

CHECKLIST FOR NYC  
DRYCLEANERS

A	B	C	D
DESCRIPTION OF PERMIT/LICENSE/OTHER	HOW	RENEW	HOW
1			
2	PERC MACHINES ONLY:		
3	NYSDEC REGISTRATION (EACH MACHINE OR REPLACEMENT)	ANNUAL	AUTO BILL FROM DEC
4	NYSDEC HAZ WASTE (+220 #/MO) ANNUAL TRAINING	ANNUAL	EMPLOYER TRAINS HAZ WASTE RULES
5	NYSDEC HAZ WASTE PART 364 CERTS FROM HAULER/TSD	ANNUAL	REQUEST FROM WASTE HAULER
6	NYSDEC PART 232 3RD PARTY INSPECTION	ANNUAL	MAKE ARRANGEMENTS WITH INSPECTOR
7	NYSDEC PART 232 DAILY, WEEKLY, MONTHLY, 6-MONTH LOGS	B/A	COMPLETE LOGS AND KEEP AT PLANT FOR 5-YEARS
8	NYCDEP PCE DCM AIR PERMIT (NO WARNING)	3-YEARS	ONLINE REQUEST FOR TRI-ANNUAL INSPECTION
9	NYCDEP PCE POSTER (NO)	N/A	CHANGE IF NEW OWNER
10	NON-PERC MACHINES:		
11	NYSDEC REGISTRATION (EACH MACHINE OR REPLACEMENT)	ANNUAL	AUTO BILL FROM DEC
12	NYCDEP HYDRO DCM AIR PERMIT (NO)	3-YEARS	ONLINE REQUEST FOR TRI-ANNUAL INSPECTION
13	NYCDOB & FDNY APPROVAL	N/A	REVISIONS ONLY IF CHANGES IN BUILDING
14	CERTIFICATE OF FITNESS TO SUPERVISE DC FACILITY (HYDRO)	3-YEARS	FDNY SENDS INVOICE FOR RENEWAL (G93)
15	FDNY FIRE DEPARTMENT PERMIT (HYDRO)	ANNUAL	FDNY INSPECTOR VISITS PLANT AND COLLECTS
16	ALL MACHINES:		
17	NYC DEP RIGHT-TO-KNOW SURVEY (NO)	ANNUAL	COMPLETED BY OWNER ONLINE; FOLLOW INSTRUCTOR'S
18	CONSUMER AFFAIRS LAUNDRY LICENSE	ANNUAL	OWNER RENEWS ONLINE AND PAYS (NO WARNING)
19	NYCDOB INSPECTION OF BACK-FLOW PREVENTER (NO)	1-YEAR	OWNER HIRES LICENSED PLUMBER (NO WARNING)
20	COOLING TOWER QUARTERLY COMPLIANCE INSPECTION NO	EA QTR	OWNER HIRES QUALIFIED CONSULTANT
21	COOLING TOWER QUARTERLY WATER TEST BY LAB (NO)	EA QTR	OWNER HIRES LAB; TAKES SAMPLE
22	COOLING TOWER DRAIN, CLEAN AND DISINFECT (NO)	6-MO	OWNER CONDUCTS OR HIRES MECHANIC
23	RPIE FILING FOR BUILDING OWNERS (NO)	1-YEAR	OWNER CONDUCTS OR HIRES MECHANIC
24	CORPORATIONS BIENNIAL STATEMENT (NO)	BIENNIAL	OWNER FILES ONLINE
25	OSHA 300 LOG FOR CURRENT YEAR	12-MO	START A NEW ONE EACH YEAR
26	OSHA ACCIDENT LOG SUMMARY (FORM 301)	12-MO	POST BETWEEN FEB 1 AND APR 30
27	WEIGHTS & MEASURES INSPECTION	1-year	N/A
28	BOILER INSPECTION (NO WARNING)	BY 11/15	ONE INTERNAL; ONE EXTERNAL EACH YEAR
29	NYCDEP BOILER AIR PERMIT (NO WARNING)	3-YEARS	ONLINE RENEWAL
30	CERTIFICATE OF FITNESS TO OPERATE A/C (>10HP) (NO)	3-YEARS	FDNY SENDS INVOICE FOR RENEWAL (G35)

CHECKLIST FOR NYS  
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	A	B	C	D
	DESCRIPTION OF PERMIT/LICENSE	HOW	RENEW	HOW
2	<b>PERC MACHINES:</b>			
3	NYSDEC REGISTRATION (EACH MACHINE OR REPLACEMENT)	DEC FORM MAIL TO REGION	ANNUAL	AUTO BILL FROM DEC
4	NYSDEC HAZ WASTE (SQG +220 #/MO) ANNUAL TRAINING	EMPLOYER CONDUCTS TRAINING	ANNUAL	EMPLOYER TRAINS HAZ WASTE RULES
5	NYSDEC HAZ WASTE SQG PART 364 CERTS FROM HAULER/TSD	REQUEST FROM WASTE HAULER	ANNUAL	REQUEST FROM WASTE HAULER
6	NYSDEC PART 232 3RD PARTY INSPECTION	MAKE ARRANGEMENTS WITH INSPECTOR	ANNUAL	MAKE ARRANGEMENTS WITH INSPECTOR
7	NYSDEC PCE POSTER (NO)	DOWNLOAD FROM DEP WEBSITE	N/A	N/A
8	NYSDEC PART 232 DAILY, WEEKLY, MONTHLY, 6-MONTH LOGS	DOWNLOAD FROM DEC WEBSITE	N/A	COMPLETE LOGS AND KEEP COMPLETED LOGS 5-YEARS
9	<b>NON-PERC MACHINES:</b>			
10	NYSDEC REGISTRATION (EACH MACHINE OR REPLACEMENT)	DEC FORM MAIL TO REGION	ANNUAL	AUTO BILL FROM DEC
11	<b>ALL MACHINES:</b>			
12	BOILER INSPECTION (NO WARNING)	HIRE INSPECTOR (INSURANCE)	6-MO	ONE INTERNAL; ONE EXTERNAL EACH YEAR
13	COOLING TOWER DRAIN, CLEAN AND DISINFECT (NO)	OWNER CONDUCTS OR HIRES MECHANIC	6-MO	OWNER CONDUCTS OR HIRES MECHANIC
14	COOLING TOWER COMPLIANCE INSPECTION	OWNER HIRES QUALIFIED INSPECTOR	QTR	OWNER HIRES QUALIFIED INSPECTOR
15	CORPORATIONS BIENNIAL STATEMENT (NO)	OWNER FILES ONLINE	BIENNIAL	OWNER FILES ONLINE