) Holding down bolts	
b) Remove lint from screen area		(21) STEAMERS	
c) Drycontrol unit		a) Water - steam	W S
d) exhaust pod		(22) MISCELLANEOUS	
e) Check: Interlock & micro switch		a) Clean cooling fans on motors	
f) seal		b) Clean vent on Inverter housing	
g) drain			
h) batteries (fridge & heater)			
i) modulating valve (danfoss)			
(8) SUDS DRAINING		(23) IRON MICHIGER / DRAIN / CARMENTS	
a) Clean bars		a) -	1 2
b) Clean Strainer (if fitted)		b) Distillation	
(9)		c) Valve operation	
a) Check: seal		d) Fridge gas level	
b) Remove & clean		e) Fridge high pressure bar <b>16</b>	
(10) BATTERY TRAP		f) Visual solvent leak inspection	
a) Check: Interlock & micro switch		g) PH Test of distilled solvent (see additional notes)	PH±
b) seal			
c) pipe from cage to basket			
d) level control			
(24) SOLVENT LEAK TEST WITH DETECTOR INSTRUMENT			1 2
a) -			S
b) -			
c) -			
d) -			
CUSTOMER NAME	MODEL / SERIAL No		
ENGINEERS NAME	JOB SHEET No	DATE	
CUSTOMERS SIGNATURE			

WITH STILL EMPTY  
 FILTER FULL  
 TRANSFER SOLVENT TANK TO TANK TO LEVEL  
 ADD SOLVENT TO DEPLETED TANK  
 LOG AMMOUNT ADDED

**WEEKLY SOLVENT CONSUMPTION RECORD**

Service Contracts  
 Repairs  
 Spares

MACHINE	SOLVENT						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
TOTALS							

Clean the still often

Do not overload the machine

Keep lint screen clean

Check water before disposal

MONITOR SOLVENT CONTENT IN SECOND SEPARATOR

ENSURE BOTTOM TRAP IS CLEAN

Small loads are not economical

Ensure distillation finished before running any maintenance program

Clean sept x as advised

Still Empty (Reked or Pumped Out)

INDICATED Levels T1=	litrs
BY ARROWS T2=	litrs
TOTAL=	litrs

D	TOTAL WEIGHT =	KG
C	THIS WEEK ADDED =	Ltrs
	DIVIDE (D) by (C) =	Kg per Litre

THIS FIGURE TO BE TRANSFERRED TO ANNUAL REGISTER

CONSTANT MACHINE LEVELS WITH FILTER FULL

4

B19A

SOME ABBREVIATION ASSOCIATED WITH THE  
DRY CLEANING BUSINESS

- A.C.O.P** : APPROVED CODE OF PRACTICE
- B.A.T** : BEST AVAILABLE TECHNIQUE
- C.H.I.P** : CHEMICALS HAZARD INFORMATION AND PACKAGING
- C.O.S.H.H.** : CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH
- D.L.** : DUST LIMIT 10MG/M<sup>3</sup>
- H.S.E.** : HEALTH AND SAFETY EXECUTIVE
- L.A.P.P.C.** : LOCAL AUTHORITY POLLUTION PREVENTION & CONTROL
- M.E.L.** : MAXIMUM EXPOSURE LEVELS
- M.S.D.A.** : MATERIALS SAFETY DATA SHEET
- O.E.L.** : OCCUPATIONAL EXPOSURE LIMITS
- O.E.S.** : OCCUPATIONAL EXPOSURE STANDARDS .
- S.E.D.** : SOLVENT EMISSIONS DIRECTIVE
- V.O.C.** : VOLATILE ORGANIC SOLVENTS
- P.P.C.** : POLLUTION PREVENTION AND CONTROL

**REF APPENDIX 3 S-E-D SOME BASIC  
REQUIREMENTS FOR AWARENESS AND COMPLIANCE**

- 5 OPERATING MANUAL
- 6 TRAINING RECORD
- 8 SPILLAGE AND ABNORMAL EMISSIONS  
SPILLAGE BLANKET
- 12 SOLVENT CONTAINERS (topping up)  
Suitable draining and disposal - drained and devoid  
of all traces of solvent
- 13 SOLVENT IN SPOTTING PREPARATIONS
- 18 HEAT SOURCE FOR STILL OFF AT END OF  
-----DISTILLATION
- 19 SECOND WATER SEPARATOR not a requirement  
on existing machines BUT with a sensible approach  
to the directive it is an OBVIOUS necessity
- 20 DISPOSAL OF CONTAINERS see also 12
- 21 WASTE AND DISPOSAL OF
- 24 RECORD OF MAINTENANCE – SERVICE – AND  
– REPAIRS
- 25 STOCK OF CONSUMEABLE ITEMS HELD  
CLOSE AT HAND TO MACHINE to allow fast  
repair response - in the event of liquid or vapour leak
- Eg SEAL still door  
SEAL loading door  
SEAL button trap  
SEAL water separator  
SEAL condensor lid

## CODE OF PRACTICE

- MONITORING OF EXPOSURE LIMITS ARE CARRIED OUT WITH THE AID OF LAPEL WORN PHIAL INDICATORS.
- LEAKAGE CHECKS ARE CARRIED OUT WITH LEAK DETECTOR.ELECTRONIC HAND HELD.
- REGULAR SERVICE AND MAINTENANCE SHEDULES CARRIED OUT AS PER SERVICE SHEET.
- IN THE EVENT OF ANY LEAK MACHINE WILL BE SWITCHED OFF.
- IN THE EVENT OF A SMALL SPILLAGE A SPILLAGE BLANKET IS PRESENT AT THE REAR OF THE MACHINE. THIS CAN BE PLACED IN MACHINE CAGE AFTER USE. ABSORBENT GRANUALS ARE USED FOR SMALLER SPILLS.
- IN THE EVENT OF SPILLAGE INTO TRAY MACHINE WILL BE SWITCHED OF AND LEFT OFF. TRAY THEN FLOODED WITH WATER TO CONTAIN VAPOUR AND ENGINEER CALLED.
- IN THE EVENT OF MAJOR SPILLAGE NOT CONTAINABLE THE FIRE BRIGADE MUST BE SUMMOND AFTER EVACUATION OF SHOP.



**GUILD  
OF CLEANERS  
& LAUNDERERS**

## The Solvent Emissions Directive - SED A quick guide to a dry cleaners responsibility

1. SED is a European Regulation and its aim is to reduce VOC (Volatile Organic Compounds) from specified processes.
2. Dry Cleaners should be mindful of B.A.T (Best Available Technique). What is BAT for one is likely to be regarded to be BAT for other comparable situations.
3. Compliance with SED regulations is the first day of operation for new installations and existing installations must meet the requirements from October 31<sup>st</sup> 2007.
4. Registration of dry cleaners is with the local authority (SEPA in Scotland) and is prior to installation for new operations and by the end of October 2006 for existing.
5. The main purpose of the regulation is the reduction and control of emissions of solvent vapour and usage should be no more than 20 gm solvent per Kg of product cleaned as measured on an annual basis, which is equivalent to:
  - 1 litre of Perchloroethylene / 80 Kg of cleaning
  - 1 litre of Hydro-carbon / 48.5 Kg of cleaning
  - 1 litre of Siloxane (Green Earth) / 48.5 Kg of cleaning
6. A dry cleaner must, for each machine:
  - 6.1 Weigh all work/loads processed and keep a record
  - 6.2 Keep records of all solvent used.
  - 6.3 Produce a weekly/annual calculation of the amount of cleaning per litre of solvent used (solvent mileage).
7. Other records required of a dry cleaner:
  - 7.1 Daily operational maintenance routine report.
  - 7.2 Results of checks for solvent leaks both vapour and visual leaks
  - 7.3 Mechanical routine maintenance done daily/weekly/monthly/annually.
  - 7.4 Notes of any repair work undertaken to the dry cleaning machine
  - 7.5 Record all still residues removed.
  - 7.6 Record all solvent additions to each machine.
8. Registration is with the local authority, or SEPA in Scotland and a cleaner must provide, with the application:
  - 8.1 The premises map grid reference, which can be obtained from internet.
  - 8.2 A completed form of application.
  - 8.3 Site drawings showing locations of machines, replacement solvent storage and still residue storage provision and any drains which be affected if solvent is spilled.
  - 8.4 Produce relevant qualifications and training to operate and maintain dry cleaning machines.

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Web: [www.gcl.org.uk](http://www.gcl.org.uk)

- 8.5 Copies of the record sheets being kept.
- 8.6 Pay the relevant fee for the application and the annual charge England and Wales. Charges are different in Scotland.
- 8.7 Make, model, serial number, date of installation of each machine, plus type of solvent it uses.
- 8.8 Provide details and schedule of maintenance for each machine.
- 8.9 Provide details of other activities which use solvents, for example stain removal.
- 8.10 State how you are going to weigh and record weekly and annual usage also provide details of how you will use and record the usage of solvent weekly and annually.

9. The conditions of the permit are:

- 9.1 A spillage tray capable of containing the whole of the contents, plus 10% of the largest replacement solvent container must be provided and the new solvent must be contained within that tray.
- 9.2 The storage bin for the still waste must be a container with a lid, which is kept in place except when in use (i.e. filling)
- 9.3 The original guidance to the regulation specified a bund tray under the whole of the dry cleaning machine, but for existing machines, which meet the specified limits of emissions, this has been eased to allow continued operation, without the spillage tray, but only if the installation meets its other Health and Safety obligations.
- 9.4 The dry cleaning machine door must be kept closed when not loading or unloading.
- 9.5 Still to have a thermostatic control device if electric, or steam pressure regulator fitted to steam heated machines.
- 9.6 Holders of a permit must inform the regulator if they have any incidents likely to cause an immediate danger to health.

10. New and substantially changed (substantial is emission of a further 10% more of the previous level of emissions). Further conditions apply:

- 10.1 Secondary water separator fitted within the bund spillage tray and to have an activated carbon bed.
- 10.2 Interlocks fitted to prevent cage door opening when rotating.
- 10.3 Interlocks fitted to still door, button trap lid, lint filter door, which shut down the machine if any of these are not properly closed.
- 10.4 Interlocks fitted to shut down the machine in case of cooling water shortage, cooling condenser failure, refrigeration problems, heating system problem that affects the drying.
- 10.5 Install a continuous monitoring device to monitor for leaks and maintain and calibrate the device on an annual basis.

11. Allowances that could be taken into consideration when making the solvent consumption calculations:

- 11.1 Allow 60% of the volume of waste to be solvent if you have an automatic pump out system.
- 11.2 Allow 15% of the volume of waste to be solvent if you have a rake out still.
- 11.3 Allow 6.25 litres of solvent per annum for spot cleaning if 10 litres or less, of proprietary solvent borne spot cleaning solution is purchased.

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