



SCOTTISH EXECUTIVE



Department of the
Environment
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2. Solvent Management Spreadsheets-single (for operators with only one machine)

You must make a return for each site, covering all the machines on the site. You need to record the weight of work processed and the amount of solvent added for each machine as well as the estimated still residue. If you have more than one machine on site then, in order to claim the correct allowance for still residue, keep the residue obtained from each solvent type and each still cleaning method separately. For the Annual Inventory the total weight of solvent used, corrected for solvent sent for recycling and the 'Annual spot cleaning factor', and total weight of work processed, are used to calculate a site emission figure. To help you keep a check on your machines performance a monthly estimate is made of solvent emissions for each machine.

If you have a single machine on site you can use the 'Annual (Single machine)' spreadsheet or printed sheet. The spreadsheet version will automatically transfer the monthly totals across and calculate the solvent emissions, you just need to add in the relevant 'Annual Spot Cleaning Correction Factor'.

If you have a multiple machines on site you can use the 'Annual (Multiple machines)' spreadsheet or printed sheet. The spreadsheet version will automatically transfer the monthly totals for each machine across and calculate the solvent emissions, you just need to add in the relevant 'Annual Spot Cleaning Correction Factor'.

Before starting to record solvent usage ensure that the machine is filled to its normal operating level. This is particularly important if you are installing a new machine.

If you anticipate changing or adding a machine during the annual period you should use the multiple machine sheet and show each machine for the period that it is in use. If you are using the spreadsheet version, you need to fill in the following fields in the first (i.e. furthest left on the spreadsheet) monthly sheet as they transfer automatically to all the following months: 'Machine' (top left of sheet), put a cross in the relevant box for 'Method of still cleaning' (centre left of sheet) and put a cross in the relevant box for 'Type of Solvent' (lower left of sheet).

1. Weekly Inventory Sheet:

It is suggested, that for practical purposes, the 'Weekly' Sheet is filled in manually. This must be carried out for each load on each machine.

- 1.1 Print off copies of the 'Weekly Inventory Sheet', one for each machine, and fill in the details for the 'Site', 'Machine' and 'Week' at the top.
- 1.2 For each load, record the weight (kg) on the relevant daily line. Total this up and complete the 'Daily Total Weight' column.
- 1.3 When you add solvent to the machine, record the volume (litres) in the right hand column. This is the 'Solvent Used'.
- 1.4 At the end of the week total the daily and then weekly weight of work processed and the amount of solvent added.
- 1.5 Select the method of still cleaning (tick or mark the appropriate box). Enter any other information you may wish to record. Sign and date the sheet.

2. Monthly Inventory Sheet:

The 'Monthly' Sheet may be completed, either using this spreadsheet, or filled out manually each month. This should be done at the end of each month. If you have more than one machine on site you need to complete a form or separate spreadsheet every month for each machine.

- 2.1 Use the spreadsheet or print out a copy of the 'Monthly Sheet', complete the details for 'Site', 'Machine' and 'Month and Year' at the top of the sheet.

2.2 Enter the 'Week ending / Week No.', transfer the weekly totals for 'Weight of work processed' and 'Solvent Used' to the relevant lines under the appropriate week column.

2.3 Estimate the amount of Still residue you have collected from each machine over the month and enter into the relevant line under the appropriate week column. You need this figure so that the monthly solvent usage can be calculated reasonably accurately. When still waste is collected, you may need to adjust the monthly figure so that the total for the preceding period is correct.

2.4 At the end of the month, if you are filling in the sheets manually total up the 'Weight of work processed' and 'Solvent used'.

2.5 Select the method of still cleaning the machine uses and place an 'X' in the relevant box. If you are filling in the sheets manually copy down the 'Estimated still residue for month' to the relevant box and calculate the 'Allowance' using the formula shown. You can now calculate your 'Nominal Monthly Solvent Use' for the machine using the formula provided.

2.6 Select the type of solvent you are using and place an 'X' in the relevant box. If you are filling in the sheets manually you can now calculate the 'Weight of work / litre of solvent', 'the Solvent emitted' and 'Weight of solvent used' for the month.

3. Annual Inventory Sheet - Solvent Management Plan

The 'Annual' Sheet - Solvent Management Plan may be completed, either using the relevant spreadsheet, or filled out manually. If you do this at the end of each month you will see how you are progressing with compliance. If you use the spreadsheet version, either the 'Annual (Single machine)' or 'Annual (Multiple machine)' spreadsheet, will be completed automatically based on the entries in the Monthly sheets. You just need to insert the 'Site' name and 'Year' at the top of the sheet and the 'Annual Spot Cleaning Correction Factor' in the box provided on the lower left of the spreadsheet.

To complete the sheet manually:

3.1 Print out a copy of the 'Annual Sheet', complete the details for 'Site' and 'Year' at the top of the sheet.

3.2 Record the month and year in the left hand column.

3.3 Enter the 'Annual Spot Cleaning Correction Factor' in the box provided on the lower left of the spreadsheet.

3.4 Transfer the monthly totals for 'Weight of work processed' and 'Weight of solvent used' to columns 'a' and 'b'. Do this for each machine if you have more than one machine and are using the 'Annual (Multiple machines)' spreadsheet.

3.5 You can also transfer the monthly totals for 'Estimated still residue' to the columns on the right if you wish, so that you can manually check that the totals for the year for each still cleaning method and solvent type to ensure that they correspond to your waste collection transfer note totals.

3.6 If you want to check your ongoing solvent mileage then total the 'Monthly weight of work processed' and 'Weight of solvent used' for all the months and calculate the 'Monthly solvent emitted per kg of work processed' using the formula provided.

3.7 To obtain the annual result, sum the 'Total annual weight of work processed' and then the 'Total annual weight of solvent used' which should include the 'Annual spot cleaning correction factor'.

3.8 Using the formula provided calculate the 'Annual total of solvent emitted per kg of work processed'. The result should be 20 g/kg or less.

Cells in the spreadsheets, highlighted like this, contain the results that are transferred to the next sheet i.e. Weekly results to transfer to Monthly sheet or Monthly results to transfer to Annual sheet.

For spreadsheet users:

Cells in the spreadsheets, highlighted like this, should have data entered in them where applicable

Cells in the spreadsheets, highlighted like this, contain formulas, DO NOT ENTER DATA IN THEM

Site: **MEBRO DRY CLEANERS**

Year:

Month and Year	Monthly weight of work processed	Monthly weight of solvent used	Monthly solvent emitted per kg of work processed	Estimated still residue
	a	b	l	(Use this to check the total for each method of still cleaning against your waste collection notes, adjust the final months figure as necessary to correspond)
	(kg)	(kg)	$= b \times 1000 \div a$ (g/kg)	
JUNE 2011	619	5.00	8.08	13.8
JULY 2011	452	5.00	11.06	13.8
AUGUST 2011	510	5.00	9.80	13.8
SEPT 2011	471	5.00	10.63	13.8
OCT 2011	609	5.00	8.22	13.8
NOV 2011	538	5.00	9.30	13.8
DEC 2011	591	5.00	8.45	13.8
JAN 2012	438	5.00	11.41	13.8
FEB 2012	486	5.00	10.29	13.8
MARCH 2012	538	5.00	9.30	13.8
APRIL 2012	493	5.00	10.14	13.8
MAY 2012	460	5.00	10.88	13.8
Annual totals	6204	60.00		165.0
	n	= Total b		

Annual Spot Cleaning Correction Factor (see Note 1):	Total annual weight of solvent used	Annual total of solvent emitted per kg of work processed
m	p	q
(kg)	= Total b + m	= $p \times 1000 \div n$
	(kg)	(g/kg)
	60.00	9.67
Weight of work required to comply with regulations (kg):	3000	Annual result
		9.67
		Complies with Regulations?
		YES

1. If solvent borne spot cleaners are used, enter either 10kg if using Perc or 6.5kg if using other solvent, or the total weight of the solvent content used, as advised by your Supplier in the 'Annual Spot Cleaning Factor' .

Site: **MEBRO DRY CLEANERS** Month and year: **JUNE 2011**
 Machine: **RENZACCI PROGRESS 10**

Week ending / Week No.

04/06/2011	11/06/2011	18/06/2011	25/06/2011	02/07/2011
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Weight of work processed (kg)					Monthly Total Weight (kg)
					a
117	137.5	124	104	136	618.5

Solvent used (litres)					Monthly Total (litres)
					c
10					10

Estimated still residue for month (litres)	d	13.75
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Note: Estimate the amount of residue collected so that a draft solvent usage figure can be obtained. You will need to adjust this figure from time to time so that the total for the year corresponds to your waste collection transfer notes.

Still type / Allowance factor

Method of still cleaning		Waste Allowance Factor	Total	Allowance
		e	d	f = e × d
Powder filter rake out		0.15	0	0
Ecological powder rake out		0.35	0	0
Pumped out	P	0.5	13.75	6.875

Nominal Monthly Solvent Use	(litres)	g = c - f	3.125
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Solvent emission calculation

Type of Solvent		Factor: specific gravity of solvent	Weight of work / litre of solvent	Solvent emitted (should be 20g/kg or less)	Weight of solvent used
		(g/l)	(kg / l)	g / kg	(kg)
		h	j = a ÷ g	k = h ÷ j	b = g × (h ÷ 1000)
Perc	P	1600	197.92	8.08	5.00
Siloxane		970			
Hydrocarbon		970			
Other					

Solvent Usage Check : **OK**

Site: **MEBRO DRY CLEANER** Month and year: **JULY 2011**
 Machine: **RENZACCI PROGRESS 10**

Week ending / Week No.

09/07/2011	16/07/2011	23/07/2011	29/07/2011	
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Weight of work processed (kg)				Monthly Total Weight (kg)
				a
114	126	135	77	452

Solvent used (litres)				Monthly Total (litres)
				c
		10		10

Estimated still residue for month (litres)	d	13.75
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Note: Estimate the amount of residue collected so that a draft solvent usage figure can be obtained. You will need to adjust this figure from time to time so that the total for the year corresponds to your waste collection transfer notes.

Still type / Allowance factor

Method of still cleaning		Waste Allowance Factor	Total	Allowance
		e	d	f = e x d
Powder filter rake out		0.15	0	0
Ecological powder rake out		0.35	0	0
Pumped out	P	0.5	13.75	6.875

Nominal Monthly Solvent Use	(litres)	g = c - f	3.125
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Solvent emission calculation

Type of Solvent		Factor: specific gravity of solvent	Weight of work / litre of solvent	Solvent emitted (should be 20g/kg or less)	Weight of solvent used
		(g/l)	(kg / l)	g / kg	(kg)
		h	j = a ÷ g	k = h ÷ j	b = g × (h ÷ 1000)
Perc	P	1600	144.64	11.06	5.00
Siloxane		970			
Hydrocarbon		970			
Other					

Solvent Usage Check : **OK**

Site: **MEBRO DRY CLEANER** Month and year: **AUGUST 2011**
 Machine: **RENZACCI PROGRESS 10**

Week ending / Week No.

06/08/2011	13/08/2011	20/08/2011	27/08/2011	
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Weight of work processed (kg)				Monthly Total Weight (kg)
				a
136	146	115	113	510

Solvent used (litres)				Monthly Total (litres)
				c
		10		10

Estimated still residue for month (litres)	d	13.75
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Note: Estimate the amount of residue collected so that a draft solvent usage figure can be obtained. You will need to adjust this figure from time to time so that the total for the year corresponds to your waste collection transfer notes.

Still type / Allowance factor

		Waste Allowance Factor	Total	Allowance
Method of still cleaning		e	d	f = e x d
Powder filter rake out		0.15	0	0
Ecological powder rake out		0.35	0	0
Pumped out	P	0.5	13.75	6.875

Nominal Monthly Solvent Use	(litres)	g = c - f	3.125
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Solvent emission calculation

Type of Solvent		Factor: specific gravity of solvent	Weight of work / litre of solvent	Solvent emitted (should be 20g/kg or less)	Weight of solvent used
		(g/l)	(kg / l)	g / kg	(kg)
		h	j = a ÷ g	k = h ÷ j	b = g × (h ÷ 1000)
Perc	P	1600	163.20	9.80	5.00
Siloxane		970			
Hydrocarbon		970			
Other					

Solvent Usage Check : **OK**

Site: **MEBRO DRY CLEANER** Month and year: **SEPT 2011**
 Machine: **RENZACCI PROGRESS 10**

Week ending / Week No.

03/09/2011	10/09/2011	17/09/2011	24/09/2011	
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Weight of work processed (kg)				Monthly Total Weight (kg)
				a
130	134	104	102.5	470.5

Solvent used (litres)				Monthly Total (litres)
				c
		10		10

Estimated still residue for month (litres)	d	13.75
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Note: Estimate the amount of residue collected so that a draft solvent usage figure can be obtained. You will need to adjust this figure from time to time so that the total for the year corresponds to your waste collection transfer notes.

Still type / Allowance factor

		Waste Allowance Factor	Total	Allowance
Method of still cleaning		e	d	f = e x d
Powder filter rake out		0.15	0	0
Ecological powder rake out		0.35	0	0
Pumped out	P	0.5	13.75	6.875

Nominal Monthly Solvent Use	(litres)	g = c - f	3.125
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Solvent emission calculation

Type of Solvent		Factor: specific gravity of solvent	Weight of work / litre of solvent	Solvent emitted (should be 20g/kg or less)	Weight of solvent used
		(g/l)	(kg / l)	g / kg	(kg)
		h	j = a ÷ g	k = h ÷ j	b = g × (h ÷ 1000)
Perc	P	1600	150.56	10.63	5.00
Siloxane		970			
Hydrocarbon		970			
Other					

Solvent Usage Check : **OK**

Site: **MEBRO DRY CLEANER** Month and year: **OCT 2011**
 Machine: **RENZACCI PROGRESS 10**

Week ending / Week No.

01/10/2011	08/10/2011	15/10/2011	22/10/2011	29/10/2011
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Weight of work processed (kg)					Monthly Total Weight (kg)
					a
96	95.5	139.5	122	155.5	608.5

Solvent used (litres)					Monthly Total (litres)
					c
	10				10

Estimated still residue for month (litres)	d	13.75
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Note: Estimate the amount of residue collected so that a draft solvent usage figure can be obtained. You will need to adjust this figure from time to time so that the total for the year corresponds to your waste collection transfer notes.

Still type / Allowance factor

		Waste Allowance Factor	Total	Allowance
Method of still cleaning		e	d	f = e x d
Powder filter rake out		0.15	0	0
Ecological powder rake out		0.35	0	0
Pumped out	P	0.5	13.75	6.875

Nominal Monthly Solvent Use	(litres)	g = c - f	3.125
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Solvent emission calculation

Type of Solvent		Factor: specific gravity of solvent	Weight of work / litre of solvent	Solvent emitted (should be 20g/kg or less)	Weight of solvent used
		(g/l)	(kg / l)	g / kg	(kg)
		h	j = a ÷ g	k = h ÷ j	b = g × (h ÷ 1000)
Perc	P	1600	194.72	8.22	5.00
Siloxane		970			
Hydrocarbon		970			
Other					

Solvent Usage Check : **OK**

Site: **MEBRO DRY CLEANER** Month and year: **NOV 2011**
 Machine: **RENZACCI PROGRESS 10**

Week ending / Week No.

05/11/2011	12/11/2011	19/11/2011	26/11/2011	
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Weight of work processed (kg)				Monthly Total Weight (kg)
				a
136	140	122.4	139.5	537.9

Solvent used (litres)				Monthly Total (litres)
				c
	10			10

Estimated still residue for month (litres)	d	13.75
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Note: Estimate the amount of residue collected so that a draft solvent usage figure can be obtained. You will need to adjust this figure from time to time so that the total for the year corresponds to your waste collection transfer notes.

Still type / Allowance factor

		Waste Allowance Factor	Total	Allowance
Method of still cleaning		e	d	f = e × d
Powder filter rake out		0.15	0	0
Ecological powder rake out		0.35	0	0
Pumped out	P	0.5	13.75	6.875

Nominal Monthly Solvent Use	(litres)	g = c - f	3.125
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Solvent emission calculation

Type of Solvent		Factor: specific gravity of solvent	Weight of work / litre of solvent	Solvent emitted (should be 20g/kg or less)	Weight of solvent used
		(g/l)	(kg / l)	g / kg	(kg)
		h	j = a ÷ g	k = h ÷ j	b = g × (h ÷ 1000)
Perc	P	1600	172.13	9.30	5.00
Siloxane		970			
Hydrocarbon		970			
Other					

Solvent Usage Check : **OK**

Site: **MEBRO DRY CLEANER** Month and year: **DEC 2011**
 Machine: **RENZACCI PROGRESS 10**

Week ending / Week No.

03/12/2011	10/12/2011	17/12/2011	24/12/2011	31/12/2011
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Weight of work processed (kg)					Monthly Total Weight (kg)
					a
157.3	107.4	115.5	131	80.2	591.4

Solvent used (litres)					Monthly Total (litres)
					c
		10			10

Estimated still residue for month (litres)	d	13.75
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Note: Estimate the amount of residue collected so that a draft solvent usage figure can be obtained. You will need to adjust this figure from time to time so that the total for the year corresponds to your waste collection transfer notes.

Still type / Allowance factor

		Waste Allowance Factor	Total	Allowance
Method of still cleaning		e	d	f = e x d
Powder filter rake out		0.15	0	0
Ecological powder rake out		0.35	0	0
Pumped out	P	0.5	13.75	6.875

Nominal Monthly Solvent Use	(litres)	g = c - f	3.125
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Solvent emission calculation

Type of Solvent		Factor: specific gravity of solvent	Weight of work / litre of solvent	Solvent emitted (should be 20g/kg or less)	Weight of solvent used
		(g/l)	(kg / l)	g / kg	(kg)
		h	j = a ÷ g	k = h ÷ j	b = g × (h ÷ 1000)
Perc	P	1600	189.25	8.45	5.00
Siloxane		970			
Hydrocarbon		970			
Other					

Solvent Usage Check : **OK**

Site: **MEBRO DRY CLEANER** Month and year: **JAN 2012**
 Machine: **RENZACCI PROGRESS 10**

Week ending / Week No.

07/01/2012	15/01/2012	22/01/2012	28/01/2012
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Weight of work processed (kg)					Monthly Total Weight (kg)
					a
88	134.9	112	103.5		438.4

Solvent used (litres)					Monthly Total (litres)
					c
		10			10

Estimated still residue for month (litres)	d	13.75
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Note: Estimate the amount of residue collected so that a draft solvent usage figure can be obtained. You will need to adjust this figure from time to time so that the total for the year corresponds to your waste collection transfer notes.

Still type / Allowance factor

		Waste Allowance Factor	Total	Allowance
Method of still cleaning		e	d	f = e x d
Powder filter rake out		0.15	0	0
Ecological powder rake out		0.35	0	0
Pumped out	P	0.5	13.75	6.875

Nominal Monthly Solvent Use	(litres)	g = c - f	3.125
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Solvent emission calculation

Type of Solvent		Factor: specific gravity of solvent	Weight of work / litre of solvent	Solvent emitted (should be 20g/kg or less)	Weight of solvent used
		(g/l)	(kg / l)	g / kg	(kg)
		h	j = a ÷ g	k = h ÷ j	b = g × (h ÷ 1000)
Perc	P	1600	140.29	11.41	5.00
Siloxane		970			
Hydrocarbon		970			
Other					

Solvent Usage Check : **OK**

Site: **MEBRO DRY CLEANER** Month and year: **FEB 2012**
 Machine: **RENZACCI PROGRESS 10**

Week ending / Week No.

05/02/2012	11/02/2012	18/02/2012	25/02/2012
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Weight of work processed (kg)					Monthly Total Weight (kg)
					a
143.5	124	114.5	104		486

Solvent used (litres)					Monthly Total (litres)
					c
		10			10

Estimated still residue for month (litres)	d	13.75
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Note: Estimate the amount of residue collected so that a draft solvent usage figure can be obtained. You will need to adjust this figure from time to time so that the total for the year corresponds to your waste collection transfer notes.

Still type / Allowance factor

		Waste Allowance Factor	Total	Allowance
Method of still cleaning		e	d	f = e x d
Powder filter rake out		0.15	0	0
Ecological powder rake out		0.35	0	0
Pumped out	P	0.5	13.75	6.875

Nominal Monthly Solvent Use	(litres)	g = c - f	3.125
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Solvent emission calculation

Type of Solvent		Factor: specific gravity of solvent	Weight of work / litre of solvent	Solvent emitted (should be 20g/kg or less)	Weight of solvent used
		(g/l)	(kg / l)	g / kg	(kg)
		h	j = a ÷ g	k = h ÷ j	b = g × (h ÷ 1000)
Perc	P	1600	155.52	10.29	5.00
Siloxane		970			
Hydrocarbon		970			
Other					

Solvent Usage Check : **OK**

Site: **MEBRO DRY CLEANER** Month and year: **MARCH 2012**
 Machine: **RENZACCI PROGRESS 10**

Week ending / Week No.

03/03/2012	10/03/2012	17/03/2012	24/03/2012	31/03/2012
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Weight of work processed (kg)				Monthly Total Weight (kg)
				a
124	118.5	111	72.5	111.8
				537.8

Solvent used (litres)				Monthly Total (litres)
				c
			10	10
				10

Estimated still residue for month (litres) **d** 13.75

Note: Estimate the amount of residue collected so that a draft solvent usage figure can be obtained. You will need to adjust this figure from time to time so that the total for the year corresponds to your waste collection transfer notes.

Still type / Allowance factor

Method of still cleaning		Waste Allowance Factor	Total	Allowance
		e	d	f = e × d
Powder filter rake out		0.15	0	0
Ecological powder rake out		0.35	0	0
Pumped out	P	0.5	13.75	6.875

Nominal Monthly Solvent Use	(litres)	g = c - f	3.125
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Solvent emission calculation

Type of Solvent		Factor: specific gravity of solvent	Weight of work / litre of solvent	Solvent emitted (should be 20g/kg or less)	Weight of solvent used
		(g/l)	(kg / l)	g / kg	(kg)
		h	j = a ÷ g	k = h ÷ j	b = g × (h ÷ 1000)
Perc	P	1600	172.10	9.30	5.00
Siloxane		970			
Hydrocarbon		970			
Other					

Solvent Usage Check : **OK**

Site: **MEBRO DRY CLEANER** Month and year: **APRIL 2012**
 Machine: **RENZACCI PROGRESS 10**

Week ending / Week No.

07/04/2012	14/04/2012	21/04/2012	28/04/2012
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Weight of work processed (kg)				Monthly Total Weight (kg)
				a
117.5	98.4	117	160	492.9

Solvent used (litres)				Monthly Total (litres)
				c
			10	10
				10

Estimated still residue for month (litres) **d** 13.75

Note: Estimate the amount of residue collected so that a draft solvent usage figure can be obtained. You will need to adjust this figure from time to time so that the total for the year corresponds to your waste collection transfer notes.

Still type / Allowance factor

Method of still cleaning		Waste Allowance Factor	Total	Allowance
		e	d	f = e × d
Powder filter rake out		0.15	0	0
Ecological powder rake out		0.35	0	0
Pumped out	P	0.5	13.75	6.875

Nominal Monthly Solvent Use	(litres)	g = c - f	3.125
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Solvent emission calculation

Type of Solvent		Factor: specific gravity of solvent	Weight of work / litre of solvent	Solvent emitted (should be 20g/kg or less)	Weight of solvent used
		(g/l)	(kg / l)	g / kg	(kg)
		h	j = a ÷ g	k = h ÷ j	b = g × (h ÷ 1000)
Perc	P	1600	157.73	10.14	5.00
Siloxane		970			
Hydrocarbon		970			
Other					

Solvent Usage Check : **OK**

Site: **MEBRO DRY CLEANER** Month and year: **MAY 2012**
 Machine: **RENZACCI PROGRESS 10**

Week ending / Week No.

05/05/2012	12/05/2012	19/05/2012	26/05/2012
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Weight of work processed (kg)				Monthly Total Weight (kg)
				a
109.2	128.5	106.9	115	459.6

Solvent used (litres)				Monthly Total (litres)
				c
			10	10
				10

Estimated still residue for month (litres) **d** 13.75

Note: Estimate the amount of residue collected so that a draft solvent usage figure can be obtained. You will need to adjust this figure from time to time so that the total for the year corresponds to your waste collection transfer notes.

Still type / Allowance factor

Method of still cleaning		Waste Allowance Factor	Total	Allowance
		e	d	f = e × d
Powder filter rake out		0.15	0	0
Ecological powder rake out		0.35	0	0
Pumped out	P	0.5	13.75	6.875

Nominal Monthly Solvent Use	(litres)	g = c - f	3.125
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Solvent emission calculation

Type of Solvent		Factor: specific gravity of solvent	Weight of work / litre of solvent	Solvent emitted (should be 20g/kg or less)	Weight of solvent used
		(g/l)	(kg / l)	g / kg	(kg)
		h	j = a ÷ g	k = h ÷ j	b = g × (h ÷ 1000)
Perc	P	1600	147.07	10.88	5.00
Siloxane		970			
Hydrocarbon		970			
Other					

Solvent Usage Check : **OK**

SiteMachine

Week ending / Week No.

Load No.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Daily Total Weight (kg)	Solvent Added (litres)
Monday	Weight																	
Tuesday	Weight																	
Wednesday	Weight																	
Thursday	Weight																	
Friday	Weight																	
Saturday	Weight																	
Sunday	Weight																	

Make a note of the reason why any under-weight load was cleaned:

B=Blankets D=Delicates O=Other W=Wedding Dress L= Lights

Total for Week		
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Maintenance or testing required this week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Still Maintenance							
Lint filter checked and cleaned							
Button trap checked and cleaned							

Method of still cleaning	Indicate as appropriate
Powder filter rake out	
Ecological filter rake out	
Pumped out	

Notes:

List your 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.

The Total Weight for Week figure and details of Solvent Added should be transferred to your MONTHLY INVENTORY SHEET

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