

This guide outlines steps you need to take each year to calculate your use and release of chemicals.

These steps are:

- 1- Collect the information needed to fill table 1 presented below. You need the data from January 1st to December 31st of the year for the reporting
- 2- Download the "dry cleaning" calculator from the ChemTRAC website and fill out the calculator with the information that you have collected
- 3- Compare the calculated results with the reporting thresholds
- 4- Submit your report
- 5- Keep your records

1- Collect information

Gather the required information and fill out the amounts or information in the shaded cells in Table 1; also take note of the units

Table 1: The information that is needed for your calculations

Chemical source	Year:			
	Name	Amount used Jan 1 st - Dec 31 st	Unit	Comment
Dry cleaning material	Solvent you charged/poured into your dry cleaning machine*		litres / kg / us gallon	This is the amount of solvent you charged/poured into your machine (used)
	Liquid laundry detergent		litre / gallons / lbs / kg	
	Powder laundry detergent		litre / gallons / lbs / kg	
	Fabric softener		litre / gallons / lbs / kg	
	Spot cleaning material		litre	
	Ask your supplier what is the VOC content of the spot cleaning material (Stain Remover)		g/l	Skip this step if you used less than 1 litre
Drying	Drying (choose either A or B): A : The amount of natural gas you used to provide heat		cubic metre/ cubic feet	Skip this section if you used less than 125,000 cubic metres for a year

	Or			
	B: Thermal rating of the equipment and			BTU/hr or kJ/hr
	The average time that the equipment was in operation:			Hours/day
				Days /week
			Weeks/year	
Machine type and the number of disposed filters	Select your machine type:			The number of filters that were disposed in the last year**:
	- Converted machines are those that have been converted from a vented to a closed-loop system	<input type="checkbox"/> Converted		
	- Primary machines (also called third generation) use refrigerated condensation to recover the solvent	<input type="checkbox"/> Primary (Spin Disk Only)		0
		<input type="checkbox"/> Primary (Cartridge Only)		
		<input type="checkbox"/> Primary (Combo)		
		<input type="checkbox"/> Primary (Average)		
	- Secondary machines (also called fourth or fifth generation) utilize additional emission controls, such as carbon absorbers	<input type="checkbox"/> Secondary (Spin Disk Only)		0
		<input type="checkbox"/> Secondary (Cartridge Only)		
		<input type="checkbox"/> Secondary (Combo)		
		<input type="checkbox"/> Secondary (Average)		
Note: Non-Perc machine are usually secondary machines				

*If you just use perc and you used less than 62 litre or 16 us gallons for a year, then you may skip this section

**If you don't know the number of filters you disposed, you may refer to the "dry cleaning" calculator for the default number of filters

2- Calculation

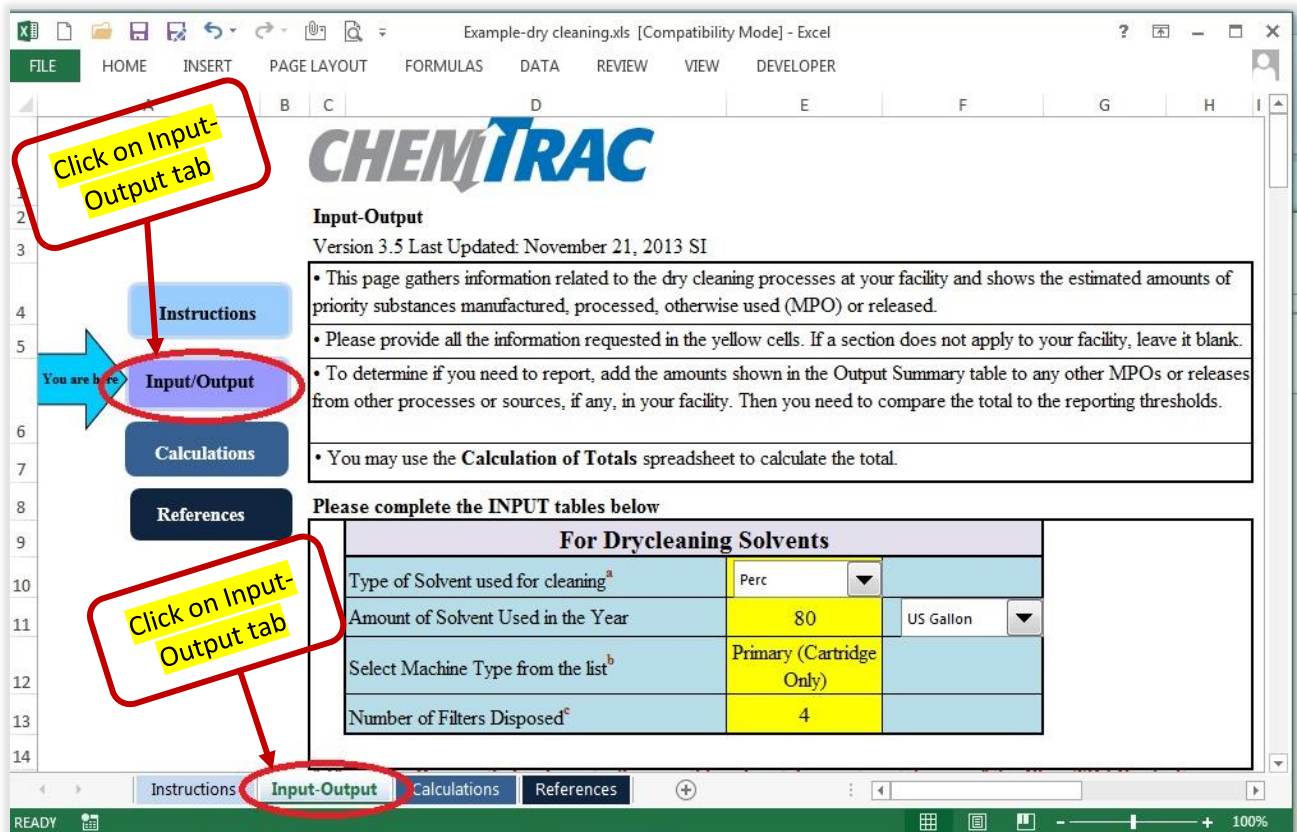
Download the Calculator:

You can download the "dry cleaning" calculator from the [ChemTRAC website](#) each year in order to use the most up-to-date calculator

The calculator is in the format of an Excel spreadsheet

- Open the calculator
- Click on the **“Input-Output”** tab (as shown in the image below)
- Enter the information you have gathered (Table 1) into the yellow cells and select from the drop down menus of the Input tables of the calculator

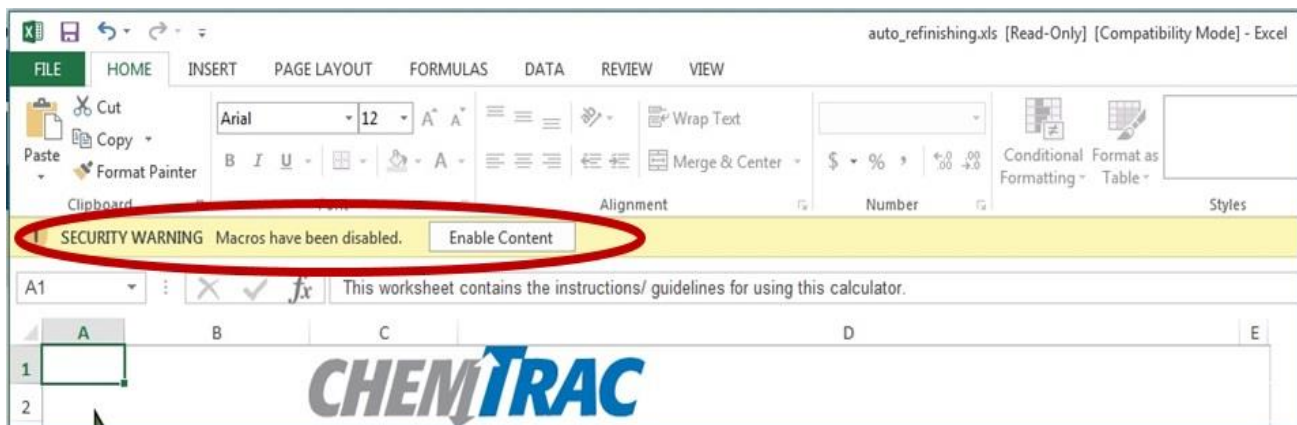
- It will automatically calculate all the amounts of chemicals you used and released and you can see the results in last table as **Output Summary Table**
- Compare the results with the thresholds to identify which priority substances you need to report



Calculator

Fill out the INPUT tables for “Dry Cleaning Solvents”, “Drying”, “Wet Washing” and “Spot Cleaning Materials”.

Note: Excel may not let you to enter the amounts until you click on the **"Enable Content"** button on the toolbar as shown in the image below:



INPUT table for Dry Cleaning Solvents:

- Select the name of the solvent you used from the drop down menu as shown in the example below
- Select machine type from the list by clicking on the drop down menu and enter the number of disposed filters

Example:

Please complete the INPUT tables below

For Dry Cleaning Solvents		
Type of Solvent Used for <u>Cleaning</u> ^a	Perc	<input type="text" value="Perc"/>
Amount of Solvent Used in the Year	80	US Gallon
Select Machine Type from the list	Primary (Cartridge Only)	
Number of Filters Disposed	4	

Drop down menu (pointing to the solvent and machine type dropdowns)

Click to select from drop down menu (pointing to the machine type dropdown)

^a If you use Decamethylcyclpentasiloxane, as solvent you do not need to enter any data in this table

Please complete the INPUT tables below (the numbers are examples)

For Drying		
Identify emissions control installed ^{**} :	None (Uncontrolled)	
** This field is mandatory		
Please complete ONLY A or B		
A) The quantity of natural gas (NG)		
Quantity of natural gas consumed:	21,152	cubic metres
OR		
B) Thermal input and operating schedule		
Total maximum thermal input for all equipment:	0	BTU/h
Operating schedule:	0	hours/day
	0	days/week
	0	weeks/year
For Wet Washing		
Total amount of liquid laundry detergent used:	130	litres
Total amount of powder laundry detergent used:	50	kg
Total amount of liquid fabric softener used:	0	Select units
Is used waste water treated onsite?	No	

For Spot Cleaning Materials			
(Enter data in columns A, B, and C. Column D will calculate automatically)			
A	B	C	D
Material	Amount used in the year	VOC Content (from MSDS) ¹	VOC Usage
	L	g/L	kg
<i>*Example: Chemical XYZ</i>	150	8.90	1.34
Inkgo	15	475	7.13
Quickgo	19	40.4	0.77
Solvex1	30	370	11.10
Solvex3	1	376	0.38
VivaOleo	3	100.5	0.30

The results will be calculated automatically in the **Output Summary Table**. Here are the results from the above **example**:

OUTPUT SUMMARY (Only ChemTRAC priority substances)				
ChemTRAC Priority Substances	Quantity (kg/yr)			
	Manufactured ¹	Processed ¹	Otherwise Used ¹	Released to Air ¹
Benzene	0	0	0	0
Cadmium, and its compounds	0	0	0	0
Chromium (non-hexavalent), and its compound	0	0	0	0
Formaldehyde	0	0	0	0
Lead, and its compounds	0	0	0	0
Manganese, and its compounds	0	0	0	0
Mercury, and its compounds	0	0	0	0
Nickel, and its compounds	0	0	0	0
Nitrogen Oxides (NOx)	34	0	0	34
Particulate Matter (PM2.5)	1	0	0	1
Tetrachloroethylene (Perchloroethylene)	0	0	489	321
Total PAHs	0	0	0	0
Volatile Organic Compounds (VOCs)	2	0	20	22

¹ Definitions available on References tab

3- Compare the results with the thresholds

The most common priority substances that dry cleaners report to ChemTRAC are tetrachloroethylene (perc), volatile organic compounds (VOCs) and nitrogen oxides (NOx) and particulate matter 2.5 (PM2.5).

Enter the amounts from the Output Summary table into the thresholds comparison table below.

Thresholds comparison table

Chemical	Threshold (kg/yr)	Category (column)	Results from Output Summary table (kg/yr)	Reportable (yes/no)
tetrachloroethylene (perc)	100	Otherwise used		
volatile organic compounds (VOCs)	100	Released to Air		
nitrogen oxides (NOx)	200	Released to Air		
particulate matter 2.5 (PM2.5)	30	Released to Air		

Do I need to report?

- You will need to report **tetrachloroethylene (perc)**, if the result in the Output Summary table is **100 kg** or more in the **Otherwise Used** column
- You will need to report **volatile organic compounds (VOCs)**, if the result in the Output Summary table is **100 kg** or more in the **Released to air** column
- You will need to report **nitrogen oxides (NOx)**, if the result in the Output Summary table is **200 kg** or more in the **Released to air** column
- You will need to report **particulate matter 2.5 (PM2.5)**, if the result in the Output Summary table is **30 kg** or more in the **Released to air** column
- If the amounts of all the chemicals are **below threshold**, you may still submit a report as a below threshold facility
- Contact us to remove your facility name from our mailing list if your facility is a **depot**

For more information, refer to the [calculator Guide and Guide to Reporting on the website](#).

4- Submit your report

Once you determine that you need to report, you can submit your report by going to the [ChemTRAC website](#) and clicking on "[Submit Report](#)":

Click on "**I agree**" to accept the terms and conditions and then enter your **Registration ID** in the box:

ChemTRAC
You are in a secure site.
Enter your 17 digit Registration ID (R-code) that you received when you submitted your report last time.
To report your chemical(s), please have your estimation method and calculation totals available.

Sign in ChemTRAC

Registration ID:

If you don't know your R-code please contact us at chemtrac@toronto.ca or call Toronto Health Connection 416-338-7600.

You can find your Registration ID in the letter you received from ChemTRAC. If you lose your Registration ID, you can always contact ChemTRAC by email or phone to retrieve it.

Click on “Go”, this will bring you to **Step 1**: Check your facility information for accuracy (correct any mistakes or update any information as required). For the **NAICS code** select the first 2 digits from the list in the drop down menu followed by the second and the last 2 digits. Here are the relevant NAICS codes for the dry cleaning industry:

NAICS Code:

NAICS Code:	Industry
81 23 10	Coin-Operated Laundries and Dry Cleaners
81 23 20	Dry Cleaning and Laundry Services (except Coin-Operated)
81 23 30	Linen and Uniform Supply

Click **Next** to go to **Step 2**: Select the **Reporting Year**

Then select the action you want to take:

- If you **meet the threshold** for one or more priority substances
- If you want to **update or change** the priority substance data you have already submitted
- If you want to report as **below threshold**
- If you want to report as **exempt**

Note: You have 14:51 minutes remaining to complete this page.

* - Required fields.

Reporting Period

Please select the year for which you are providing information*: 2016

I would like to*: Report chemical data since I meet the reporting thresholds

Update or change chemical data that I have already reported

Report that I am below reporting thresholds for all 25 priority substances (chemicals) and I am not Exempt

Report that my facility is exempt from the Bylaw according to Section 423-3 of Municipal Code Chapter 423 Environmental Reporting and Disclosure

If you choose one of the last two options, you will skip to Step 5 to provide environmental information.

Click 'Cancel' at any time to exit the system. No information will be saved.

Cancel Back Next

Note: If you need more than 15 minutes on each step, click **Back** and then **Next** button at the bottom of the screen. The system will reset the timer.

Click **Next** to go to **Step 3**: Select the chemicals for which you need to report

Other Chemicals	Quantity (kg)	Estimation Method
<input type="checkbox"/>	106-93-4	1,2-Dibromoethane (Ethylene dibromide)
<input type="checkbox"/>	75-09-2	Dichloromethane (Methylene chloride)
<input type="checkbox"/>	11104-93-1	Nitrogen Oxides (NOx)
<input type="checkbox"/>		Particulate Matter 2.5 (PM2.5)
<input checked="" type="checkbox"/>	127-18-4	Tetrachloroethylene (Perchloroethylene)

Click 'Cancel' at any time to exit the system. No information will be saved.

Click **Next** to go to **Step 4**: Enter the amounts for each selected chemicals in the appropriate box and select the estimation method from the list in the drop down menu

Tetrachloroethylene (Perchloroethylene) (Reporting Threshold = 100.0 kg Total Use)

	Quantity (kg)	Estimation Method
If you used more than one method to estimate data, please choose the main one		
Manufactured:	<input type="text"/>	- Select Estimation Method From List -
Processed:	<input type="text"/>	- Select Estimation Method From List -
Otherwise Used:	<input type="text" value="489"/>	ChemTRAC calculator
Total Use:	489	Click on the arrow to select from the list
Release to Air:	<input type="text" value="321"/>	ChemTRAC calculator
Release to Land:	<input type="text"/>	- Select Estimation Method From List -
Release to Surface Water:	<input type="text"/>	- Select Estimation Method From List -
Total Release:	321	

Reporting to NPRI

For the reporting year 2016, did you submit a report for this chemical to the National Pollutant Release Inventory (NPRI)? If you are not sure, select No.

Yes No

Click 'Cancel' at any time to exit the system. No information will be saved.

Select: **Yes** if you report to NPRI or **No if you do not** report to NPRI, then click **Next**

If you receive a **warning message** on the system, please select the appropriate reason(s); if you select **other**, please enter your reason in the box

Click **Next** to go to **Step 5**: Enter your **Environmental information** (if any)

Click **Next** to go to **Step 6**: Review your information

Enter any additional information in the comment box provided

Check the box for "**Statement of Certification**"

Click **Submit** to go to **Step 7**: Print the **Confirmation Page** within 15 minutes of submission

5- Keep your records

You are required to keep your calculation files and supporting documents for at least 5 years from the date of report submission, if you are above the reporting thresholds. If you are below the reporting thresholds it is recommended to keep this information in case of audit.

To update or revise a submitted report:

If for any reason you need to update or revise your report, you will have to login by clicking on "[Submit Report](#)" and follow the steps described above. Select **all** priority substances and re-enter **all** the information.

Note: at step 2, select the reporting year and the option Update or change chemical data:

The screenshot shows a progress bar with seven steps: Step 1 Facility Registration, Step 2 Reporting Period, Step 3 Chemical Selection, Step 4 Use & Release (0 of 0), Step 5 Environmental Statement, Step 6 Summary Notification, and Step 7 Confirmation & Print. Below the progress bar is a note: "Note: You have 14:46 minutes remaining to complete this page." Below the note is a section for "Reporting Period" with a dropdown menu set to "2015". Below that is a section for "I would like to*" with four radio button options. The second option, "Update or change chemical data that I have already reported", is selected and circled in red.

Step 1 Facility Registration Step 2 Reporting Period Step 3 Chemical Selection Step 4 Use & Release (0 of 0) Step 5 Environmental Statement Step 6 Summary Notification Step 7 Confirmation & Print

Note: You have 14:46 minutes remaining to complete this page.

* - Required fields.

Reporting Period

Please select the year for which you are providing information*: 2015 ▾

I would like to*:

- Report chemical data since I meet the reporting thresholds
- Update or change chemical data that I have already reported
- Report that I am below reporting thresholds for all 25 priority substances (chemicals) and I am not Exempt
- Report that my facility is exempt from the Bylaw according to Section 423-3 of Municipal Code Chapter 423 Environmental Reporting and Disclosure

Notes:

- ChemTRAC **publishes** the reported data on the City's website; you can find information on your previous reports by clicking on [ChemTRAC Data](#) and looking for your facility name
- Refer to the **Guide to Reporting** on the website for more information
- Contact us if you need to change your facility and contact person information
- If your facility moves to a new address in Toronto, please contact us to get a new unique registration code for the new location
- Please let us know, if you have closed or sold your facility

Contact

You can contact us by email or phone

Email: chemtrac@toronto.ca

Phone: 416-338-7600