

RECORDKEEPING For PERCHLOROETHYLENE (Perc)

Dry Cleaning Facilities

For

2024

**Non-compliance - Failure to comply with the dry cleaning regulations may result in enforcement action which can include civil charges not to exceed $32,000 per day of violation.**

**For Compliance Assistance - please contact a** [**DEQ regional office**](https://www.deq.virginia.gov/get-involved/about-deq/contact-us) **for your area and ask for the Office of Air Compliance.**

| **Regional Office** | **Phone Number** |
| --- | --- |
| Blue Ridge Regional Office | 540-562-6700 |
| Northern Virginia Regional Office | 703-583-3800 |
| Piedmont Regional Office (Richmond Tri-City) | 804-527-5020 |
| Southwest Regional Office | 276-676-4800 |
| Tidewater Regional Office | 757-518-2000 |
| Valley Regional Office | 540-574-7800 |
| Central Office | 806-698-4000 |

# **SUMMARY OF** [**EPA REQUIREMENTS**](https://www.epa.gov/regulatory-information-sector/dry-cleaning-sector-naics-8123) **FOR TYPICAL1 PERC DRY CLEANING FACILITIES**

1. **RECORDS** TO BE KEPT ON SITE FOR **5 YEARS:**

1. Machine design specifications and operating manuals;
2. PERC receipts;
3. Rolling 12-month totals of PERC purchases;
4. PERC Leak checks;
5. Temperature checks;
6. Dates of Repairs to fix PERC leaks and to fix high temperatures.

2. **PERC LEAK CHECKS2**:

1. Weekly check for leaks of PERC. Can omit if machine was not used every day of the entire week. DEQ suggests doing checks during the first load of the week.
2. Method 1: Electronic detector. **Must check by detector at least once each month**.

Method 2: SMELL, LOOK for drips, puddles, mist and FEEL for flow by passing fingers over the surface.

1. Locations: all gaskets, seals, pipe & hose connections, valves, pumps, and other potential PERC leak locations.
2. Repair leaks. **See repair deadlines below** **in 4.**
3. Records: 1) Date; 2) Name or location of component where PERC leak was found. (If unit was not used the entire week, note this as reason for no PERC leak check for the week.)

3. **TEMPERATURE CHECKS**3 of PERC laden air located between the **refrigerated condenser** and the heating coils. (Checking refrigerant pressures is an alternative but we don't encourage this.)

1. Weekly record temperature during cool down. Can omit if machine was not used every day of the entire week.
2. Passes if 45°F (7.2°C) or LESS.
3. Repair if temperature is too high. **See repair deadlines below in 4.**
4. Records: 1) Date; 2) Temperature. (If unit was not used the entire week, note this as reason for no temperature check for the week.)

4. **REPAIR DEADLINES for** PERC leaks & high temperatures, discovered during weekly checks:

1. 24 hours to fix if no parts needed.
2. 2 working days to ORDER PARTS needed for repair.
3. 5 working days to INSTALL PARTS after receipt.

Records to retain: 1) Date parts ordered; 2) Date parts received; 3) Date repair completed.

*Finding a leak or high temperature is NOT a violation. Failing to meet a deadline IS a violation!*

5. **EQUIPMENT & OPERATING REQUIREMENTS**:

1. Dry-to-dry machine installed after December 21, 2005 must have a non-vented carbon adsorber (or equivalent device) to remove PERC from the drum prior to opening the door & must desorb per manufacturer's instructions.
2. Store PERC and wastes that contain PERC in sealed containers (lid on tightly).
3. Cartridge filters must be drained in the housing or in other sealed container for at least 24 hours before removal from the facility.
4. Keep machine door closed except when loading or removing clothes.
5. Operate in accordance with the operating manual.

**QUESTIONS**? Call DEQ at your local regional office and ask to speak with an air inspector. Compliance is our goal. We want to help.

.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 Typical means facility has only dry-to-dry machines and facility 12-month PERC usage is always less than 2,100 gal.

2 Leaks checks every other week if machine was installed before 12/9/91 & if facility 12-month PERC usage is always less than 140 gal.

3 Temp. checks are not required if machine was installed before 12/9/91& if facility 12-month PERC usage is always less than 140 gal.

# **January 2024**

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

| **WEEKLY MONITORING RESULTS** | **LEAKS:** During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.\*\***USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel. | **TEMPERATURE:** Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance staff or manufacturer. |
| --- | --- | --- |

| **Week of** | **Date Monitored** | **Leak Check Method** | **Location of PERC Leaks** | **Temp. Maximum = 45°F / 7.2°C** | **Temp. Pass or Fail?** |
| --- | --- | --- | --- | --- | --- |
| **Jan 1-Jan 7** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Jan 8-Jan 14** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Jan 15-Jan 21** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Jan 22-Jan 28** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |

**REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring**

|  | **Problem #1** | **Problem #2** | **Problem #3** |
| --- | --- | --- | --- |
| **Type of Problem** | **PERC Leak High Temp.** | **PERC Leak High Temp.** | **PERC Leak High Temp.** |
| **Date discovered:** |  |  |  |
| **Date parts ordered:** |  |  |  |
| **Date Parts Received:** |  |  |  |
| **Date Repair Completed:** |  |  |  |
| **Repair Deadlines Met?** | **Yes No** | **Yes No** | **Yes No** |

| **REPAIR DEADLINE** if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired. | **DEADLINES** if parts are needed:1. **ORDER** parts within **2 working days** of discovery;
2. **INSTALL** parts (complete repair) within **5 working days** of receipt.
 | **Keep receipts for these PERC purchases on site for 5 years.** |
| --- | --- | --- |

**PERC Purchased This Month**

| **DATE** | **AMOUNT** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**NOTE: Bring the total over to the “Rolling 12-Month Record Sheet” for PERC purchases (last page).**

# **February** **2024**

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

| **WEEKLY MONITORING RESULTS** | **LEAKS:** During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.\*\***USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel. | **TEMPERATURE:** Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance staff or manufacturer. |
| --- | --- | --- |

| **Week of** | **Date Monitored** | **Leak Check Method** | **Location of PERC Leaks** | **Temp. Maximum = 45°F / 7.2°C** | **Temp. Pass or Fail?** |
| --- | --- | --- | --- | --- | --- |
| **Jan 29-Feb 4** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Feb 5-Feb 11** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Feb 12-Feb 18** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Feb 19-Feb 25** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |

**REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring**

|  | **Problem #1** | **Problem #2** | **Problem #3** |
| --- | --- | --- | --- |
| **Type of Problem** | **PERC Leak High Temp.** | **PERC Leak High Temp.** | **PERC Leak High Temp.** |
| **Date discovered:** |  |  |  |
| **Date parts ordered:** |  |  |  |
| **Date Parts Received:** |  |  |  |
| **Date Repair Completed:** |  |  |  |
| **Repair Deadlines Met?** | **Yes No** | **Yes No** | **Yes No** |

| **REPAIR DEADLINE** if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired. | **DEADLINES** if parts are needed:1. **ORDER** parts within **2 working days** of discovery;
2. **INSTALL** parts (complete repair) within **5 working days** of receipt.
 | **Keep receipts for these PERC purchases on site for 5 years.** |
| --- | --- | --- |

**PERC Purchased This Month**

| **DATE** | **AMOUNT** |
| --- | --- |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**NOTE: Bring the total over to the “Rolling 12-Month Record Sheet” for PERC purchases (last page).**

# **March 2024**

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

| **WEEKLY MONITORING RESULTS** | **LEAKS:** During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.\*\***USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel. | **TEMPERATURE:** Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance staff or manufacturer. |
| --- | --- | --- |

| **Week of** | **Date Monitored** | **Leak Check Method** | **Location of PERC Leaks** | **Temp. Maximum = 45°F / 7.2°C** | **Temp. Pass or Fail?** |
| --- | --- | --- | --- | --- | --- |
| **Feb 26-Mar 3** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Mar4–Mar 10** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Mar 11-Mar 17** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Mar 18-Mar 24** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Mar 25-Mar 31** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |

**REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring**

|  | **Problem #1** | **Problem #2** | **Problem #3** |
| --- | --- | --- | --- |
| **Type of Problem** | **PERC Leak High Temp.** | **PERC Leak High Temp.** | **PERC Leak High Temp.** |
| **Date discovered:** |  |  |  |
| **Date parts ordered:** |  |  |  |
| **Date Parts Received:** |  |  |  |
| **Date Repair Completed:** |  |  |  |
| **Repair Deadlines Met?** | **Yes No** | **Yes No** | **Yes No** |

| **REPAIR DEADLINE** if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired. | **DEADLINES** if parts are needed:1. **ORDER** parts within **2 working days** of discovery;
2. **INSTALL** parts (complete repair) within **5 working days** of receipt.
 | **Keep receipts for these PERC purchases on site for 5 years.** |
| --- | --- | --- |

**PERC Purchased This Month**

| **DATE** | **AMOUNT** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**NOTE: Bring the total over to the “Rolling 12-Month Record Sheet” for PERC purchases (last page).**

# **April 2024**

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

| **WEEKLY MONITORING RESULTS** | **LEAKS:** During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.\*\***USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel. | **TEMPERATURE:** Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance staff or manufacturer. |
| --- | --- | --- |

| **Week of** | **Date Monitored** | **Leak Check Method** | **Location of PERC Leaks** | **Temp. Maximum = 45°F / 7.2°C** | **Temp. Pass or Fail?** |
| --- | --- | --- | --- | --- | --- |
| **Apr 1 - Apr 7** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Apr 8 - Apr 14** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Apr 15 - Apr 21** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Apr 22- Apr 28** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |

**REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring**

|  | **Problem #1** | **Problem #2** | **Problem #3** |
| --- | --- | --- | --- |
| **Type of Problem** | **PERC Leak High Temp.** | **PERC Leak High Temp.** | **PERC Leak High Temp.** |
| **Date discovered:** |  |  |  |
| **Date parts ordered:** |  |  |  |
| **Date Parts Received:** |  |  |  |
| **Date Repair Completed:** |  |  |  |
| **Repair Deadlines Met?** | **Yes No** | **Yes No** | **Yes No** |

| **REPAIR DEADLINE** if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired. | **DEADLINES** if parts are needed:1. **ORDER** parts within **2 working days** of discovery;
2. **INSTALL** parts (complete repair) within **5 working days** of receipt.
 | **Keep receipts for these PERC purchases on site for 5 years.** |
| --- | --- | --- |

**PERC Purchased This Month**

| **DATE** | **AMOUNT** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**NOTE: Bring the total over to the “Rolling 12-Month Record Sheet” for PERC purchases (last page).**

# **May 2024**

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

| **WEEKLY MONITORING RESULTS** | **LEAKS:** During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.\*\***USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel. | **TEMPERATURE:** Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance staff or manufacturer. |
| --- | --- | --- |

| **Week of** | **Date Monitored** | **Leak Check Method** | **Location of PERC Leaks** | **Temp. Maximum = 45°F / 7.2°C** | **Temp. Pass or Fail?** |
| --- | --- | --- | --- | --- | --- |
| **Apr 29-May 5** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **May 6-May 12** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **May 13-May 19** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **May 20-May 26** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |

**REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring**

|  | **Problem #1** | **Problem #2** | **Problem #3** |
| --- | --- | --- | --- |
| **Type of Problem** | **PERC Leak High Temp.** | **PERC Leak High Temp.** | **PERC Leak High Temp.** |
| **Date discovered:** |  |  |  |
| **Date parts ordered:** |  |  |  |
| **Date Parts Received:** |  |  |  |
| **Date Repair Completed:** |  |  |  |
| **Repair Deadlines Met?** | **Yes No** | **Yes No** | **Yes No** |

| **REPAIR DEADLINE** if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired. | **DEADLINES** if parts are needed:1. **ORDER** parts within **2 working days** of discovery;
2. **INSTALL** parts (complete repair) within **5 working days** of receipt.
 | **Keep receipts for these PERC purchases on site for 5 years.** |
| --- | --- | --- |

**PERC Purchased This Month**

| **DATE** | **AMOUNT** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**NOTE: Bring the total over to the “Rolling 12-Month Record Sheet” for PERC purchases (last page).**

# **June 2024**

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

| **WEEKLY MONITORING RESULTS** | **LEAKS:** During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.\*\***USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel. | **TEMPERATURE:** Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance staff or manufacturer. |
| --- | --- | --- |

| **Week of** | **Date Monitored** | **Leak Check Method** | **Location of PERC Leaks** | **Temp. Maximum = 45°F / 7.2°C** | **Temp. Pass or Fail?** |
| --- | --- | --- | --- | --- | --- |
| **May 27-Jun 2** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Jun 3-Jun 9** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Jun 10-Jun 16** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Jun 17-Jun 23** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Jun 24-Jun 30** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |

**REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring**

|  | **Problem #1** | **Problem #2** | **Problem #3** |
| --- | --- | --- | --- |
| **Type of Problem** | **PERC Leak High Temp.** | **PERC Leak High Temp.** | **PERC Leak High Temp.** |
| **Date discovered:** |  |  |  |
| **Date parts ordered:** |  |  |  |
| **Date Parts Received:** |  |  |  |
| **Date Repair Completed:** |  |  |  |
| **Repair Deadlines Met?** | **Yes No** | **Yes No** | **Yes No** |

| **REPAIR DEADLINE** if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired. | **DEADLINES** if parts are needed:1. **ORDER** parts within **2 working days** of discovery;
2. **INSTALL** parts (complete repair) within **5 working days** of receipt.
 | **Keep receipts for these PERC purchases on site for 5 years.** |
| --- | --- | --- |

**PERC Purchased This Month**

| **DATE** | **AMOUNT** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**NOTE: Bring the total over to the “Rolling 12-Month Record Sheet” for PERC purchases (last page).**

# **July 2024**

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

| **WEEKLY MONITORING RESULTS** | **LEAKS:** During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.\*\***USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel. | **TEMPERATURE:** Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance staff or manufacturer. |
| --- | --- | --- |

| **Week of** | **Date Monitored** | **Leak Check Method** | **Location of PERC Leaks** | **Temp. Maximum = 45°F / 7.2°C** | **Temp. Pass or Fail?** |
| --- | --- | --- | --- | --- | --- |
| **Jul 1-Jul 7** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Jul 8-Jul 14** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Jul 15-Jul 1** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Jul 22-Jul 28** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |

**REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring**

|  | **Problem #1** | **Problem #2** | **Problem #3** |
| --- | --- | --- | --- |
| **Type of Problem** | **PERC Leak High Temp.** | **PERC Leak High Temp.** | **PERC Leak High Temp.** |
| **Date discovered:** |  |  |  |
| **Date parts ordered:** |  |  |  |
| **Date Parts Received:** |  |  |  |
| **Date Repair Completed:** |  |  |  |
| **Repair Deadlines Met?** | **Yes No** | **Yes No** | **Yes No** |

| **REPAIR DEADLINE** if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired. | **DEADLINES** if parts are needed:1. **ORDER** parts within **2 working days** of discovery;
2. **INSTALL** parts (complete repair) within **5 working days** of receipt.
 | **Keep receipts for these PERC purchases on site for 5 years.** |
| --- | --- | --- |

**PERC Purchased This Month**

| **DATE** | **AMOUNT** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**NOTE: Bring the total over to the “Rolling 12-Month Record Sheet” for PERC purchases (last page).**

# **August 2024**

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

| **WEEKLY MONITORING RESULTS** | **LEAKS:** During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.\*\***USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel. | **TEMPERATURE:** Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance staff or manufacturer. |
| --- | --- | --- |

| **Week of** | **Date Monitored** | **Leak Check Method** | **Location of PERC Leaks** | **Temp. Maximum = 45°F / 7.2°C** | **Temp. Pass or Fail?** |
| --- | --- | --- | --- | --- | --- |
| **July 29–Aug 4** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Aug 5-Aug 11** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Aug 12-Aug 18** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Aug 19-Aug 25** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |

**REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring**

|  | **Problem #1** | **Problem #2** | **Problem #3** |
| --- | --- | --- | --- |
| **Type of Problem** | **PERC Leak High Temp.** | **PERC Leak High Temp.** | **PERC Leak High Temp.** |
| **Date discovered:** |  |  |  |
| **Date parts ordered:** |  |  |  |
| **Date Parts Received:** |  |  |  |
| **Date Repair Completed:** |  |  |  |
| **Repair Deadlines Met?** | **Yes No** | **Yes No** | **Yes No** |

| **REPAIR DEADLINE** if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired. | **DEADLINES** if parts are needed:1. **ORDER** parts within **2 working days** of discovery;
2. **INSTALL** parts (complete repair) within **5 working days** of receipt.
 | **Keep receipts for these PERC purchases on site for 5 years.** |
| --- | --- | --- |

**PERC Purchased This Month**

| **DATE** | **AMOUNT** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**NOTE: Bring the total over to the “Rolling 12-Month Record Sheet” for PERC purchases (last page).**

# **September 2024**

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

| **WEEKLY MONITORING RESULTS** | **LEAKS:** During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.\*\***USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel. | **TEMPERATURE:** Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance staff or manufacturer. |
| --- | --- | --- |

| **Week of** | **Date Monitored** | **Leak Check Method** | **Location of PERC Leaks** | **Temp. Maximum = 45°F / 7.2°C** | **Temp. Pass or Fail?** |
| --- | --- | --- | --- | --- | --- |
| **Aug 26-Sept 1** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Sept 2-Sept 8** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Sept 9-Sept 15** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Sept 16-Sept 22** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Sept 23-Sept 29** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |

**REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring**

|  | **Problem #1** | **Problem #2** | **Problem #3** |
| --- | --- | --- | --- |
| **Type of Problem** | **PERC Leak High Temp.** | **PERC Leak High Temp.** | **PERC Leak High Temp.** |
| **Date discovered:** |  |  |  |
| **Date parts ordered:** |  |  |  |
| **Date Parts Received:** |  |  |  |
| **Date Repair Completed:** |  |  |  |
| **Repair Deadlines Met?** | **Yes No** | **Yes No** | **Yes No** |

| **REPAIR DEADLINE** if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired. | **DEADLINES** if parts are needed:1. **ORDER** parts within **2 working days** of discovery;
2. **INSTALL** parts (complete repair) within **5 working days** of receipt.
 | **Keep receipts for these PERC purchases on site for 5 years.** |
| --- | --- | --- |

**PERC Purchased This Month**

| **DATE** | **AMOUNT** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**NOTE: Bring the total over to the “Rolling 12-Month Record Sheet” for PERC purchases (last page).**

# **October 2024**

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

| **WEEKLY MONITORING RESULTS** | **LEAKS:** During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.\*\***USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel. | **TEMPERATURE:** Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance staff or manufacturer. |
| --- | --- | --- |

| **Week of** | **Date Monitored** | **Leak Check Method** | **Location of PERC Leaks** | **Temp. Maximum = 45°F / 7.2°C** | **Temp. Pass or Fail?** |
| --- | --- | --- | --- | --- | --- |
| **Sept 30-Oct 6** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Oct 7-Oct 13** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Oct 14-Oct 20** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Oct 21-Oct 27** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |

**REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring**

|  | **Problem #1** | **Problem #2** | **Problem #3** |
| --- | --- | --- | --- |
| **Type of Problem** | **PERC Leak High Temp.** | **PERC Leak High Temp.** | **PERC Leak High Temp.** |
| **Date discovered:** |  |  |  |
| **Date parts ordered:** |  |  |  |
| **Date Parts Received:** |  |  |  |
| **Date Repair Completed:** |  |  |  |
| **Repair Deadlines Met?** | **Yes No** | **Yes No** | **Yes No** |

| **REPAIR DEADLINE** if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired. | **DEADLINES** if parts are needed:1. **ORDER** parts within **2 working days** of discovery;
2. **INSTALL** parts (complete repair) within **5 working days** of receipt.
 | **Keep receipts for these PERC purchases on site for 5 years.** |
| --- | --- | --- |

**PERC Purchased This Month**

| **DATE** | **AMOUNT** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**NOTE: Bring the total over to the “Rolling 12-Month Record Sheet” for PERC purchases (last page).**

# **November 2024**

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

| **WEEKLY MONITORING RESULTS** | **LEAKS:** During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.\*\***USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel. | **TEMPERATURE:** Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance staff or manufacturer. |
| --- | --- | --- |

| **Week of** | **Date Monitored** | **Leak Check Method** | **Location of PERC Leaks** | **Temp. Maximum = 45°F / 7.2°C** | **Temp. Pass or Fail?** |
| --- | --- | --- | --- | --- | --- |
| **Oct 28-Nov 3** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Nov 4-Nov 10** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Nov 11-Nov 17** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Nov 18-Nov 24** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |

**REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring**

|  | **Problem #1** | **Problem #2** | **Problem #3** |
| --- | --- | --- | --- |
| **Type of Problem** | **PERC Leak High Temp.** | **PERC Leak High Temp.** | **PERC Leak High Temp.** |
| **Date discovered:** |  |  |  |
| **Date parts ordered:** |  |  |  |
| **Date Parts Received:** |  |  |  |
| **Date Repair Completed:** |  |  |  |
| **Repair Deadlines Met?** | **Yes No** | **Yes No** | **Yes No** |

| **REPAIR DEADLINE** if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired. | **DEADLINES** if parts are needed:1. **ORDER** parts within **2 working days** of discovery;
2. **INSTALL** parts (complete repair) within **5 working days** of receipt.
 | **Keep receipts for these PERC purchases on site for 5 years.** |
| --- | --- | --- |

**PERC Purchased This Month**

| **DATE** | **AMOUNT** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**NOTE: Bring the total over to the “Rolling 12-Month Record Sheet” for PERC purchases (last page).**

# **December 2024**

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

| **WEEKLY MONITORING RESULTS** | **LEAKS:** During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.\*\***USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel. | **TEMPERATURE:** Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance staff or manufacturer. |
| --- | --- | --- |

| **Week of** | **Date Monitored** | **Leak Check Method** | **Location of PERC Leaks** | **Temp. Maximum = 45°F / 7.2°C** | **Temp. Pass or Fail?** |
| --- | --- | --- | --- | --- | --- |
| **Nov 25-Dec 1** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Dec 2-Dec 8** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Dec 9-Dec 15** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Dec 16-Dec 22** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Dec 23-Dec 29** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |
| **Dec 30-Dec 31** |  | **Detector Other** | **Leak at: No leaks** | **°F****or °C** | **Fail Pass** |

**REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring**

|  | **Problem #1** | **Problem #2** | **Problem #3** |
| --- | --- | --- | --- |
| **Type of Problem** | **PERC Leak High Temp.** | **PERC Leak High Temp.** | **PERC Leak High Temp.** |
| **Date discovered:** |  |  |  |
| **Date parts ordered:** |  |  |  |
| **Date Parts Received:** |  |  |  |
| **Date Repair Completed:** |  |  |  |
| **Repair Deadlines Met?** | **Yes No** | **Yes No** | **Yes No** |
| **REPAIR DEADLINE** if no parts are needed: **24 hours** after discovery, OR shut unit down until repaired. | **DEADLINES** if parts are needed:1. **ORDER** parts within **2 working days** of discovery;
2. **INSTALL** parts (complete repair) within **5 working days** of receipt.
 | **Keep receipts for these PERC purchases on site for 5 years.** |

**PERC Purchased This Month**

| **DATE** | **AMOUNT** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

 **NOTE: Bring the total over to the “Rolling 12-Month Record Sheet” for PERC purchases (last page).**

**Rolling 12 Month Record Sheet for PERC Purchases Calendar Year 2024**

**What is a Rolling 12-Month Total?** Simply stated, at the end of each month you total the previous 12 months For example, at the end of August, take August + July + June + May + April + March + February + January + December + November + October + September. You totaled 12 months.

Here is another way to think of it and to calculate it: At the end of a calendar year, add the numbers for January through December. You have a 12-month total. When January is over, add January to the total. You now have a 13 month total. But, you want 12, not 13. So, subtract LAST January. You again have a 12 month total. When February is over, add February to the previous 12-month total and subtract LAST February. When March is over, add March to the previous 12-month total and subtract LAST March. This procedure always leaves you with 12 months in the total

Use 2023 calendar to enter PERC amounts purchased each month and add to get the 12-month total. Transfer each 2023 monthly PERC purchase amount from the 2023 monthly worksheets and use the calculation method to get the rolling 12-month total.

| **Year** | **Month** | **Perc Purchases for the Month** |
| --- | --- | --- |
| 2023 | January |  |
| 2023 | February |  |
| 2023 | March |  |
| 2023 | April |  |
| 2023 | May |  |
| 2023 | June |  |
| 2023 | July |  |
| 2023 | August |  |
| 2023 | September |  |
| 2023 | October |  |
| 2023 | November |  | **12 Month Total** | **Calculation Method** |
| 2023 | December |  |  | ***Add January 2022 through December 2022 and record the total in the red outlined box to the left*** |
| 2024 | January |  |  | *Total above + January 2024 - January 2023* |
| 2024 | February |  |  | *Total above + February 2024 - February 2023* |
| 2024 | March |  |  | *Total above + March 2024 -March 2023* |
| 2024 | April |  |  | *Total above + April 2024 - April 2023* |
| 2024 | May |  |  | *Total above + May 2024 - May 2023* |
| 2024 | June |  |  | *Total above + June 2024 - June 2023* |
| 2024 | July |  |  | *Total above + July 2024 - July 2023* |
| 2024 | August |  |  | *Total above + August 2024 - August 2023* |
| 2024 | September |  |  | *Total above + September 2024 - September 2023* |
| 2024 | October |  |  | *Total above + October 2024 - October 2023* |
| 2024 | November |  |  | *Total above + November 2024 - November 2023* |
| 2024 | December |  |  | *Total above + December 2024 - December 2023* |