



# Air Pollution Control Division

## Small Business Assistance Program

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### Application Package for New Perchloroethylene (PERC) Dry Cleaners

All perchloroethylene (perc) dry cleaners in Colorado must obtain an air permit from the Air Pollution Control Division (APCD) at the Colorado Department of Public Health and Environment (CDPHE). This Dry Cleaner Air Permit Application Packet includes all the forms a business owner will need to begin the air permitting process at a new dry cleaning facility or to make changes to a permit at an existing facility.

Air emission reporting and permitting forms are downloadable at <https://www.colorado.gov/pacific/cdphe/APENforms>. Additional information regarding Colorado air quality rules for dry cleaners is available through the Small Business Assistance (SBAP) Resource Library at <https://www.colorado.gov/pacific/cdphe/business-specific-guidance-a-to-g>. The Hazardous Waste Notification form is available online at [https://www.colorado.gov/pacific/sites/default/files/HM\\_hwform-notification.pdf](https://www.colorado.gov/pacific/sites/default/files/HM_hwform-notification.pdf).

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#### ➤ **AIR POLLUTION EMISSION NOTICE (APEN)**

This form is required every time you report a new or existing facility, transfer ownership of a facility, update an APEN (updated APENs are due every five years), report process modifications such as changes in the type or quantity of solvent used or changes in equipment, or request a modification to a permit. A filing fee must be submitted with every completed APEN form. Note that permits are issued for the "requested permit limit for solvent" provided on the APEN form. Please consider this when completing your application and allow room for future growth. The Division will use the information provided on your APEN to determine whether your business requires an air permit. If an air permit is required, the APEN will become part of your permit application package.

*The following forms may be required in addition to the APEN forms:*

#### ➤ **TRANSFER OF OWNERSHIP AGREEMENT FORM**

Submit this form with the APEN form and any supplemental forms (see below), and filing fee(s) to obtain a permit for a source that has changed ownership. Transfer of ownership of the air permit can save the new owner a portion of

the fees required to obtain a new air permit. An air permit can only be transferred to the new owner if the air permit from the previous owner is active and annual air permitting fees are up to date. This form is available at: [https://www.colorado.gov/pacific/sites/default/files/AP\\_Form-APCD-104-Permit-Transfer-of-Ownership.pdf](https://www.colorado.gov/pacific/sites/default/files/AP_Form-APCD-104-Permit-Transfer-of-Ownership.pdf)

### ➤ NOTIFICATION AND COMPLIANCE REPORT FOR CONTROL EQUIPMENT

The Notification and Compliance Report form is used to notify state and federal regulators of dry cleaning activities using perchloroethylene. This form must be submitted when requesting a new permit or for transfer of an existing permit. This form is not required for administrative changes (such as name changes) or for routine five-year APEN updates. This form is available at: [https://www.colorado.gov/pacific/sites/default/files/AP\\_Notice-of-Compliance.pdf](https://www.colorado.gov/pacific/sites/default/files/AP_Notice-of-Compliance.pdf).

### ➤ COLORADO HAZARDOUS WASTE NOTIFICATION FORM

This form is used to notify state and federal regulators of hazardous waste activities using perchloroethylene, Stoddard solvents and other regulated hazardous wastes. This form must be submitted when purchasing a new or existing dry cleaning facility that generates hazardous waste. An EPA identification number is assigned for each plant site or facility. If the person has more than one facility that manages hazardous waste, a Colorado Notification Form must be completed for each facility and a unique number will be assigned to each site.

### ➤ WHAT FEES APPLY?

**Filing Fee:** A filing fee is required for each APEN submitted. This includes APENs submitted for administrative changes (e.g., change in ownership, change in location). Fees are subject to change by the legislature on an annual basis.

**Annual Fee:** All sources required to file APENs must pay annual fees. The Division bills each source subject to an APEN filing fee per ton of criteria pollutants emitted and per ton of non-criteria (hazardous air pollutants) emitted. The Division mails invoices for these fees in May or June of each year (these fees account for the emissions from the previous year's operation). Fees are subject to change by the legislature on an annual basis.

**Permit Processing Fee:** In addition to the APEN filing fee, permit-processing fees will be assessed at an hourly rate. If the total processing time is anticipated to be more than 30 hours the Division will contact the applicant in writing and provide an estimate of the projected processing time. The applicant can waive this notice by submitting a letter making this request when the application is submitted.

Current fee information is available online at:

[www.colorado.gov/pacific/cdphe/emissions-and-permitting-fees](http://www.colorado.gov/pacific/cdphe/emissions-and-permitting-fees)

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### ➤ **SMALL BUSINESS ASSISTANCE PROGRAM**

The Small Business Assistance Program (SBAP) is available to answer questions you may have regarding environmental issues at your facility. The SBAP can help you understand the regulations, help you determine what your company has to do to be in compliance, help you file required forms, help you complete the APEN process (if required), help you calculate your emissions, or provide information by presenting a workshop for your company or for your industry. Our services are free.

### ➤ **RESOURCES**

- ❖ Air Pollution Control Division (APCD): (303) 692-3100
- ❖ Small Business Assistance Program: (303) 692-3175 or 3148
- ❖ Small Business Ombudsman: (303) 692-2135

**-DRY CLEANER-  
Air Pollutant Emission Notice (APEN) – and – Application for Construction Permit**

- New Facility     APEN Update     Transfer of Ownership<sup>1</sup>     Request a Modification to Existing Permit     Change in Equipment  
 Change in Solvent Use     Change Company Name     Change in Solvent Use for Inventory Purposes Only

All sections of this APEN and application must be completed for both new and existing facilities, including APEN updates. An application with missing information may be determined incomplete and may be returned to you or result in longer engineer processing times. You will be charged an additional APEN fee if APEN is filled out incorrectly or missing information and requires re-submittal.

For all new perc facilities and modifications to existing permits, the applicant shall submit a Notification and Compliance Report form with this application.

<sup>1</sup> For transfer of ownership or company name change, you must submit proof of ownership transfer (e.g., Transfer of Ownership Form signed by the previous owner or a copy of a Bill of Sale with this form).

**Permit Number** \_\_\_\_\_ **AIRS Number** \_\_\_\_\_

Company Name: \_\_\_\_\_

Plant Location: \_\_\_\_\_ County: \_\_\_\_\_  
 Plant Zip Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Person to Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Is this facility owned or managed by another company or corporation? Yes / No

If YES, provide name of company and mailing address: \_\_\_\_\_  
 \_\_\_\_\_

**SECTION 1 EQUIPMENT INFORMATION**

**Dry-to-Dry Units:**

List Make, Model, Serial Number, and Date of Installation for **ALL** Dry-to-Dry units operating at this location.

	<u>Make</u>	<u>Model</u>	<u>Serial</u>	<u>Date of Installation</u>
Machine #1	_____	_____	_____	_____
Machine #2	_____	_____	_____	_____
Machine #3	_____	_____	_____	_____

Do any of these units vent directly to the outside? \_\_\_\_\_ If so which ones? \_\_\_\_\_

**Transfer Type Washers:**

List Make, Model, Serial Number, and Date of Installation for **ALL** Transfer Type Washers operating at this location.

	<u>Make</u>	<u>Model</u>	<u>Serial</u>	<u>Date of Installation</u>
Machine #1	_____	_____	_____	_____
Machine #2	_____	_____	_____	_____
Machine #3	_____	_____	_____	_____

Do any of these units vent directly to the outside? \_\_\_\_\_ If so which ones? \_\_\_\_\_

**Dryers (not part of dry-to-dry unit):**

List Make, Model, Serial Number, and Date of Installation for **ALL** dryers operating at this location.

	<u>Make</u>	<u>Model</u>	<u>Serial No</u>	<u>Date of Installation</u>
Machine #1	_____	_____	_____	_____
Machine #2	_____	_____	_____	_____
Machine #3	_____	_____	_____	_____

Total manufacturer's rated dryer capacity of petroleum solvent dryers: \_\_\_\_\_ Pounds

Total manufacturer's rated dryer capacity is the summation of each petroleum solvent dryer's capacity

Do any of these units vent directly to the outside? \_\_\_\_\_ If so which ones? \_\_\_\_\_

**SECTION 2 SOLVENT INFORMATION**

**Type and Quantity**

Check one:

- PERC     
 Petroleum     
 Fluorocarbon     
 Other (explain): \_\_\_\_\_

Maximum amount of solvent purchased each year? \_\_\_\_\_ Gallons      Data Year: \_\_\_\_\_

Requested permit limit for solvent (allow for company growth for this limit)? \_\_\_\_\_ Gallons

**Solvent Recovery**

*Check which methods are used:*

- Sniffer (Carbon Absorber)      Which Machines? \_\_\_\_\_

Age of Sniffer: \_\_\_\_\_ years.

Is the entire dryer exhaust vented through the sniffer? \_\_\_\_\_

- Cartridge Filters

Do you cook / strip the filters? \_\_\_\_\_

How many filters are disposed of yearly? \_\_\_\_\_

- Refrigeration Recovery      Which Machines? \_\_\_\_\_

- Spin Disk Filtration      Which Machines? \_\_\_\_\_

- Distillation      Which Machines? \_\_\_\_\_

- Carbon Tower      Which Machines? \_\_\_\_\_

- Other (Please explain): \_\_\_\_\_

Additional Sources of Emissions (Please indicate if there are any steam or water boilers present and their design rate in BTU/hr):

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Signature of Legally Authorized Person (not a vendor or consultant)

Date

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Name (please print)

Title



**Check the appropriate box if you want:**

Copy of the Preliminary Analysis conducted by the Division

To review a draft of the permit prior to issuance

(Checking any of these boxes may result in an increased fee and/or processing time)

This notice is valid for five (5) years unless a significant change is made, such as an increased production, new equipment, change in fuel type, etc. A revised APEN shall be filed no less than 30 days prior to the expiration date of this APEN form.

Send this form along with \$152.90 to:  
Telephone: (303) 692-3150

**Colorado Department of Public Health and Environment  
Air Pollution Control Division  
APCD-SS-B1  
4300 Cherry Creek Drive South  
Denver, CO 80246-1530**

For more information or assistance call:

**Small Business Assistance Program**  
(303) 692-3175 or (303) 692-3148

**Small Business Ombudsman**  
(303) 692-2135



**TRANSFER OF EMISSION PERMIT AGREEMENT  
MINOR SOURCE**

Ver. September 10, 2008

This agreement may be submitted to the Colorado Department of Public Health and Environment Air Pollution Control Division to document the transfer of ownership of a minor source construction permit.

I, \_\_\_\_\_ as responsible party for emission source (name):  
\_\_\_\_\_, located at:

(address) \_\_\_\_\_ (city) \_\_\_\_\_ and operated under Emission (or  
Construction) Permit(s)# \_\_\_\_\_ have sold the business associated  
with the Emission permit. I hereby agree to transfer said permit to the following company:

\_\_\_\_\_

The transfer of the Emission Permit is effective as of (date): \_\_\_\_\_.

Transfer of the Emission Permit conveys to the new owner all responsibility, coverage and liability associated with the permit(s). Submission of the Transfer of Ownership Agreement must be accompanied with Air Pollutant Emissions Notice(s) for each emissions point covered by the permit transferred.

Signed (Responsible Party): \_\_\_\_\_ date: \_\_\_\_\_

Signed (New Owner): \_\_\_\_\_ date: \_\_\_\_\_

## PERCHLOROETHYLENE DRY CLEANER NOTIFICATION AND COMPLIANCE REPORT FORM

Print or type the following for each separately located dry cleaning facility. The owner of more than one facility must complete a separate form for each facility.

**Air Permit Number** \_\_\_\_\_ **AIRS ID Number** \_\_\_\_\_

Company Name: \_\_\_\_\_ County: \_\_\_\_\_

Plant Location: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Person to Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Is this facility owned or managed by another company or corporation? Yes / No

If YES, provide name of company and mailing address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### A. Quantity of Perchloroethylene (Perc) purchased each year

1. For facilities in operation for more than one year, indicate the total amount of Perc purchased over the past 12 months.

\_\_\_\_\_ gallons per year

2. For new facilities or facilities without available purchase records, indicate the amount of Perc purchased to date.

\_\_\_\_\_ gallons were purchased over the past \_\_\_\_\_ months

Note: Facilities that purchase 2100 gallons or less of Perc each year are considered an Area Source for air permitting purposes. Facilities that purchase more than 2100 gallons of Perc each year are considered a Major Source.

### B. Control Equipment

Fill out the table below for each machine at your facility:

	Machine Type	Date Machine Installed	Required Control	Date Control Installed
1	<input type="checkbox"/> Dry-to-Dry <input type="checkbox"/> Transfer		<input type="checkbox"/> Refrigerated Condenser <input type="checkbox"/> Primary Carbon Adsorber <input type="checkbox"/> Supplemental Carbon Adsorber <input type="checkbox"/> No Control Required	
2	<input type="checkbox"/> Dry-to-Dry <input type="checkbox"/> Transfer		<input type="checkbox"/> Refrigerated Condenser <input type="checkbox"/> Primary Carbon Adsorber <input type="checkbox"/> Supplemental Carbon Adsorber <input type="checkbox"/> No Control Required	
3	<input type="checkbox"/> Dry-to-Dry <input type="checkbox"/> Transfer		<input type="checkbox"/> Refrigerated Condenser <input type="checkbox"/> Primary Carbon Adsorber <input type="checkbox"/> Supplemental Carbon Adsorber <input type="checkbox"/> No Control Required	

