



To: Active Drycleaning Facilities
Current or Prior Owners/Operators of Abandoned Drycleaning Facilities
Potentially Impacted Third Parties

From: Drycleaner Environmental Response Program (DCERP)

Subject: **2011 Annual Registration Notice**

The annual drycleaner facility registration fee for the 2011 calendar year has changed. There are three (3) fee categories (\$500, \$1,000, \$1,500) and the drycleaner facility registration fee is based on the reported amount of solvent purchased from July 1, 2009 through June 30, 2010. The reported amounts are verified by comparing the amount the drycleaner reported to the amount reported by the solvent distributors. To dispute the reported amount of solvent purchased, submit a statement along with any supporting documentation or verifiable proof along with the invoiced amount. In order for the disputed assessment to be considered, you must pay the invoiced fee or be subject to a late penalty. We will review your documentation and verify if the amount invoiced was in error. If it is determined the invoiced amount was in error and that amount exceeds the corrected annual fee we will process a refund.

Active Drycleaning Facilities: All active drycleaning facilities must return the three (3) items listed below on or before October 31, 2010. A return addressed envelope has been provided for your convenience.

1. A completed Registration Form certified/signed and notarized.
2. A check for the 2011 Annual Registration invoiced fee payable to the 'Treasurer, State of Tennessee'.
3. All facilities must have one staff employee that is CED or ECT trained. Please include a copy of the certificate.

Active Drycleaner Facilities 2011 Registration Fee Late Payment Penalty Policy:

Postmarked after October 31st but by December 31st will be assessed a \$250.00 late penalty.
Postmarked after December 31st but by February 28th an additional penalty of \$500.00 will be assessed.
Postmarked after February 28th but by March 31st an additional penalty of \$1,000.00 will be assessed.
An additional penalty of \$130.00 will be assessed for each returned check.

Penalties for late payment or non-payment of program registration fees will continue to accrue until the registration fee is paid. A drycleaning facility is considered unregistered and will not receive a Certificate of Registration until all the required forms are submitted and all fees, surcharges, and penalties have been paid. Call the DCERP administrator at (615)741-2281 with any questions about late penalties or total fees owed.

There is a lost/damaged certificate fee of \$25.00 with a limit of one duplicate per year.
A facility that fails to post a Certificate of registration is subject to a \$50.00 penalty.

Facilities that cease operations on or before December 31, 2010 must notify DCERP by phone at 615-741-2281 or in writing to prevent collection and possible legal action.

Abandoned Facilities and Potentially Impacted Third Parties: All abandoned facilities must return the two (2) items listed below on or before October 31, 2010 to maintain eligibility for the Response Program. The late registration penalty for abandoned facilities is \$50.00 per month until December 31, 2010 at which time the facility will be removed as an abandoned facility eligible for reimbursement from the DCERP fund.

1. A Registration Form certified/signed and notarized.
2. A check for the 2011 Annual Registration fee.

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Instructions for the Drycleaning Facilities Annual Registration

Submit a completed Annual Registration Form to the Department by October 31st of each year. A change in information, which requires filing a revised registration form, includes the following: a change in ownership, machines or other information (identified in Section 1 and 2 of the registration form).

1. **Registration Type:** Circle the registration type; Initial, Renewal, Initial Abandoned or Renewal Abandoned. An abandoned facility means any real property premises or individual leasehold space on which a drycleaning facility formerly operated. Fill in date operations began for initial registrations only.
2. **Facility Information:** Initial registrations will be assigned a registration number by the DCERP. Fill in the facility's Name, Address, City, State, Zip Code, Tax ID or EIN number and the Phone Number. Provide the facility owner and property owner information (not the same address or phone number as the facility). The owner is defined as the person or entity that owns the drycleaning facility. The property owner means any individual or entity that is vested with any ownership, dominion, or legal or rightful title to the real property or control over the facility. Circle the box to specify the preferred mailing address for all correspondence. Complete 2(a) through 2(d) as noted below.
 - a) Circle the appropriate location for the drycleaner facility.
 - b) Circle yes or no if you submitted all quarterly solvent facility reports during the year. Circle (yes/no) if you reported all solvent purchases/transfers on the quarterly solvent reports and if the appropriate solvent surcharge fees were paid. Reminder, even solvent purchased from out-of-state suppliers must be reported and surcharges must be submitted by the vendor.
 - c) Circle yes or no if drycleaning solvent was sold or transferred to another drycleaning facility during the year. If yes identify the date the solvent was sold or transferred, the drycleaning facility which received the solvent, and the quantity of solvent sold or transferred. Note: a permitted solvent supplier or a licensed hazardous waste hauler must transfer solvent.
 - d) Circle yes or no if any solvent was purchased in the past year. A no answer requires an explanation on how the facility was able to continue operating without additional solvent.
3. **CED/ECT Information:** Active dry-cleaning facilities must be staffed with a Certified Environmental Drycleaner (CED) or have completed the DCERP ECT (Environmental Compliance Training) course. Include a current copy of the CED certificate or the ECT certificate of the current certified staff with the registration.
4. **Machine Specific Information:**
 - a) Fill in the machine make, model, type of solvent used, the age of the machine and when the machine was placed into operation at this facility. Circle the machine type and the method of solvent delivery from the supplier. All "perc" machines must have their solvent delivered by the closed loop direct coupled method, but other solvents may be delivered in a different method. If more than one method is used describe all methods in the space provided.
 - b) Provide the name of your hazardous waste handler.
 - c) If you are using an evaporator or a mister with a carbon filter provide the make/model of the machine you are using. This machine also requires secondary containment. Circle yes or no if there is secondary containment under the machine.
 - d) Indicate if there is containment under or around the drycleaning machine (Yes or No). Write the capacity of the containment system and circle the type of construction material used for containment.
5. **Certification:** Compliance with Class 1 and Class 2 BMPs is included with the certification. The owner/manager or an authorized representative of the drycleaning facility must sign; include their title and the date signed. For a corporation, a responsible corporate officer should sign the registration form. A responsible corporate officer means: a president, secretary, treasurer, vice-president or any other person who performs similar policy or decision making functions for the corporation. For a partnership or sole proprietorship, the general partner or the proprietor should sign the registration form.

Important Note: The registration form must be notarized or the registration will be withheld.

If you have any questions or need help filling out the form, contact us at (615) 741- 2281.

Make checks payable (no cash) to: "Treasurer, State of Tennessee" for the total fee invoiced and submit along with the annual registration form in the enclosed envelope to:

Department of Environment and Conservation
Division of Fiscal Services – Fee Section
14th Floor L&C Tower, 401 Church Street
Nashville, TN 37243