



Dry Cleaner Registration Application Instructions for Form 780-1745

All dry cleaners using chlorinated solvents are required to complete this form and file it with the department's Drycleaning Environmental Response Trust Fund. If you own more than one dry cleaner operation at different locations, a separate form must be completed for each location. If your facility is only a drop-off location and no chlorinated solvent is kept or used at that location, then please return the Dry Cleaner Registration Form indicating that. Perchloroethylene, or perc, is a chlorinated solvent. Stoddard, mineral spirits or other oil-based solvents are non-chlorinated.

Enter the year for which this registration form is being submitted. The year is the calendar year of record, starting January 1 and ending December 31. Enter the county name, FIPS county number and plant number for the facility submitting this form. If you do not know your county number or plant number, leave it blank.

Section I - Dry Cleaner Information

Enter the official company name or plant designation for the facility submitting this form. The street address is the physical location of the facility, not a post office box or route number. The facility mailing address is the address where all correspondence should be sent. The facility contact is the name and title of the person most familiar with the operations of the plant and who can answer any questions regarding information about the facility. The facility phone number is the telephone number where the contact person can be reached.

Section II - Business/Facility Owner Information

Enter the name and mailing address of the business or facility owner of the dry cleaning facility. Enter the address and phone number where this individual can be reached.

Section III - Property's Legal Owner Information

Enter the name and mailing address of the legal owner(s) of the property. Enter the address and phone number where this individual can be reached. This is not the business owner unless the business owner is also the property owner.

Section IV - Machine Information

Enter the number of dry-to-dry machines or transfer machines used during the calendar year.

Section V - Solvent Detail

Check the box next to the cleaning solvent used at the facility. If you use a chlorinated solvent other than perchloroethylene, enter the name of the solvent on the line next to "other."

- For "GALLONS ON HAND FROM PREVIOUS YEAR," enter the quantity of solvent, in gallons, that was remaining in machines and/or in storage at this facility at the beginning of the registration year.

- For “GALLONS BROUGHT ON SITE DURING CALENDAR YEAR,” refer to your solvent supplier invoices and enter the quantity of solvent, in gallons, delivered to your facility between January 1 and December 31 of the reporting year. Add (+) the quantity of solvent, in gallons, brought on-site during the registration year.
- For “UNUSED GALLONS TRANSFERRED OFF-SITE,” enter the quantity of unused solvent, in gallons, moved from one site to another. Used solvent contained in filters is considered a waste, not unused solvent. Hazardous waste sent off-site may not be deducted from total gallons used during the calendar year. Subtract (-) the quantity, in gallons, of solvent shipped off-site unused during the registration year.
- For “GALLONS ON HAND AT END OF CALENDAR YEAR,” enter the quantity of solvent, in gallons, remaining in machines or in storage at this facility at the end of the registration year. Subtract (-) the quantity, in gallons, of solvent remaining at this facility as of December 31 of the registration year.
- For “TOTAL GALLONS USED DURING CALENDAR YEAR,” enter the quantity in gallons of solvent from these calculations. This is the amount of solvent used during the registration year. If you are using the electronic version of this form 780-1745, this field will auto-calculate.

Section VI - Calculate Registration Surcharge

Place an “X” in the appropriate box representing the total gallons of solvent used as calculated in Section V. Attach a check to the Dry Cleaner Registration form. The check should be made payable to the Drycleaning Environmental Response Trust Fund. Mail the Dry Cleaner Registration form and surcharge payment to the Missouri Department of Natural Resources, Hazardous Waste Program, P.O. Box 176, Jefferson City, MO 65102-0176.

Section VII - Certification

The last two lines are to be completed by the person completing the form and by the authorized company representative. Include their titles in the appropriate blocks. Both signature blocks must be signed. Unsigned forms will not be accepted.

Check Information - FOR OFFICE USE ONLY

Department of Natural Resources’ Drycleaning Environmental Response Trust Fund staff will complete this information upon receipt of the registration form and surcharge payment.

For More Information

Missouri Department of Natural Resources
 Hazardous Waste Program
 P.O. Box 176 Jefferson City, MO 65102-0176
 800-361-4827 or 573-751-7560
www.dnr.mo.gov/env/hwp/index.html