

Annual Report Template

You will need to update your solvents records on a weekly basis so that by year end, Section 9 of the records spread sheet will provide you with an actual emission figure (g solvent emitted/kg of clothes processed for the premises). The records spread sheet referred to is available on the Agency's website www.epa.ie.

This template should be used to complete your Annual Report using the relevant data from **section 9 of your solvents records spread sheet***. The completed should be submitted to the Local Authority before the 31st January each year.

Annual Report of Compliance

(In accordance with Article 13 of the European Union (Installations and Activities using Organic Solvents) Regulations 2012)

Company/owner/sole trader Name:

Address at which dry cleaning takes place:

Start Date of 12-month reporting period: _____

End Date of 12-month reporting period: _____

Date of first registration with your Local Authority: _____

Date of expiry of your current Certificate of Compliance: _____

Number of Dry Cleaning Machines in Use: _____

Machine Description (Manufacturer, Model Number, Age):

Machine Description (Manufacturer, Model Number, Age):

Type of Solvent in Use (e.g. Perc)_____

Annual Solvent Emissions (g solvent/kg clothes) for your Installation*:

Please return this report to your local authority before the 31st January each year. In addition to this report the local authority may require you to submit a solvent management plan or an approved assessor's report. The local authority will contact you if these additional reports are required.

Please ensure that you retain all records as your local authority may carry out spot checks to verify the accuracy of data submitted.