



ADVICE NOTES FOR DRY CLEANERS

Pollution Prevention and Control Part C, LAPPC Environment (Northern Ireland) Order 2002 Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013

Introduction

If you operate a Dry Cleaning Installation you may be affected by the Solvent Emissions Directive and the Solvent Emissions Regulations (NI) 2004.

What is the Solvents Emissions Directive (the “SED”)?

The SED is a European Council Directive (ref no 1999/13/EC), which relates to “the limitation of emissions of volatile organic compounds (VOCs) due to the use of organic solvents in certain activities and installations”. It was adopted by the European commission on 11 March 1999. Its aim is to reduce emissions of VOCs from specified industrial processes.

What are The Solvent Emissions Directive and the Solvent Emissions Regulations (NI) 2004? (the SED regulations)

These are the Regulations, which the Government has used to implement the SED. They came into force on 27 February 2004.

Which installations will it apply to?

The SED regulations will affect all installations using solvents to a certain extent, depending on the type of solvents in use and the amount of solvents used per year.

When do the SED Regulations come into force?

Although the SED Regulations came into force on 27 February 2004 **existing** dry cleaning installations (ie those dry cleaners which were put into operation before 1 April 2001) will not be affected until **31 October 2006**.

New dry cleaners -those put into operation on or after October 2001.

How will it affect me?

All dry cleaners using organic solvents, in particular perchloroethylene (PER), hydrocarbon solvent (HCS) and siloxane will have to apply for and be issued an ‘LAPPC Permit’ to operate their process after 31 October 2007. The use of carbon dioxide in dry cleaning is not covered by these regulations.

An LAPPC permit is essentially a legal permit allowing an ‘operator’ to emit air pollution. Local councils ‘permit’ operators to carry out ‘activities’ at ‘installations’ within their area. The permit sets out conditions, which the operators must abide by and sets emission limits. The installations are regularly inspected by Officers from the council to ensure they are complying with their air quality limits and meeting the conditions of their permit. Details of all installations are held on the public register.

Will it cost me anything extra?

There is an initial application cost for obtaining a permit. In addition an annual subsistence fee must be paid.

Will I have to spend money on my installation?

If your installation does not meet the standards laid out by the government, you may have to undertake upgrading works either prior to being issued a permit, or as part of the conditions within a permit. Such works will be decided upon following an initial site inspection by council officers. In the case of existing installations (as defined above) operators will have until 31 October 2007 to make any changes. New installations (as defined above) will be required to meet the full standards of the government guidance immediately.

Will I have to change the solvents I use?

Unless you are operating an 'open circuit' machine or using 'Designated Risk Phrase Solvents' (*see below) it is unlikely you will need to make any major changes to your installation. The government is however discouraging the use of in-house mixing of spot cleaning solutions.

What happens if I don't apply for a permit?

If an operator of an installation fails to apply for and subsequently be granted a permit by the appropriate date they may, upon summary conviction, be liable to a fine not exceeding £20,000, with the possibility of imprisonment, for the operation of installation without a permit. If you are in any doubt as to your responsibilities please contact us on the number at the end of this advice not and we will be happy to help.

Where can I get more advice?

A Process Guidance Note 6/46(04) has been issued by the government and details the standards expected of dry cleaners. You can download the document at:

<http://www.defra.gov.uk/environment/airquality/lapc/pgnotes/pdf/pg6-46.pdf>

Also available in Urdu, Gujarati, Greek and Turkish.

<http://www.defra.gov.uk/environment/airquality/lapc/pgnotes/default.htm>

A copy of Process Guidance Notes is attached.

Guidance on solvent consumption in dry cleaning and good housekeeping measures for solvents is available from Envirowise, the government funded programme offering free, independent advice on practical ways to minimize waste and increase profit. Quote ref nos: GG 87 and GG 28 on www.envirowise.gov.uk

In addition, your trade association may be able to provide you with further advice.

Where can I get an application form?

Application forms for dry cleaning installations can be obtained from the address below. Please ask for a 'Permit application form for dry cleaning'.

Lisburn City Council
Environmental Health Services
The Island
Island Civic Centre
LISBURN
BT27 4RL
Tel: 028 9250 9250

* *Designated Risk Phrase Solvents are defined as:*

- *R4- Limited evidence of a carcinogenic effect*
- *R45 – May cause cancer*
- *R46 – May cause heritable genetic damage*
- *R49 – May cause cancer by inhalation*
- *R60 – May impair fertility*
- *R61 – May cause harm to the unborn child*

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 phrase material used can be found on the original suppliers packaging and in the Materials Safety Data Sheets (MSDS) for the products).



APPLICATION FOR A PERMIT – DRY CLEANERS

Local Air Pollution Prevention and Control The Environment (NI) Order 2002 Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013

For Official Use Only		
Application Ref.	Officer Ref.	Date Received

INTRODUCTION

When to use this form

Use this form if you are completing an application for a permit for a dry cleaning installation as defined in Schedule 1 to the Solvent Emissions (NI) Regulations 2004, SI 107. Additional copies of this application form can be downloaded from Lisburn & Castlereagh City Council website, www.lisburncastlereagh.gov.uk (Environmental Health – Local Authority Pollution Prevention Control).

Before you start to fill in this form

Please read the Process Guidance Note 6/46(11) which is issued by the government and details the standards expected of dry cleaners. You can download the document at: <https://www.gov.uk/government/publications/dry-cleaning-process-guidance-note-646>

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 complete return to:

**Environmental Health Service Unit,
Lisburn & Castlereagh City Council,
Civic Headquarters,
Lagan Valley Island,
Lisburn,
BT27 4RL**

Other documents you may need to submit

There are number of other documents you may 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. Please also mark the document(s)

clearly with this reference number and the application reference number if you know it. If you do not have an application reference number, 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.

If you need help and advice

We have made the application form as straightforward as possible, but please get in touch with us using the contact details provided if you need any advice on how to set out the information we need.

Copies

You do not need to send multiple copies of this form, consultation is not required to transfer a permit.

Current application fees

Please contact us for advice on the current fee level for your installation. Please make cheques payable to Lisburn & Castlereagh City Council. If you would like to make a BACS payment please contact us beforehand to arrange this.

Lisburn & Castlereagh City Council,
Civic Headquarters,
Lagan Valley Island,
Lisburn,
BT27 4RL
Tel: 028 9250 9250

SECTION A: Introduction

A 1.1 Name of the installation

A 1.2 Please give the address of the installation

Postcode _____ Telephone _____

X and Y co-ordinates (e.g. 327310 364347) _____

Please provide the information requested below about the "Operator", which means the person who it is proposed will have control over the installation in accordance with the permit (if granted).

A 1.3 Existing permits

Please give details of any existing Permits for the installation, including reference number(s):

A 2.1 The Operator – Please provide the full name of the company or corporate body or the name of the sole trader or the names of the partners

Trading/Business name (If different)

Registered Office address

_____ Postcode _____

Principal Office address (if different)

_____ Postcode _____

Company Registration Number: _____

A 2.2 Holding Companies

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

No

Yes *Please complete below*

Name of ultimate holding company _____

Ultimate holding company Registered Office address

Postcode

Principal Office address (if different)

Postcode

Company Registration Number: _____

SECTION B: About the installation

B 1.1 Please attach 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 release from the dry cleaning operations.

Doc Reference _____

B 1.2 Please attach a description of the location and methods of storage of:

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

Doc Reference _____

B 1.3 Make, model, name/number, serial number, load capacity, date of installation and type of dry cleaning solvent used.

Make	Model	Serial No	Load Capacity	Date of installation	Dry Cleaning solvent

B 1.4 Provide details, including a schedule of checking and maintenance procedures for each machine. This should include the machine manufacturers' 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 there frequencies. For additional guidance, see **APPENDIX 1** at the end of this application form).

Doc Reference _____

B 1.5 Provide details of any other activities carried out within the dry cleaning installations which involve the use or organic solvents in particular spot cleaning solutions, water proofing solutions and any other solvents or solvent borne preparations.

Doc Reference _____

B 1.6 Provide details of any training and relevant qualifications regarding operating and maintaining the dry cleaning machines.

Doc Reference _____

B 1.7 Specify how the product will be weighed and recorded weekly and annually, including details of scales.

Doc Reference _____

B 1.8 Provide details of how the mass or volume of the solvents used will be determined and recorded weekly and annually (due to the low use spot cleaning solvents they need only be determined annually).

Doc Reference _____

Please contact us for advice on the current fee level for your installation. Your application cannot be processed unless the application fee is correct and enclosed.

SECTION C: Fees and Charges

C 1.1 Please state the amount enclosed as an application fee for this installation.

£ _____ (Cheques should be made payable to Lisburn & Castlereagh City Council).

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

C 1. 2 Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C 2 Annual Charges

If we grant you a permit, you will be required to pay an annual subsistence charge, failure to do so will result in revocation of your permit and you will not be able to operate your installation.

C 2.1 Please provide details of the address you wish invoices to be sent to and details of someone who we may contact about fees and charges within your finance section.

Postcode _____ Telephone _____

C 3 Commercial confidentiality

C 3.1 Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

No

Yes *Please provide full justification considering the definition of commercial confidentiality within the PPC regulations.*

Doc Reference _____

C 4 Data Protection

The information you give will be used by use 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 enquiries,
- 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 36 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).

C 5 Declaration

C 5.1 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 application must sign the declaration themselves, even if an agent is acting on their behalf. For the application from:

Premises Name _____

Signature _____

Name _____

Position _____

Date _____

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.*

APPENDIX 1

B 1.5 Additional guidance

Manufacturers of machines supply operating and maintenance manuals for their machines in order to optimise the machine performance. Good practice and common requirements in these manufacturers' manuals are checks daily, weekly and at other intervals in the following areas: (particularly for PER machines). The following describes typical checks found in machine manufacturer's manuals.

Daily leak tests from areas such as:

- cage door gasket
- button trap lid
- air duct inspection hatch
- filter seals
- lint filter
- main bearing seal
- vapour line
- filter dump valve
- fan housing inspection hatch
- heating coil battery
- fresh air dampers
- solvent valves
- recovery head
- cooling coil battery
- still doors
- solvent tank sight glasses
- solvent pipe flanges

Vapour leaks are best detected during the early stages of the drying cycle.

Weekly checks of common components:

- all drying and still thermostats
- level controls in the cage and still
- the still pressure relief device
- draining line on the drum
- for by-passing of the lint filter, which may lead to blocking of the drying circuit
- button trap is functioning correctly and debris cannot pass the trap

Common parts on machines which may need replacement or cleaning include:

- door seals: wipe clean all door seals daily and replace annually
- button trap (manual): clean sieve twice daily and after lint loads
- lint filter (manual): clean twice daily
- water separator: drain and clean every two weeks; drain excess water daily
- solvent pump: check for leaks after repair or maintenance
- filters: drain spent cartridges in the machine overnight; check for leaks after replacement

Common parts on machines which may need replacement or cleaning include:

- still: empty at least once per week
- recovery condensers: clean condenser fins on air cooled refrigeration systems on a monthly basis

Your Personal Data:

What we need

Lisburn & Castlereagh City Council is the 'Controller' of the personal data that you provide to us. This personal data is gathered for legal purposes in compliance with legislation enforced by Lisburn & Castlereagh City Council. We only collect basic personal data, this does not include any special types of information, it does however include name, address, email etc.

Why we need it

You are providing your personal data to the Council whose lawful basis for processing is for compliance with a legal obligation under legislation enforced by the Council. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

What we do with it

The personal data may be shared internally within the Council with staff who are involved in providing this service and, where necessary, between internal departments with the purpose of supporting an effective delivery of service.

It may also be shared or disclosed to any other statutory body where the body has a legislative basis to request it. Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the Lisburn & Castlereagh City Council to do so.

All personal data that we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

How long we keep it

We are required under UK law to keep your basic personal data (name, address, contact details) in line with the Council's Records Retention and Disposal Schedule.

What we would also like to do with it

We would however like to use your name and email address to provide you with promotional and educational communications. If you do not wish to receive promotional or educational communications please contact this Service Unit on 02892509250 or Env.Health@lisburncastlereagh.gov.uk

What are your rights?

If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). Our Data Protection Officer is Mr Banks who you can contact at

data.protection@lisburncastlereagh.gov.uk

Full details of can be found on the Lisburn & Castlereagh City Council website: www.lisburncastlereagh.gov.uk