



February 5, 2017

Subject: Annual Report for Dry Cleaners

Dear Owner/Operator,

This letter is to remind you that as an owner or operator of a dry-cleaning facility using PERC¹, you must² submit your Annual Report for Dry Cleaners to Environment and Climate Change Canada by **April 30, 2018**.

We have included the mandatory reporting form for the 2017 reporting year along with an example of a completed form to help guide you when filling it out.

There are a number of common mistakes made when filling in the Annual Report for Dry Cleaners. Below are some steps to help you avoid these mistakes when completing your annual report.

Common mistakes on annual reports:

STEP ③

Make sure you fill in all the fields for each PERC purchase you made in 2017.

STEP ④

Make sure you fill in all the fields for each machine.

STEP ⑤

Make sure you fill in all the fields for each transport. **All parts** of Step ⑤ must be filled out completely.

PART A

Fill in the date, type and amount of your PERC waste removals. This report is for the period from January to December 2017 only. If you transported waste in early 2018 this should be reported next year.

¹ PERC is also known as perchloroethylene, PCE, or tetrachloroethylene.

² Under the federal *Tetrachloroethylene (Use in Dry Cleaning and Reporting Requirements) Regulations* (“the Regulations”), as part of the *Canadian Environmental Protection Act, 1999* (CEPA 1999).

PART B

Fill in the name, address and phone number of the company that transported your PERC waste.

PART C

Fill in the name, address and phone number of your Waste Management Facility. You can find this information on your Movement Document / Manifest or from the company that transported your PERC waste.

STEP ⑦

You cannot report on more than one dry cleaning facility in this annual report. A separate annual report is needed for each facility.

STEP ⑧

Don't forget to **sign and date** your report!

Please feel free to contact me if you have any questions.

Sincerely,

Tove Lundsten
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Environmental Protection Operations Directorate
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Attachments:

- ◆ Mandatory reporting form - Annual Report for Dry Cleaners, version 2017
- ◆ Example of completed Annual Report

Additional links:

The current version of the Regulations in full:

<http://laws.justice.gc.ca/eng/regulations/SOR-2003-79/index.html>

Information on recent convictions and sentences for violating the Regulations:

<https://www.canada.ca/en/environment-climate-change/services/environmental-enforcement/notifications.html>

The website with information on the Regulations and an electronic copy of the Annual Report form can be found at:

<https://www.canada.ca/en/environment-climate-change/services/managing-pollution/sources-industry/tetrachloroethylene-regulations-dry-cleaning.html>