Solvent Purchases:
- Record all purchases with the date and amount on the Drycleaner Environmental Response Program’s (DCERP) Quarterly Solvent Purchase Log or directly on the Calendar and transfer to the Log at the end of the quarter.
- At the beginning of each month total the monthly solvent purchase amounts from the previous month and record on the Quarterly Solvent Purchase Log of the Drycleaner Environmental Response Program. (Use extra copies if more than four purchases during the quarter). The first column on Solvent Purchase Log in the calendar’s Appendix can be used and the information transferred to the DCERP Quarterly Log at the end of the quarter.
- Record “0” when no solvent was purchased during a month.
- Maintain Solvent purchase receipts for five (5) years.

Reporting:
- At the end of each quarter, total the purchase amounts of the previous 3 months
- 30 days after the end of each quarter (April 30th, July 31st, October 31st, January 31st) complete and send the quarterly Solvent Purchase Log to the Drycleaner Environmental Response Program.

Maintaining Equipment:
- Maintain equipment according to equipment manuals. Note: Manuals often state equipment inspections are needed.
- Use the calendar to record inspections to meet equipment operation instructions. Note: This can also satisfy NFPA fire codes for drycleaners.

Hazardous Waste
- Petroleum hydrocarbon solvent contaminated wastes are normally classified as Special Waste, not Hazardous waste. Contact the local TDEC Field Office for a one-time Special Waste permit. DCERP regulations require a log of Special Waste shipments to be maintained.
- Liquid solvents with a flash point less than 140 degrees F. such as Stoddard are ignitable hazardous wastes. They must be disposed of or recycled as hazardous waste.
- Other wastes which exhibit one of the four characteristics of Hazardous Waste, (Ignitable, Corrosive, Reactive, Toxic) must be properly packaged, manifested, and shipped via a licensed hazardous waste transporter to an approved hazardous waste treatment or disposal facility.