

Rob Gray
Harlow S F Connect
Southern Way
Harlow
Essex
CM18 7BH

Environmental Health

Harlow Council
Civic Centre
The Water Gardens
Harlow
Essex CM20 1WG
www.harlow.gov.uk

Our Ref: B/01/01069

Your Ref:
Date: 27/04/16

**Environmental Permitting (England and Wales) Regulations 2016
Harlow S F Connect, Harlow, Essex CM20 2AG**

Dear Rob Gray

As part of our inspection programme I wish to confirm my visit of the 18th July 2018, to the above premises.

I would like to take this opportunity to thank you for your assistance during the inspection.

Please find enclosed an inspection report for the above installation.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely



Steven Adams
Senior Environmental Health Officer
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Email copy: UKRetailLicencing@bp.com

Harlow District Council
 Civic Centre
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 Harlow
 Essex.
 CM20 1WG



LA-PPC Inspection Report

General Information

Inspection Type	Compliance
Local Authority	Harlow District Council
Site Name and Address	BP Service Station, Southern Way, Harlow, Essex. CM18 7BH
Installation Type	Filling Station
Permit Reference	EPR/b/1/14 (06)
Site Representative Seen	Rob Gray
Regulator/representative	Harlow Council: Steven Adams
Inspection Date	18 th July 2018
Report Date	20 th July 2018
Duration of Inspection	30 Minutes
Review of permit conditions undertaken	Carried out in 2014

Recent History

	Comments	Action
Number of justified complaints received	None	None
Process/Installation changes	None	None

Future Developments

	Comments	Action
Information relating to EPR	Current Guidance issued 12/2013 LAPPC Risk Method updated July 2013	For information
Other relevant information	The Council's Authorised Process public register now online http://www.harlow.gov.uk/environmental-permits	None

Risk Assessment

Risk Assessment Score	Low
Summary of changes	0 score due to improved staff training

Summary of Inspection

Service Station maintained to a good standard

Actions Required

Reference to any breach of condition (or not) and other compliance issues as necessary	None
Other relevant information	None

Compliance Checking

Inspection List	✓, ✗ or N/A	Condition/observation details	Action Required
Logbook and Records			
Incident Log book present? Any incidents of vapour leaks? Any incidents of vapour locks?	✓	No reported incidents.	None
Is the certification for the servicing of the Stage I vapour recovery system present on site?	✓	11/01/2018	None
Is the certification for the servicing of the Stage II vapour recovery system present on site? <i>Hydrocarbon capture not less than 85%</i>	✓	07/08/2017	None
Petrol delivery and vapour recovery systems for vehicle petrol tanks shall be tested in accordance with manufacturer's specifications. Has the vapour containment integrity been tested? (every 3 years) Has the effectiveness of the vapour recovery system been tested? (every 3 years?)	✓ ✓ ✓	07/08/2017	None
Is the certification for the servicing of the pressure relief valves (PVRV) present on site?	✓	11/01/2018	None
Are there training details for staff and competence records?	✓	Training records cover the permit conditions.	None

Is there a copy of the permit on site?	✓	Yes	None
Maintenance records/schedule <ul style="list-style-type: none"> • Maintenance inspections • Examination and testing • Inventory Checking • Installation and repair work carried out 	✓	Full details of maintenance available on site. In-house examinations carried out daily.	None
Notifications received by the regulator of accidents, breakdowns or emissions likely to affect the local community during the period under review.	✓	None	None
Site inspection			
Storage tank summary	✓	1. Unleaded 2. Diesel 3. Ultimate diesel 4. Ultimate unleaded	None
Are connection points on tank filling pipes and vapour return pipes fitted with secure seals?	✓	Secured and locked.	None
Condition of filling connection points	✓	Satisfactory	None
Are the fittings for delivery and vapour return pipes different?	✓	Yes	None
Vent pipes are clearly labelled, securely supported and protected?	✓	Yes	None
Are connections for vapour return and delivery hose clearly locked and labelled?	✓	Yes	None
Is there clear notices/signage near the vapour return connection point reading: “ connect vapour return line before off-loading”	✓		
“the maximum number of tanker compartments which can be discharged”	✓		
Condition of manholes	✓	Satisfactory	None
General Housekeeping	✓	Satisfactory	None

End

1 - Compliance Assessment**Scoring for Compliance Assessment**

Scale of Non-Compliance	Possible Score	Score Awarded
(A) Incident leading to justified complaint but no breach of any specific permit condition or of the general/residual BAT condition.	0 points	0
(B) Incident leading to a justified complaint*.	5 points per incident	0
(C) Breach of permit not leading to formal action.	10 points per breach	0
(D) Incident leading to formal caution, Enforcement Notice or prosecution.	15 points per incident	0
(E) Incident leading to a Prohibition Notice or Suspension Notice.	20 points per incident	0
Total (Max. 50):		0

2 - Assessment of Monitoring, Maintenance and Records**Scoring for Assessment of Monitoring, Maintenance and Records**

Criterion	Possible Score			Score Awarded
	Yes	No	N/A	
(A) Are emissions and emissions monitoring recorded as required in the permit?	0	10	0	0
(B) Process operation modified where any problems indicated by monitoring?	0	5	0	0
(C) Has a written maintenance programme for pollution control equipment been provided to the regulator?	0	5	0	0
(D) Is there a log book at the permitted premises incorporating details of all maintenance, examination and testing, inventory checking, installation and repair work carried out?	0	5	0	0
(E) All relevant documents forwarded to the authority by date required?	-5	10	0	0
Total:				0

3 - Assessment of Management, Training and Responsibility**Scoring for Assessment of Management, Training and Responsibility**

Criterion	Possible Score			Score Awarded
	Yes	No	N/A	
(A) Are procedures in place to ensure proper management, supervision and training for process operations, proper use of equipment and effective preventative maintenance on all plant and equipment concerned with the control of emissions to the air?	0	5	0	0
(B) Are all staff with responsibility for operating the installation trained to be aware of their responsibilities under the permit?	0	10	0	0
(C) Does the operator maintain, and make available on request, a statement of training requirements for each operational post?	0	5	0	0
(D) Does the operator keep, and make available, a record of the training received by each person whose actions may have an impact on the environment?	0	5	0	0
(E) Is there a competent trained person who remains near the tanker during unloading? (Delivery drivers may be trained as the competent person.)	0	5	0	0
(F) Is an 'appropriate' environmental management system in place and working effectively?	-5	0	0	0
Total:				0

4 - Determination of Regulatory Effort from Scores

Actual score = 0	Score band = <30	Category = Low
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