

TETRACHLOROETHYLENE (USE IN DRY CLEANING AND REPORTING REQUIREMENTS) REGULATIONS



HOW TO SIGN AND SUBMIT YOUR REPORT ELECTRONICALLY

Environment and Climate Change Canada (ECCC) is pleased to inform you that you can complete and sign your PERC report using a PDF fillable form available on our website and submit your report via email. You can electronically sign your reporting form following the steps below.

STEP 1: Download the PDF form from the ECCC website:

- [Annual Report for Dry Cleaners¹](#)
- [Annual Report for Sellers of PERC to Dry Cleaners²](#)
- [Annual Report for Importers of PERC into Canada³](#)
- [Annual Report for Recyclers of PERC in Canada⁴](#)

STEP 2: Open the file using your PDF software and **fill in all the required information** directly on the form.

STEP 3: Sign your reporting form in the signature box where indicated under Step 8 of the report. You may choose one of these three options:

Option 1: Type your name directly in the signature box.

I acknowledge that I must keep a copy of this annual report at the principal place of business in Canada for a period of five years after the end of the year in which the report is made.	
Joe Smith	2024-04-30
SIGNATURE of the owner or operator or the authorized representative to act on behalf of the owner or operator.	Date (yyyy/mm/dd)
Total number of pages in this annual report: <u>6</u>	

¹ <https://www.canada.ca/en/environment-climate-change/services/managing-pollution/sources-industry/tetrachloroethylene-regulations-dry-cleaning/compliance-information-owners-operators/mandatory-annual-report-form.html>

² <https://www.canada.ca/en/environment-climate-change/services/managing-pollution/sources-industry/tetrachloroethylene-regulations-dry-cleaning/responsibilities-importers-recyclers-sellers/annual-report-sellers.html>

³ <https://www.canada.ca/en/environment-climate-change/services/managing-pollution/sources-industry/tetrachloroethylene-regulations-dry-cleaning/responsibilities-importers-recyclers-sellers/annual-report-importers.html>

⁴ <https://www.canada.ca/en/environment-climate-change/services/managing-pollution/sources-industry/tetrachloroethylene-regulations-dry-cleaning/responsibilities-importers-recyclers-sellers/annual-report-recyclers.html>



Option 2: Insert a typed, drawn, or image of your signature.

I acknowledge that I must keep a copy of this annual report at the principal place of business in Canada for a period of five years after the end of the year in which the report is made.

Joe Smith 2024-04-30
SIGNATURE of the of owner or operator or the Date (yyyy/mm/dd)
authorized representative to act on behalf of the owner
or operator.

Total number of pages in this annual report: 6

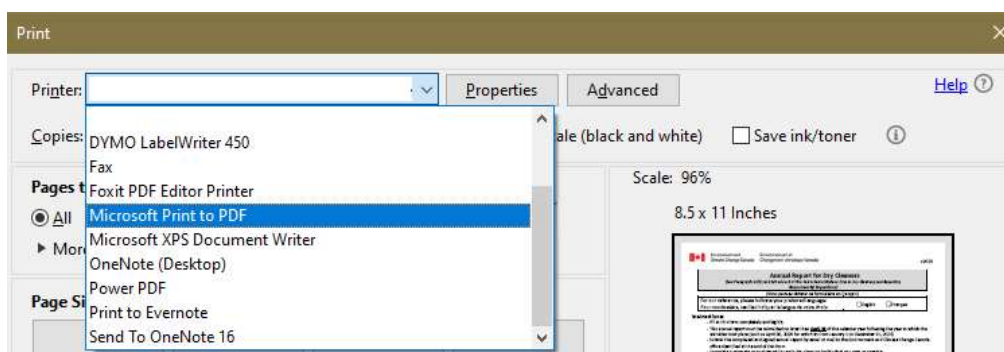
Option 3: Sign the signature box using a secure electronic signature.

I acknowledge that I must keep a copy of this annual report at the principal place of business in Canada for a period of five years after the end of the year in which the report is made.

Joe Smith Digitally signed by Joe Smith
Date: 2024.04.30 12:47:16 -04'00'
SIGNATURE of the of owner or operator or the Date (yyyy/mm/dd)
authorized representative to act on behalf of the owner
or operator.

Total number of pages in this annual report: 6

STEP 4: Print your file to PDF using your PDF software to ensure that your report cannot be edited.



STEP 5: Attach your non-editable PDF report to an email and **submit to [Products-Products@ec.gc.ca](mailto:Products@ec.gc.ca)**. Please include the name “PERC Report” in the subject line.

STEP 6: Please **keep a copy of the PDF report and the email** in your records for a period of five years.

Remember to submit your report on or before **April 30** each year. Please note that Environment and Climate Change Canada continues to accept handwritten reports and scanned copies of these.