

NEW YORK STATE PERCHLOROETHYLENE
DRY CLEANING CERTIFICATION EXAMINATIONS
FOR OWNER/MANAGER AND OPERATOR

Handbook for Candidates



**Department of
Environmental
Conservation**



PROFESSIONAL TESTING CORPORATION® 1350 BROADWAY • 17th FLOOR • NEW YORK, NY 10018

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This handbook contains necessary information about the NYSDEC Perchloroethylene Dry Cleaning Certification Examination. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This handbook is subject to change.

CERTIFICATION

The New York State Department of Environmental Conservation, Division of Air Resources, requires certification by training and examination for owners/managers and operators of perchloroethylene dry cleaning facilities, with such certification focusing specifically on the individual engaged in this specialized area of practice.

OBJECTIVES OF CERTIFICATION

To formally recognize by issuance of certification those individuals who have demonstrated a prescribed level of knowledge with respect to New York State Department of Environmental Conservation regulations and operating procedures concerning perchloroethylene dry cleaning facilities.

To protect the general public by ensuring a prescribed level of safe practice as well as environmental awareness in the operation of perchloroethylene dry cleaning facilities.

EXAMINATION ELIGIBILITY REQUIREMENTS

1. Completion of approved New York State Department of Environmental Conservation training program.
2. Completion and filing of the Application for the New York State Perchloroethylene Dry Cleaning Certification Examination for Owner/Manager and/or Operator.
3. Payment of required fee.
4. Successful completion of the open book New York State Perchloroethylene Dry Cleaning Certification Examination.

ATTAINMENT OF CERTIFICATION AND RECERTIFICATION

Eligible candidates who pass the New York State Perchloroethylene Dry Cleaning Certification Examination will receive certificates of certification from the New York State Department of Environmental Conservation, Division of Air Resources. Certification is recognized for a period of five years at which time candidates must meet requirements in effect at that time for recertification.

REVOCATION OF CERTIFICATION

Certification will be revoked for any of the following reasons:

1. Falsification of any information requested in the Application.
2. Misrepresentation of certification status.
3. Violation of New York State mandated perchloroethylene dry cleaning procedures or regulations.

COMPLETION OF APPLICATION

Applications are received at the completion of the mandatory training program from the program instructor, or by contacting the Professional Testing Corporation at (212) 356-0685.

Complete or fill in as appropriate ALL information requested on the Application. See the top of Page 1 of the Application for marking sample and exact marking instructions. Mark only one response unless otherwise indicated.

NOTE: The name you enter on your Application must match exactly the name shown on your current government-issued photo ID such as driver's license or passport. Do not use nicknames or abbreviations.

CANDIDATE INFORMATION: Starting at the top of the Application, print your name, address, daytime phone number, evening phone number, and e-mail address in the appropriate row of empty boxes. Enter the date you completed the Training Program and indicate the county your dry cleaning facility is located.

BACKGROUND AND TESTING INFORMATION: All questions must be answered. Mark only one response unless otherwise indicated. Be sure to fill in the month you want to test.

OPTIONAL INFORMATION: These questions are optional. The information requested is to assist in complying with equal opportunity guidelines and will be used only in statistical summaries. Such information will in no way affect your test results.

CANDIDATE SIGNATURE: When you have completed all required information, sign and date the Application in the space provided.

Fold the completed Application. Mail the Application with the appropriate fee (see FEES on page 5):

**NYSDEC EXAMINATION
PROFESSIONAL TESTING CORPORATION
1350 Broadway – 8th Floor
New York, New York 10018**

TESTING SCHEDULE

The New York State Perchloroethylene Dry Cleaning Certification Examinations will be administered statewide at the established testing centers indicated on page 3 on the third Saturday of April, August and December, except in New York City where they will be administered the second Tuesday of every month. Applications must be received no later than 3 weeks before the preferred testing date. Note: Applications received after that deadline will be assigned to the next available testing date. The Professional Testing Corporation will notify each candidate of testing date assignment and testing center reporting address. (See ADMISSION TO TESTING, page 5.)

SPECIAL NEEDS

NYSDEC and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660. This Form must be uploaded with the online application at least EIGHT weeks before the testing period begins. Please use this Form if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the testing center.

Only those requests made and received on the official Request for Special Needs Accommodations Form (found at www.ptcny.com) will be reviewed. Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form.

Information supplied on the Request for Special Accommodations Form will only be used to determine the need for special accommodations and will be kept confidential.

RESCHEDULING YOUR EXAMINATION APPOINTMENT

A candidate who cannot take the examination on the assigned testing date or at the assigned site may reschedule to the next available testing date or change sites by returning the Admission Notice along with a signed request for rescheduling, and paying the rescheduling fee of \$30.

FEES

Initial Examination Fees:

Owner/Manager Only:	\$80
Operator Only:	\$80
Owner/Manager and Operator:	\$145

Retesting Fees:

Owner/Manager Only:	\$65
Operator Only:	\$65
Owner/Manager and Operator:	\$115

Rescheduling Fee: \$30

MAKE CHECK OR MONEY ORDER PAYABLE TO PROFESSIONAL TESTING CORPORATION. DO NOT SEND CASH.

Please note: Company or facility checks must indicate the name(s) of the candidate(s) to be tested.

There will be no refunds of application, rescheduling or retesting fees. Substitution of one candidate for another will not be permitted.

TRAINING PROGRAMS

Candidates will have three (3) months from the completion of the training program in which to take the examination. Candidates have nine (9) months from the completion of the training program in which to pass the examination.

Perchloroethylene Dry Cleaning training programs are provided in New York State by the following companies:

Neighborhood Cleaning Association International

252 West 29th Street
New York, NY 10001-5201
(212) 967-3002

North East Fabricare Association

580 Main Street
Reading, MA 01867
(800) 446-1174

Center for Environmental Technology

69-46 185th Street, Suite 1A
Fresh Meadows, NY 11365
(347) 494-5488
(917) 446-5776
(347) 494-5413 fax

Please contact the above companies directly for more information regarding the training program.

TESTING CENTERS

The following cities will serve as testing centers for the examination. Indicate your choice of center on your application in the space provided.

Albany	Poughkeepsie
Buffalo	Rochester
New York City	Syracuse

RULES FOR THE EXAMINATION

1. Candidates must bring several sharpened Number 2 pencils with erasers to the testing center.
2. Examinations will be open book, with 90 minutes allotted for the completion for the Operator Only Examination, 2 hours for the completion of the Owner/Manager Only Examination and 2 hours for the combined Owner/Manager and Operator Examination.
3. Only the following suggested reference materials may be taken into the examination room to be used during the examination:
 - a. Training program materials
 - b. Operating manuals
 - c. Federal and state regulations
 - d. Dictionary

Candidates may not share references with, or borrow references from, other candidates during the testing session.

4. Simple, non-programable calculators are permitted with the exception of calculators as part of cell phones/smartphones, etc.
5. All electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to cell phones, laptop computers, tablets, Bluetooth devices; wearable technology such as smart watches; MP3 players such as iPods; pagers, cameras and voice recorders are not permitted to be used and cannot be taken into the examination room.
6. No test materials, including answer sheets, test booklets, documents, memoranda, or personal notations of any sort are to be taken from the examination room.
7. No questions concerning content of the examination may be asked during the examination session. The candidate should read carefully the directions that are provided on the test booklet cover at the beginning of the examination session.
8. Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.
9. Bulky clothing, such as sweatshirts (hoodies), jackets, coats and hats, except hats worn for religious reasons, may not be worn while taking the examination.
10. All watches and "Fitbit" type devices cannot be worn during the examination. It is suggested that these items are not brought to the test center.

ADMISSION TO TESTING

The Professional Testing Corporation will notify candidates of testing date assignments to the testing center of the candidate's choosing by means of an Admission Notice showing the exact reporting time and the exact address to which candidates should report.

The Admission Notice PLUS government issued photo identification (i.e., driver's license, passport, etc.) must be presented in order to gain admission to the testing site. Candidates must report to their assigned testing centers at the time indicated on the Admission Notice on the scheduled examination date. Latecomers may be admitted to the examination at the discretion of the testing center examiner but will NOT be permitted to write beyond the time scheduled for ending the testing session.

A candidate not receiving an Admission Notice within two weeks after filing an Application should contact the Professional Testing Corporation by telephone at (212) 356-0685.

REPORT OF RESULTS

Candidates will be notified by mail, approximately 4 weeks after their testing date, whether or not they have passed the examination. Scores on the major areas of the examination and on the total examination as well as the hands-on score from the training program, if applicable, will be reported. Successful candidates will also receive New York State endorsed certificates.

REEXAMINATION

The New York State Perchloroethylene Dry Cleaning Certification Examinations may be taken up to three times upon filing a new Application and remitting the retest fee for each testing. Candidates failing the examination three times will be required to repeat the New York State Department of Environmental Conservation Training Program, and will be so advised.

CONFIDENTIALITY

1. The Professional Testing Corporation will release the individual test scores ONLY to the individual candidates and to the New York State Department of Environmental Conservation.
2. Any questions concerning test results should be referred to the Professional Testing Corporation.

CONTENT OF EXAMINATION

1. The New York State Perchloroethylene Dry Cleaning Certification Examinations are written, open book examinations composed of multiple-choice, objective questions with a total testing time of two (2) hours for the Owner/Manager examination, one and one half (1-1/2) hours for the Operator examination, and two (2) hours for the combined Owner/Manager and Operator examination.
2. The content for the examination is described in the Content Outline starting below.
3. The questions for the examinations are obtained from individuals with expertise in professional dry cleaning, textiles, and state law regulations, and are reviewed for construction, accuracy, and appropriateness by the New York State Department of Environmental Conservation, Division of Air Resources.
4. The Department of Environmental Conservation, with the advice and assistance of the Professional Testing Corporation, prepares the examinations.

The New York State Perchloroethylene Dry Cleaning Certification Examination for Owner/Manager will be weighted in approximately the following manner:

I. Regulatory, Recordkeeping, Reporting, Inspection, and Monitoring Requirements	40%
II. Dry Cleaning Systems, Controls, Ventilation Systems, Operation and Maintenance, and Perc Reclamation and Mileage	35%
III. Characteristics & Environmental Effects of Perc, Health Impacts, & Personal Protective Equipment	20%
IV. History of Dry Cleaning and Alternatives to Perc	5%

CONTENT OUTLINE – OWNER/MANAGER EXAMINATION

- I. **Regulatory, Recordkeeping, Reporting, Inspection, and Monitoring Requirements**
 - A. Federal, State and Local Government Operation, Maintenance, Recordkeeping and Reporting Requirements
 1. Federal
 - a. NESHAP Requirements
 - b. Hazardous Waste Recordkeeping
 - c. CERCLA/Super Fund Liability
 2. State
 - a. Part 232 Requirements
 - b. Weekly Leak and O&M Checklists and Other NYSDEC Logs
 - c. Permit and Registration Requirements
 - d. Vapor Barrier Requirements
 - e. Building Codes
 3. Local
 - a. NYCDEP Requirements
 - b. County Health Departments
 - c. Building Codes

4. State and Federal Labor, Health, and Safety Requirements
 - a. Emergency Response Plan
 - b. Spill Reporting
 - c. OSHA Hazard Communication Standard
- B. Inspection and Testing of Dry Cleaning Systems for Leaks and Fugitive Emissions
 1. Leak Repair
 2. Analytical Equipment
 3. Identification of Equipment Components to be Inspected and Tested
 4. Fugitive Emissions Greater than 50 ppm
 5. Compliance Inspections
- C. Monitoring of Perc Levels in the Air
 1. Part 232 Fugitive Emission Limit
 2. OSHA Levels
 3. Monitoring Equipment
 4. Sampling Locations/Monitoring of Workplace
 5. Employee Badge Monitoring
- D. Waste Handling Requirements to Minimize Perc Loss to the Environment
 1. Definition of Hazardous Waste
 2. Methods of Handling and Disposal
 3. Advantages of Closed Waste Handling Systems

II. Dry Cleaning Systems, Controls, Ventilation Systems, Operation and Maintenance, and Perc Reclamation and Mileage

- A. Knowledge of Dry Cleaning Systems
 1. Four Generations of Dry Cleaning Equipment and Control Equipment
 2. General and Local Exhaust Ventilation Systems
- B. Operation of Dry Cleaning Systems
 1. Proper Operation of Machines and Control Equipment
 2. Use of Equipment Manuals
 3. Proper Operation of Wastewater Management System
- C. Maintenance of Dry Cleaning Systems Including Spill Prevention Techniques
 1. Maintenance Plan, Desorption Schedule, Good Housekeeping
 2. Spill Prevention
 3. Spill Management
- D. Maximizing Perc Reclamation and Mileage
 1. Operating Procedures to Minimize Perc Losses and Maximize Mileage and Reclamation
 2. Components of Dry Cleaning Equipment Associated with Perc Reclamation
 3. Advantages of Closed Systems

III. Characteristics and Environmental Effects of Perc, Health Impacts, and Personal Protective Equipment

- A. Characteristics and Environmental Effects of Perc
- B. Health Impacts of Perc
 1. Exposure Media, Exposure Routes, Exposure Potential, Sensitive Receptors
 2. Health Effects Associated with Perc Exposure
 3. Misconceptions About Perc
 4. Chemicals Used in the Dry Cleaning Industry

- C. Knowledge of Personal Protective Equipment
 - 1. Worker Exposure and Employer's Responsibility
 - 2. Types of Protective Equipment and When to Use

IV. History of Dry Cleaning and Alternatives to Perc

- A. History of Dry Cleaning and Wet Cleaning Techniques Including the Appropriate Use of Each
- B. Alternatives to Perc, Including Greater Use of Wet Cleaning
 - 1. Methods and Equipment
 - 2. Advantages and Disadvantages
 - 3. Effectiveness of Alternatives
 - 4. Availability of Alternatives

The New York State Perchloroethylene Dry Cleaning Certification Examination for Operator will be weighted in approximately the following manner:

I. Regulatory, Recordkeeping, Reporting, Inspection, and Monitoring Requirements	40%
II. Ventilation Systems, Operation and Maintenance of Dry Cleaning Systems and Controls & Perc Reclamation & Mileage	35%
III. Characteristics & Environmental Effects of Perc, Health Impacts, & Personal Protective Equipment	20%
IV. Alternatives to Perc	5%

CONTENT OUTLINE – OPERATOR EXAMINATION

- I. **Regulatory, Recordkeeping, Reporting, Inspection, and Monitoring Requirements**
 - A. State Recordkeeping and Reporting Requirements
 - 1. Part 232 Requirements
 - 2. Weekly Leak and O&M Checklists and Other NYSDEC Logs
 - 3. Vapor Barrier Requirements
 - B. Inspection and Testing of Dry Cleaning Systems for Leaks and Fugitive Emissions
 - 1. Leak Repair
 - 2. Analytical Equipment
 - 3. Identification of Equipment Components to be Inspected and Tested
 - 4. Fugitive Emissions Greater than 50 ppm
 - C. Monitoring of Perc Levels in the Air
 - 1. Part 232 Fugitive Emission Limit
 - 2. OSHA Levels
 - 3. Employee Badge Monitoring
 - 4. Monitoring of Workplace
 - D. Waste Handling Requirements to Minimize Perc Loss to the Environment
 - 1. Definition of Hazardous Waste
 - 2. Methods of Handling and Disposal
 - 3. Advantages of Closed Waste Handling Systems

II. Ventilation Systems, Operation and Maintenance of Dry Cleaning Systems and Controls, and Perc Reclamation and Mileage

- A. Knowledge of General and Local Exhaust Ventilation Systems
- B. Operation of Dry Cleaning Systems Including Environmental Control Equipment and the Use of Perc-Contaminated Wastewater Evaporators
 - 1. Proper Operation of Machines and Control Equipment
 - 2. Use of Equipment Manuals
 - 3. Proper Operation of Wastewater Management System
- C. Maintenance of Dry Cleaning Systems Including Spill Prevention Techniques
 - 1. Maintenance Plan, Desorption Schedule, Good Housekeeping
 - 2. Spill Prevention
 - 3. Spill Management
- D. Maximizing Perc Reclamation and Mileage
 - 1. Operating Procedures to Minimize Perc Losses and Maximize Mileage and Reclamation
 - 2. Components of Dry Cleaning Equipment Associated With Perc Reclamation
 - 3. Advantages of Closed Systems

III. Characteristics and Environmental Effects of Perc, Health Impacts, and Personal Protective Equipment

- A. Characteristics and Environmental Effects of Perc
- B. Health Impacts of Perc
 - 1. Exposure Media, Exposure Routes, Exposure Potential, Sensitive Receptors
 - 2. Health Effects Associated with Perc Exposure
 - 3. Misconceptions About Perc
 - 4. Chemicals Used in the Dry Cleaning Industry
- C. Knowledge of Personal Protective Equipment
 - 1. Worker Exposure and Employer's Responsibility
 - 2. Types of Protective Equipment and When to Use

IV. Alternatives to Perc

- A. Appropriate Use of Wet Cleaning
 - 1. Methods and Equipment
 - 2. Advantages and Disadvantages
 - 3. Effectiveness
 - 4. Availability