



Green Choices. Healthy Communities.

EnviroStars Application/Worksheet

Drycleaners

BE AN ENVIROSTARS CERTIFIED BUSINESS

Program Requirements

- You do not generate large quantities of hazardous waste.
- You set a goal to reduce hazardous waste for the year.
- You receive a site visit from an EnviroStars representative to verify that your waste is properly managed.

Rating System

★★

To earn **2-Stars**, you must properly manage all wastes and outline a plan for reducing waste.

★★★

To earn **3-Stars**, you must have routine, on-going systems in place to reclaim and/or properly manage all materials and wastes.

★★★★

To earn **4-Stars**, you must inform customers and the public about your commitment to environmentally responsible practices and take steps to eliminate hazardous materials and wastes.

★★★★★

To earn **5-Stars**, you must demonstrate environment-related leadership among peers within your industry and/or the community, have a solid waste reduction program, and implement measures to save energy, protect air and water quality, and incorporate "greener" business practices.

Renewal

You must renew your EnviroStars status by demonstrating how you made progress towards achieving your stated goal(s). With renewal, you are able to continue using the EnviroStars logo. Continue to improve upon your "green business" practices and you may earn more stars and more recognition.

Benefits

- Attract customers
- Boost employee morale
- Improve our environment
- Reduce insurance costs
- Protect your long-term economic viability
- Reduce your liability from property contamination and accidents

The EnviroStars decal, logo, and certificate help you communicate your commitment to protect the environment. More proactive efforts to reduce hazardous waste may result in additional recognition:

- Highlights in radio advertisements
- Profiles in local newspapers
- Achievement award nominations
- Website listings and links

How to Apply

Tell us how you have reduced hazardous materials, emissions and waste at your business. Give examples and describe your practices for each section in this worksheet. Decide what you will do to add to your efforts for the coming year and set a goal to increase environmentally responsible practices. Develop a timeline to accomplish your plans. Attach additional sheets if necessary. *Be sure to keep a copy for yourself.*

Contact your county's EnviroStars representative listed on page 2 for a certification visit. On-site consultants can go through the worksheet with you in person while checking your business policies and practices.

Send the completed worksheet to your county's EnviroStars program (address on page 2) or give it to the on-site consultant during their visit to your business.

Please mail your completed worksheet to the appropriate county EnviroStars address below, or complete it with the representative who visits your site.

Jefferson County

EnviroStars
c/o Environmental Health Dept.
615 Sheridan St.
Port Townsend, WA 98368
Questions or information: 360-385-9444 or
www.envirostars.org/jefferson/index.shtml

King County

EnviroStars
c/o Local Haz Waste Management Program
130 Nickerson St #100
Seattle, WA 98109
Questions or information: 206-263-3063 or
www.envirostars.com/

To schedule a site consultation call:
206-263-8899

Kitsap County

EnviroStars
c/o Kitsap County Health District
345 6th St #300,
Bremerton, WA 98337-1866
Questions or information: 360-337-5604 or
www.kitsapcountyhealth.com/environmental_health/solid_waste/envirostars.htm

Pierce County

EnviroStars
Tacoma-Pierce County Health Department
c/o Environmental Health
3629 South D Street (MS:307)
Tacoma, WA 98418-6813
Questions or information: 253-798-4783 or
www.tpchd.org/eh/envirostars

Whatcom County

EnviroStars
Whatcom County Public Works
Solid Waste Division
322 N. Commercial #220
Bellingham, WA 98225
Questions or information: 360-676-7695 or
360-380-4640
www.envirostars.org/whatcom/index.shtml

General questions? Call the EnviroStars Hotline 1-877-220-7827 (STAR) or consult
www.envirostars.org



EnviroStars DRYCLEANER Application Worksheet

Name of business _____

Owner _____

Phone () _____ Fax () _____

Email _____ Website _____

Location Address Street City State Zip

Mailing Address if different Street City State Zip

Worksheet prepared by Name Title

Have you had a site visit yet from EnviroStars or the Local Hazardous Waste Management Program?
 YES NO Not sure

Name of site visit consultant

How did you hear about the EnviroStars program? Circle the answer(s) that apply.

Site visit Another business Tradeshow/trade publication Customer Radio

Phone Book Presentation/meeting Community event Busboard Website

Green Business Directory TV Partner/CoStar organization Newspaper article/ad

Other: (please describe) _____

Certification: I volunteer to uphold the standards of the EnviroStars Program by properly managing and reducing hazardous waste. If my business no longer meets program requirements, I will notify EnviroStars of the problem. I will also refrain from promoting my business as an EnviroStar to my customers and using the EnviroStars logo in promotional efforts until the problem is resolved. I understand that the use of the EnviroStars logo is a privilege and that the EnviroStars Program owns the rights to the logo.

Owner signs here _____ Date _____

Print Name _____

EnviroStars representative approval _____ Date _____

★★ Two Stars

Section 1. Waste management

Your business must not dispose of hazardous wastes in a manner that is illegal. (If you do not know what to do with certain wastes and are collecting them on-site, this is okay, we can assist you to determine proper management.)

Waste checklist: The following wastes must be handled in the appropriate manner as outlined below. You must answer "Yes" or "N/A" to qualify for 2 stars. Please explain any "N/A" responses.

Which cleaning system(s) do you use (check all that apply, write-in percent of your business if known)

Perchloroethylene Wet Cleaning Siloxane (GreenEarth)
 Petroleum Hydrocarbon (DF-2000) Liquid Carbon Dioxide (CO2) Glycol Ether (Rynex)

Yes Future N/A

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Store solvents and other hazardous materials and wastes in a safe manner. The container should be appropriate for the solvent or waste it holds. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Solvent containers have a lid (which is kept on when not in use), are kept inside (or under cover), off the bare ground, and are not near a drain. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A sturdy, compatible, leak-proof secondary container is provided which is capable of holding 10% of the volume of all the containers or 110% of the volume of the largest container, whichever is greater. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Each waste container is clearly labeled with the words "Dangerous Waste," the date you began filling the container, and the waste's major risk, such as "Toxic" for waste containing PERC or Valclene and "Ignitable" for petroleum hydrocarbon and siloxane waste. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous waste is transported so that none will spill or be released during loading, unloading, or in transit. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A spill response plan and spill materials are available. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous waste is treated so that it is no longer hazardous or is sent to a permitted recycling company, moderate risk waste facility, or treatment, storage, and disposal facility. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drycleaning occurs in non-venting dry-to-dry equipment (no transfer cleaning equipment or venting into the atmosphere). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Used solvent, still bottoms, sludge, and equipment filters are managed as hazardous waste. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Separator water is treated to less than .7 ppm perc, or is managed as hazardous waste. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Treated separator water is not discharged into an on-site sewage (septic) or public sewer system. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | An MSDS is kept for every hazardous product that is on-site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Paperwork is kept for all hazardous wastes that are transported from your shop. (Paperwork can include manifests, receipts, bills of lading, DOT shipping papers, or vendor certificates). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | An equipment maintenance log is kept and manufacturer recommendations are followed in regard to changing filters in carbon pretreatment, secondary treatment, or wastewater evaporator systems. |

Section 2. Goal statement

Set a waste management goal for the year. You should try to reclaim or properly manage wastes that aren't currently managed or find a way to reduce the amount of waste you generate. Be as specific as possible. Examples: *We will establish and follow a preventative maintenance program to avoid, detect and repair leaks in our equipment.* OR: *We will give customers the option of reducing waste by offering re-usable bags and hanger recycling.*

★★ CONGRATULATIONS! ★★

Successful completion of the preceding section, along with a successful site visit, qualifies you as a 2-Star EnviroStars business. Please continue for higher star-ratings.

★★★ Three Stars

Section 3. Cleaning and spill prevention

Required Elements:

Yes Future N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | To reduce spills and overuse of solvents and cleaners, we use spigots, pumps and funnels when pouring liquids instead of freely pouring them. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We keep spill containment materials (absorbants, such as kitty litter, dry sweep, or cloth rags) near potential spill sites. |

Additional Activities:

Yes Future N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We use a minimum amount of spot cleaner, just enough to do the job. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We ask customers to identify stains and what they might be, then use appropriate stain removers only. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We prevent spills and clean up immediately as necessary. |
| <input type="checkbox"/> | <input type="checkbox"/> | | Please describe: Other ways we (could) reduce our use of hazardous materials and/or hazardous waste in our cleaning processes: |

Section 4. Product storage and waste disposal

Required Elements:

Yes Future N/A

- We make sure our waste service company provides fasteners to keep lids, bungs and/or clamping funnels in place on all containers.

Additional Activities:

Yes Future N/A

- We assign one person to be responsible for routinely inspecting containers that hold hazardous materials and waste.

- Please describe:** Other ways we (could) prevent leaks and spills.
-
-

Section 5. Purchasing and inventory management

Required Elements:

Yes Future N/A

- We review material safety data sheets (MSDSs) before we purchase new products in order to be aware of their contents, and their potential health and environmental impacts. (Be aware that products with the word “chlor” or chlorinated, toxic, poison, danger or with a Flashpoint less than 140 degrees are considered hazardous.)

Additional Activities:

Yes Future N/A

- We purchase in the smallest quantities necessary to do our work.

- We ask vendors to provide alternatives to hazardous products.

- Please describe:** Other ways we (could) reduce our use of hazardous materials and reduce emissions; alternative products we plan to try or have tried:
-
-

★★★★Four Stars

Section 6. Employee/Staff involvement

Required Elements:

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All of our employees have training on safety equipment and practices (for example, the need and use of respirators and gloves when handling perc and other chemicals), and we keep children away from areas where they could be exposed to perc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We post our EnviroStars goal and/or our pollution prevention policy statement on the wall. |

Additional Activities:

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We make waste prevention information accessible to our employees and include waste management/pollution prevention information in safety meetings or training sessions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We provide employee incentives for waste prevention/cost saving ideas (for example, provide a suggestion box and free lunch for ideas you use). |
| <input type="checkbox"/> | <input type="checkbox"/> | | Please describe: Other ways we (could) involve employees in hazardous waste pollution reduction:
<hr/> <hr/> <hr/> |

Section 7. Operations

Required Elements:

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We schedule our waste solvent service to fit our own volume and frequency needs. (For example, we don't have our solvent picked up every four weeks if the solvent is good for eight weeks. We re-negotiate our contract.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We recycle all of the following:
<input type="checkbox"/> Perchloroethylene/solvents
<input type="checkbox"/> Hangers
<input type="checkbox"/> Charity clothing |

Additional Activities:

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We recycle or reuse plastics and garment bags; or give them to someone else. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If we water-wash clothes, we have an energy-efficient dryer (rated by EnergyStar) |
| <input type="checkbox"/> | <input type="checkbox"/> | | Please describe: Other ways we (could) reduce hazardous waste in our production processes.
<hr/> <hr/> <hr/> |

Section 8. Marketing

Required Elements:

Yes Future N/A

- We make our commitment to reducing hazardous waste and to protecting the environment clear within our shop so that employees and customers understand our ethic. (For example, use EnviroStars hanger tags and counter top materials).

Additional Activities:

Yes Future N/A

- We discuss environmental issues and/or waste prevention benefits in trade publications.
- We advertise our environmental efforts on reader boards, in the phone book and/or in other marketing for our business. (Add the EnviroStars logo!)
- Please describe:** Other ways we (could) promote waste and pollution reduction:

Section 9. Policies, management and accounting systems

Required Elements:

Yes Future N/A

- We talk to the vendors, consultants, or contractors that we hire about how they handle our waste and we require documentation from them within 35 days to ensure that all waste is properly disposed of.

Additional Activities:

Yes Future N/A

- We use HOC (halogenated organic carbon) detection devices when maintaining, repairing or monitoring drycleaning and waste treatment equipment to detect leakage and to make necessary repairs.
- Please describe:** Other ways we (could) keep track of the time and money we spend managing hazardous waste and/or that we save by reducing or avoiding waste all together. _____

★★★★★ Five Stars

How does your business compare with others in your industry? What makes you stand out? Are you creating changes? Are you providing encouragement to others? Do you consider impacts on air, water, land and municipal waste systems?

Section 10. Leadership

You must be able to check YES for **at least two** of the items listed below:

- | Yes | Future | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | We give tours of our facility to other shop owners, customers, environmental groups, and/or business associations. |
| <input type="checkbox"/> | <input type="checkbox"/> | We share successes, cost savings and environmental tips at trade association meetings, in trade publications or at conferences. |
| <input type="checkbox"/> | <input type="checkbox"/> | We play an active role in developing products, equipment or garments that are better for the environment. (For example, give input on industry positions regarding new technologies, practices, and regulations; or participate in studies or field-testing of new products). |
| <input type="checkbox"/> | <input type="checkbox"/> | We have created innovations that reduce wastes or prevent pollution. |
| <input type="checkbox"/> | <input type="checkbox"/> | We have worked one-on-one with other shops to improve their practices. |
| <input type="checkbox"/> | <input type="checkbox"/> | We organize group waste collections ("milk runs") among offices in close proximity to each other to minimize costs and transportation impacts. |
| <input type="checkbox"/> | <input type="checkbox"/> | We maintain a dialogue with local government and other agencies/organizations on environmental issues that relate to drycleaning, wetcleaning, and other alternatives. |
| <input type="checkbox"/> | <input type="checkbox"/> | Please describe any checked items above. Other leadership activities we (could) do. |
| | | _____ |
| | | _____ |
| | | _____ |

Section 11. Comprehensive environmental protection

Are your efforts comprehensive? Do you consider impacts on air, water, land and municipal waste systems?

- | | |
|--------------------------|--|
| Yes | Requirement: Incorporate a recycling program for solid waste. You must be able to check at least 5 items from this list as routine practices in your office: |
| <input type="checkbox"/> | <input type="checkbox"/> Reuse office supplies such as file folders/envelopes
<input type="checkbox"/> Make double-sided copies
<input type="checkbox"/> Communicate electronically
<input type="checkbox"/> Recycle toner cartridges
<input type="checkbox"/> Use durable containers for shipping
<input type="checkbox"/> Reuse packaging materials
<input type="checkbox"/> Use rechargeable batteries
<input type="checkbox"/> Repair vs. replace equipment
<input type="checkbox"/> Member of EPA WasteWise program (www.epa.gov/wastewise)
<input type="checkbox"/> Provide recycling containers such as glass, aluminum, plastic, cardboard
<input type="checkbox"/> Purchase recycled products
<input type="checkbox"/> Set up materials reuse/exchange station
<input type="checkbox"/> Other: _____ |

Additional Activities:

Yes Future N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We minimize vehicle travel to work by taking the bus, biking, carpooling, or walking (for assistance visit www.RideshareOnline.com). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have sponsored a neighborhood cleanup, tree-planting, storm drain stenciling or other environmental project in the community. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have developed a program to educate our employees and/or customers about steps they can take to prevent pollution at home. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have adopted storm and surface water management practices to protect nearby water bodies and salmon. (See www.salmoninfo.org for more information). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We conserve energy by participating in our local utility's conservation program (Call 202-775-6650 or see www.energystar.gov/ for more information) |
| <input type="checkbox"/> | <input type="checkbox"/> | | Please describe: Are there any other things that you are doing now, or future plans you have to reduce waste or emissions that you'd like to mention? |

★★★★★ CONGRATULATIONS! ★★★★★

Successful completion of all of the preceding sections, along with a successful site visit, qualifies you as a Five-Star EnviroStars business!

PLEASE LOOK BACK THROUGH YOUR COMPLETED APPLICATION AND WRITE DOWN YOUR TOP WASTE MANAGEMENT GOAL(S) IN SECTION 2.

Next steps:

- Please mail your completed worksheet to the appropriate county EnviroStars address on page 2.
- An EnviroStars representative will call you to schedule a site walk-through to see if we can suggest any new pollution prevention or waste management measures.
- We will then review your application and notify you of your star rating.