



SCOTTISH EXECUTIVE

## **2. Solvent Management Spreadsheets-single (for operators with only one machine)**

You must make a return for each site, covering all the machines on the site. You need to record the weight of work processed and the amount of solvent added for each machine as well as the estimated still residue. If you have more than one machine on site then, in order to claim the correct allowance for still residue, keep the residue obtained from each solvent type and each still cleaning method separately. For the Annual Inventory the total weight of solvent used, corrected for solvent sent for recycling and the 'Annual spot cleaning factor', and total weight of work processed, are used to calculate a site emission figure. To help you keep a check on your machines performance a monthly estimate is made of solvent emissions for each machine.

If you have a single machine on site you can use the 'Annual (Single machine)' spreadsheet or printed sheet. The spreadsheet version will automatically transfer the monthly totals across and calculate the solvent emissions, you just need to add in the relevant 'Annual Spot Cleaning Correction Factor'.

If you have a multiple machines on site you can use the 'Annual (Multiple machines)' spreadsheet or printed sheet. The spreadsheet version will automatically transfer the monthly totals for each machine across and calculate the solvent emissions, you just need to add in the relevant 'Annual Spot Cleaning Correction Factor'.

Before starting to record solvent usage ensure that the machine is filled to its normal operating level. This is particularly important if you are installing a new machine.

If you anticipate changing or adding a machine during the annual period you should use the multiple machine sheet and show each machine for the period that it is in use. If you are using the spreadsheet version, you need to fill in the following fields in the first (i.e. furthest left on the spreadsheet) monthly sheet as they transfer automatically to all the following months: 'Machine' (top left of sheet), put a cross in the relevant box for 'Method of still cleaning' (centre left of sheet) and put a cross in the relevant box for 'Type of Solvent' (lower left of sheet).

## **1. Weekly Inventory Sheet:**

It is suggested, that for practical purposes, the 'Weekly' Sheet is filled in manually. This must be carried out for each load on each machine.

- 1.1 Print off copies of the 'Weekly Inventory Sheet', one for each machine, and fill in the details for the 'Site', 'Machine' and 'Week' at the top.
- 1.2 For each load, record the weight (kg) on the relevant daily line. Total this up and complete the 'Daily Total Weight ' column.
- 1.3 When you add solvent to the machine, record the volume (litres) in the right hand column. This is the 'Solvent Used'.
- 1.4 At the end of the week total the daily and then weekly weight of work processed and the amount of solvent added.
- 1.5 Select the method of still cleaning (tick or mark the appropriate box). Enter any other information you may wish to record. Sign and date the sheet.

## **2. Monthly Inventory Sheet:**

The 'Monthly' Sheet may be completed, either using this spreadsheet, or filled out manually each month. This should be done at the end of each month. If you have more than one machine on site you need to complete a form or separate spreadsheet every month for each machine.

- 2.1 Use the spreadsheet or print out a copy of the 'Monthly Sheet', complete the details for 'Site', 'Machine' and 'Month and Year' at the top of the sheet.
- 2.2 Enter the 'Week ending / Week No.', transfer the weekly totals for 'Weight of work processed' and 'Solvent Used' to the relevant lines under the appropriate week column.
- 2.3 Estimate the amount of Still residue you have collected from each machine over the month and enter into the relevant line under the appropriate week column. You need this figure so that the monthly solvent usage can be calculated reasonably accurately. When still waste is collected, you may need to adjust the monthly figure so that the total for the preceding period is correct.

2.4 At the end of the month, if you are filling in the sheets manually total up the 'Weight of work processed' and 'Solvent used'.

2.5 Select the method of still cleaning the machine uses and place an 'X' in the relevant box. If you are filling in the sheets manually copy down the 'Estimated still residue for month' to the relevant box and calculate the 'Allowance' using the formula shown. You can now calculate your 'Nominal Monthly Solvent Use' for the machine using the formula provided.

2.6 Select the type of solvent you are using and place an 'X' in the relevant box. If you are filling in the sheets manually you can now calculate the 'Weight of work / litre of solvent', 'the Solvent emitted' and 'Weight of solvent used' for the month.

### **3. Annual Inventory Sheet - Solvent Management Plan**

The 'Annual Sheet - Solvent Management Plan' may be completed, either using the relevant spreadsheet, or filled out manually. If you do this at the end of each month you will see how you are progressing with compliance. If you use the spreadsheet version, either the 'Annual (Single machine)' or 'Annual (Multiple machine)' spreadsheet, will be completed automatically based on the entries in the Monthly sheets. You just need to insert the 'Site' name and 'Year' at the top of the sheet and the 'Annual Spot Cleaning Correction Factor' in the box provided on the lower left of the spreadsheet

To complete the sheet manually:

3.1 Print out a copy of the 'Annual Sheet', complete the details for 'Site' and 'Year' at the top of the sheet.

3.2 Record the month and year in the left hand column.

3.3 Enter the 'Annual Spot Cleaning Correction Factor' in the box provided on the lower left of the spreadsheet.

3.4 Transfer the monthly totals for 'Weight of work processed' and 'Weight of solvent used' to columns 'a' and 'b'. Do this for each machine if you have more than one machine and are using the 'Annual (Multiple machines)' spreadsheet.

3.5 You can also transfer the monthly totals for 'Estimated still residue' to the columns on the right if you wish, so that you can manually check that the totals for the year for each still cleaning method and solvent type to ensure that they correspond to your waste collection transfer note totals

3.6 If you want to check your ongoing solvent mileage then total the 'Monthly weight of work processed' and 'Weight of solvent used' for all the months and calculate the 'Monthly solvent emitted per kg of work processed' using the formula provided.

3.7 To obtain the annual result, sum the 'Total annual weight of work processed' and then the 'Total annual weight of solvent used' which should include the 'Annual spot cleaning correction factor'.

3.8 Using the formula provided calculate the ' Annual total of solvent emitted per kg of work processed. The result should be 20 g/kg or less.

**Cells in the spreadsheets, highlighted like this, contain the results that are transferred to the next sheet i.e. Weekly results to transfer to Monthly sheet or Monthly results to transfer to Annual sheet.**

**For spreadsheet users:**

**Cells in the spreadsheets, highlighted like this, should have data entered in them where applicable**

**Cells in the spreadsheets, highlighted like this, contain formulas, DO NOT ENTER DATA IN THEM**