

CHEMTRAC Quick Guide for Dry Cleaners

ChemTRAC is a program that aims to improve public health and support a green local economy by reducing toxic chemicals in our environment. ChemTRAC requires businesses to report their use and release of [25 priority substances](#) to the City each year under the Environmental Disclosure and Reporting Bylaw.

This Quick Guide will help businesses in the dry cleaning sector determine whether they need to report to ChemTRAC, and if they do, how to report. The guide includes information and tools for calculating the use and release of chemicals that are reportable to ChemTRAC. More detailed information about the Bylaw and the dry cleaning calculation tools are available on the ChemTRAC [webpage for this industrial sector](#).

This guide outlines the following steps to follow for reporting to ChemTRAC:

- Steps 1-3 explain how to calculate the use and release of chemicals in your facility and determine whether a report is required;
- Steps 4 and 5 provide instructions on how to submit a report.

For accessibility support anytime, please call or email ChemTRAC at 416-338-7600 or chemtrac@toronto.ca

Steps for Reporting to ChemTRAC:

- 1- Collect the information needed to fill Table 1 presented below. You will need the data from January 1st to December 31st of the year which you are 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 results from the calculations with the [chemical reporting thresholds](#).
- 4- Submit a report if the calculated amounts are at or above the thresholds to Toronto Public Health.
- 5- Keep all documentation for your records.

Note: If your facility is a depot, it is exempt from the bylaw. Contact us to remove your facility name from the Toronto Public Health mailing list (see contact information at the end of the guide).

1- Gather Information

Gather information about any chemicals or materials listed in column 1 of Table 1 (below) that are used in the facility. You must include all materials used between January 1st to December 31st of the year for which you are reporting. Enter the amounts or information in the shaded cells in Table 1 below; making sure to select the correct units in the next column.

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		
	- Third generation machines are those that use refrigerated condensation to recover the solvent	<input type="checkbox"/> Spin Disk Only		0
		<input type="checkbox"/> Cartridge Only		
		<input type="checkbox"/> Combo		
	<input type="checkbox"/> Average			

<p>- Fourth or Fifth generation machines are those that utilize additional emission controls, such as carbon absorbers</p>	<input type="checkbox"/> Spin Disk Only	0
	<input type="checkbox"/> Cartridge Only	
	<input type="checkbox"/> Combo	
	<input type="checkbox"/> Average	
<p>Note: Non-Perc machine are usually Fourth or Fifth generation machines</p>		

*If you use only perc and you used less than 62 litres or 16 US gallons in the reporting year, then you can skip this section.

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

2- Calculate amounts used and released by the facility using a ChemTRAC calculator:

Download the ["dry cleaning"](#) calculator from the ChemTRAC website and fill it out with the information collected in Step 1. It is important to download it each year in order to use the most up-to-date calculator.

Figure 1. Screenshot of the dry cleaning sector web page.

Dry Cleaning & Industrial Laundry – ChemTRAC Reporting Tools

You may use the following assessment process for ChemTRAC reporting

- Step 1- Do I Need to Report? + Collapse All –
- Step 2: Do the Calculation** +
- Step 3: Compare the Results with the Reporting Thresholds +
- Step 4: Submit your report +
- Dry Cleaning North American Industry Classifications System (NAICS) Codes +
- Fact Sheets and Pollution Prevention Guides +
- Notes About the Calculators +

The next screen shows several calculators useful for your specific sector (Figure 2). The general one is named "Dry Cleaning". You may need to use the "Industrial Launderers" calculator if you perform Industrial laundry.

Click on the link "Dry Cleaning (Excel)" to download the calculator.

Figure 2. Calculators available for the dry cleaning sector.

Dry Cleaning & Industrial Laundry – ChemTRAC Reporting Tools

You may use the following assessment process for ChemTRAC reporting.

Expand All + Collapse All –

Step 1- Do I Need to Report? +

Step 2: Do the Calculation –

To help you estimate the amounts you need to report to ChemTRAC, Toronto Public Health has developed calculators* that you can use. These can be opened using Microsoft Excel or a free office suite such as OpenOffice (www.openoffice.org)[†] or LibreOffice (www.libreoffice.org)[†].

These documents may not be fully AODA** compliant. For accessible formats or other accessibility support, please contact ChemTRAC (email chemtrac@toronto.ca or call 416-338-7600).

You may download the calculators related to your business processes. You may use the “Calculation of Totals” calculator to add up the use and release.

Process	Calculators
Dry cleaning	Dry Cleaning (Excel) Quick Guide Guide
Industrial laundry	Industrial Launderers (Excel) Guide Calculation of Totals (Excel)
If you use two or more calculators	(Add the results from the output summary tables of two or more calculators in to this calculator to find the total amounts and identify if any chemical meets the reporting threshold)

*See “Notes about the Calculators” on this page
**Accessibility for Ontarians with Disabilities Act (AODA)

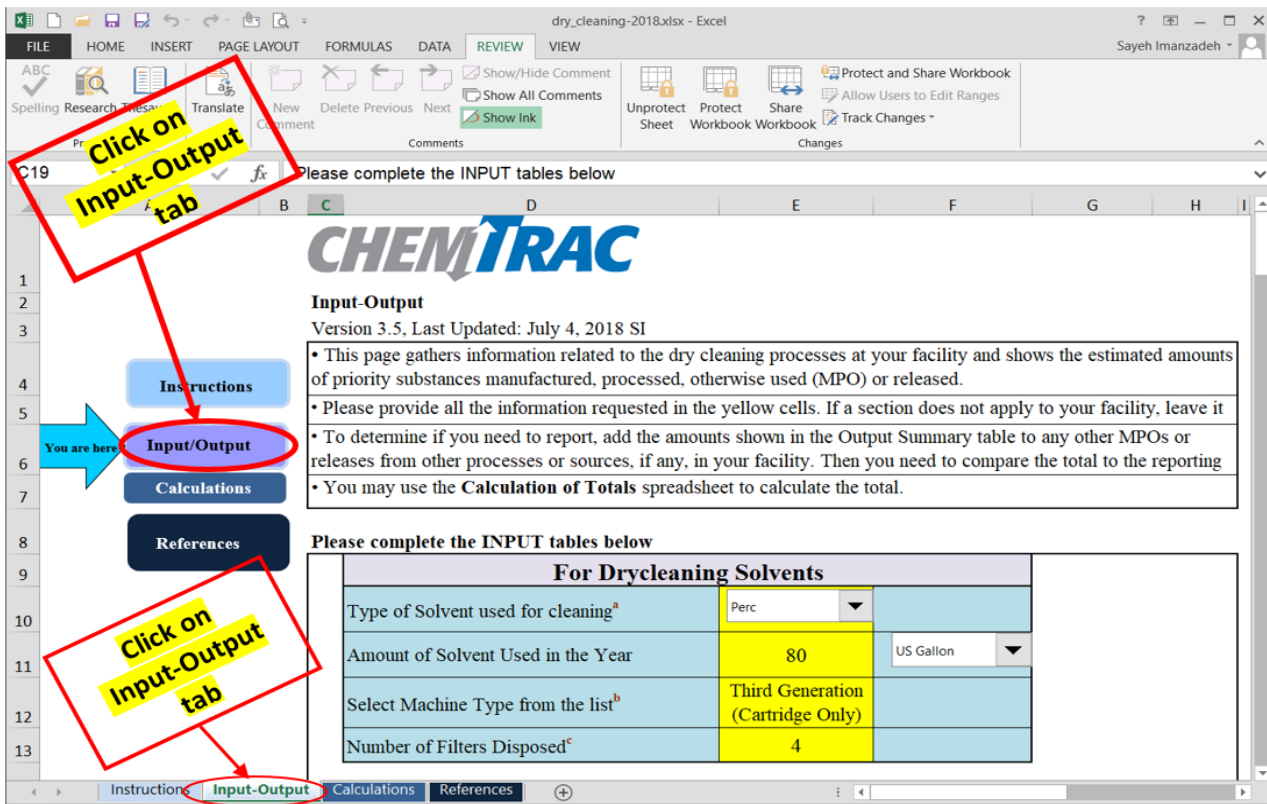
Click here to download the calculator

Please email chemtrac@toronto.ca if you need help downloading the calculators.

The calculator is an Excel file.

- Step One: Open the calculator.
- Step Two: Click on the **“Input-Output”** tab (as shown in Figure 3).
- Step Three: Enter the information you gathered in Step 1 (Table 1) into the yellow cells and select from each of the drop down menus of the Input tables of the calculator.
- The spreadsheet will automatically calculate all the amounts of chemicals you used and released and shows the results in the **Output Summary Table** (scroll down on the Input-Output tab).
- Step Four: Compare the results with the thresholds to identify which priority substances you need to report.

Figure 3. Screenshot of the Input-Output tabs in **dry cleaning** calculator.

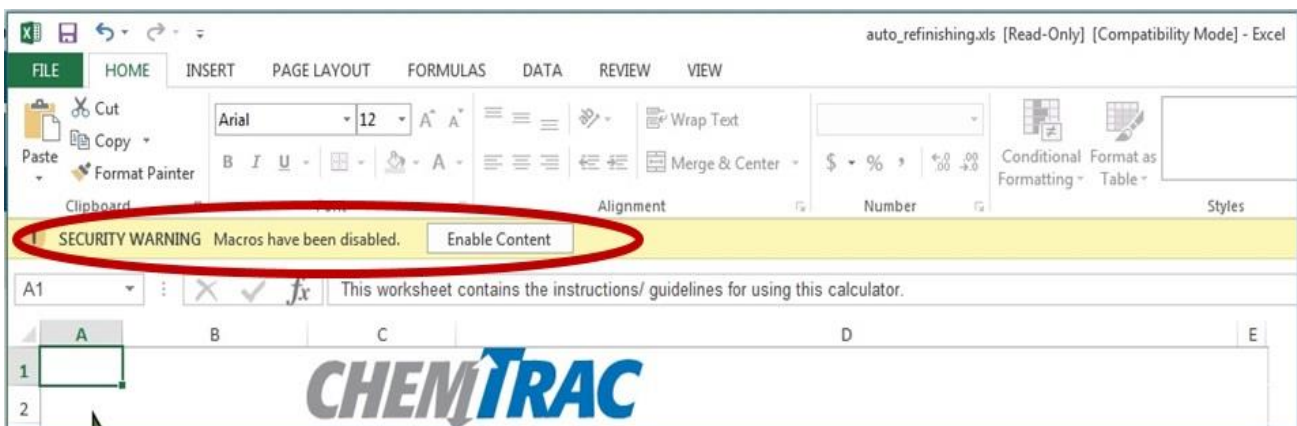


Fill Out the Dry Cleaning Calculator

There are 4 input tables that may need to be completed. Fill out the INPUT tables for “Dry Cleaning Solvents”, “Drying”, “Wet Washing” and “Spot Cleaning Materials”. (See examples below).

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:

Figure 4. How to "Enable Content" in Excel.



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, using information from your facility in the yellow cells and dropdown menus (the numbers are examples).

Figure 5. Screenshot of input examples in an Input-Output table.

Please complete the INPUT tables below

For Drycleaning Solvents	
Type of Solvent used for cleaning ^a	Perc <input type="text"/>
Amount of Solvent Used in the Year	80 <input type="text"/> US Gallon <input type="text"/>
Select Machine Type from the list ^b	Third Generation (Cartridge Only) <input type="text"/>
Number of Filters Disposed ^c	4 <input type="text"/>

^a If you use D5 (Decamethylcyclpentasiloxane), this solvent does not contain any of the ChemTRAC priority substances

^b Choose one machine type from the list

For Drying	
Identify emissions control installed ^{**} :	None (Uncontrolled) <input type="text"/>
** This field is mandatory	
Please complete ONLY A or B	
A) The quantity of natural gas (NG)	
Quantity of natural gas consumed:	21,152 <input type="text"/> cubic metres <input type="text"/>
OR	
B) Thermal input and operating schedule	
Total maximum thermal input for all equipment:	0 <input type="text"/> BTU/h <input type="text"/>
Operating schedule:	0 <input type="text"/> hours/day

	0	days/week
	0	weeks/year

For Wet Washing		
Total amount of liquid laundry detergent used:	130	litres <input type="button" value="v"/>
Total amount of powder laundry detergent used:	50	kg <input type="button" value="v"/>
Total amount of liquid fabric softener used:	0	Select units <input type="button" value="v"/>
<i>Figure 5. Screenshot of input examples in an Input-Output table.</i>		
Is used waste water treated onsite?	No	<input type="button" value="v"/>

Figure 6. Screenshot of input examples in a Spot Cleaning Material Input-Output table.

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 (See Figure 7 with examples).

Here are the results from the above example:

Figure 7: Screenshot of the Output Summary table (calculator results) with examples.

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 ChemTRAC Reporting Thresholds

The most common priority substances that dry cleaners report to ChemTRAC are tetrachloroethylene (perc), volatile organic compounds (VOCs), 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)	Meet/Exceed Threshold (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		

The results of the calculator need to be compared with the reporting thresholds to determine if you need to report them. In summary:

- 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 do not need to report. However, you may still submit a report as a below threshold facility.

For more information, refer to the [dry cleaning sector webpage](#).

4- Submit a Report to ChemTRAC

If you determine that you are above the reporting thresholds, you must submit a report to ChemTRAC. Submitting a report is optional if your amounts are below the reporting thresholds.

Submit a report by going to the [ChemTRAC website](#) and clicking on the "[Submit ChemTRAC Report](#)" button (Figure 8).

Figure 8. Screenshot of the ChemTRAC webpage

The screenshot shows the ChemTRAC website interface. At the top left, the text reads: "You may submit your ChemTRAC report by using the Online Reporting System under the Environmental Reporting and Disclosure Bylaw. The reporting deadline is June 30 each year. If you are using Firefox and having issues accessing the reporting system, please try using a different Internet browser." To the right of this text is a blue button labeled "Submit ChemTRAC Report", which is circled in red. A green callout bubble with a white border points to the button and contains the text "Click here to submit your report". Below the main text is a link for "Guide to Submit a Report". An "Important note" section follows, stating: "Prior to submitting a report, you may use the tools provided in the sector specific pages to assess required to report, and to prepare your chemical data." Below this is the heading "What is ChemTRAC?" and a paragraph explaining the program's purpose. A bulleted list includes: "The Environmental Reporting and Disclosure Bylaw", "ChemTRAC's interactive map", and "The greening of businesses". At the bottom, there are four white boxes with blue headers: "Reporting Tools for Businesses", "General ChemTRAC Info", "ChemTRAC Reports Archive", and "Data Disclosure".

On the first page, click on **Start Here**.

On the second page, click on "**I agree**" to accept the terms and conditions and then enter your **Registration ID** in the box (Figure 9):

Figure 9. Sign in to the ChemTRAC Online Reporting System.

Sign In

You are in a secure site

Please enter your Registration ID (R-code) in the input field below and click the next button. If you do not know your Registration ID please contact us at chemtrac@toronto.ca or call Toronto Health Connection at 416 338 7600.

R - Code Example:
R-0000000000-000000

Enter Registration ID (required)

Enter Registration Code received by mail

Click here to continue

Important Notice - As a security precaution, each page will timeout after 15 minutes as indicated at the top of each page after you log in with your R-code. If a page times out it will end your submission and you will have to re-enter your data no information gets saved until the last step.

Cancel Back Sign In

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 (chemtrac@toronto.ca) or phone (416-338-7600) to retrieve it.

Click on "**Sign In**". This will bring you to **Step 1 (Facility Information)**. 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:** and check your contact information for accuracy (correct any mistakes or update any information as required).

Click **Next** to go to **Step 3:** Select the **Reporting Year** (Figure 10)

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**

Figure 10. Step 3 for online reporting.

Reporting Period and Report Type - Step 3 of 8

If you are a returning user and wish to see your contact and facility information click on the 'Back' button at the bottom of this page.

Select reporting period (required) ↓

2017 ▼

Please select what you would like to report (required) :

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

If your facility is exempt from the Bylaw according to Section 423-3 of Municipal Code Chapter 423 Environmental Reporting and Disclosure please select the reason below:

My facility is solely retail

My facility is a medical or dental office

My facility is a restaurant

My facility is a hotel, inn or other accommodation service provider (laundry services are NOT exempt)

My facility is a gas station (stores and or distributes fuels)

My facility is an auto repair shop that does NOT paint or strip vehicles

If you do not see your type of facility above, it may mean that you are not exempt. If you feel that your type of facility is exempt and not listed please email chemtrac@toronto.ca or call Toronto Health Connection at 416 338 7600.

To see your contact and facility information click on the 'Back' button.

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 4:** Select the chemicals for which you need to report (Figure 11).

If you have already reported for one or more chemicals in previous years, you will find those chemicals already selected.

Important note: if you are resubmitting your report to update the amounts of one or more chemicals, the old report will be replaced with the new one. Therefore, you need to enter all the

amounts for all the chemicals again. It is not enough to include only the numbers and chemicals that you want to update.

Figure 11. Select the reporting chemicals from the list.

Chemical Type: Other Chemicals

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

Caution: You may return to the application at a later date before June 30, to update previously submitted information. If you update previously submitted chemical data for one reporting year you will need to re-submit all the data for each chemical for that same year.

If you are unable to select a chemical from the list that you would like to report, please contact us at chemtrac@toronto.ca or call at 416 338 7600.

Cancel Back Next

Click **Next** to go to **Step 5**: Enter the amounts for each selected chemicals in the appropriate box and select the estimation method from the list in the drop down menu (Figure 12).

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

Figure 12. Insert the reportable amounts for each chemical with other requested information.

Chemical 1 of 1 - Tetrachloroethylene (Perchloroethylene) (Reporting Threshold = 100 kg Total Use)

Chemical Use - Amount and Estimation Method

Manufactured (kg)
To report in this category email at chemtrac@toronto.ca or call at 416 338 7600.

Processed (kg)
To report in this category email at chemtrac@toronto.ca or call at 416 338 7600.

Otherwise Used (kg) **Example**
489 ChemTRAC calculator

Total use of this chemical is 489 kilograms

Chemical Released - Amount and Estimation Method

Released to Air (kg) **Select from the list**
321 ChemTRAC calculator

Released to Land (kg)
To report in this category email at chemtrac@toronto.ca or call at 416 338 7600.

Released to Surface Water (kg)
To report in this category email at chemtrac@toronto.ca or call at 416 338 7600.

Total release of this chemical is 321 kilograms

Reporting to NPRI **Select One**

For the reporting year 2017, did Finch Cleaners submit a report for Tetrachloroethylene (Perchloroethylene) to the National Pollutant Release Inventory (NPRI)? If you are not sure, select No. Yes No

Cancel Previous Step Next Step

If you receive a **warning message** on the system for an inconsistent amount, please select the appropriate reason(s). If you select **other**, please enter your reason in the box manually.

Click **Next** to go to **Step 6: Enter your Environmental Information** (if any).

Click **Next** to go to **Step 7: Review your information**.

Select the submitter from the list or enter the name of a new submitter.

Enter any additional information in the comment box provided (if any).

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

Click **Submit Report** to go to **Step 8: Print the Confirmation Page** within 15 minutes of submission.

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 ChemTRAC Report](#)" button on the ChemTRAC homepage and follow the first two steps described before.

At the **Step 3**, select the reporting year and the second option to **Update or Change Chemical Data** (Figure 13).

Note: Select **all** priority substances that you meet the thresholds and re-enter **all** the information including the updated ones.

Figure 13. How to update a report in the ChemTRAC reporting system.

1 2 3 4 5 6 7 8

Reporting Period and Report Type - Step 3 of 8

If you are a returning user and wish to see your contact and facility information click on the 'Back' button at the bottom of this page.

Select reporting period (required)

2016

Please select what you would like to report (required) :

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

If your facility is exempt from the Bylaw according to Section 423-3 of Municipal Code Chapter 423 Environmental Reporting and Disclosure please select the reason below:

My facility is solely retail

My facility is a medical or dental office

My facility is a restaurant

5- Keep all Documents for your Records

Keep all your calculation files and supporting documents for at least 5 years from the date of report submission in case your facility gets audited.

Publishing the Data

ChemTRAC publishes the reported data on the [ChemTRAC website](#) annually. You can find information on current and previous reports by clicking on "[Data Disclosure](#)" and searching by facility name.

Notes:

- Contact us if you need to update information about your facility including the contact person.
- If your facility moves to a new address in Toronto, please contact us to get a new unique registration code for the new location.

- If the facility is closed or sold, please let us know by email or phone.

Contact us:

Email: chemtrac@toronto.ca

Phone: 416-338-7600