

Pradipta Saha  
Edinburgh Way Service Station (Esso)  
Rontec Watford Limited  
Edinburgh Way  
Harlow, Essex  
CM20 2DG

**Environmental Health**

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

Our Ref: PPCIVA/16/02239  
Your Ref:  
Date: 29/04/2016

Email copy to: [reception.meridien@rontec.uk.com](mailto:reception.meridien@rontec.uk.com)

**Edinburgh Way Service Station, Edinburgh Way, Harlow, Essex, CM20 2DG**

Dear Pradipta Saha

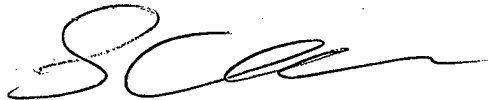
As part of our permit compliance inspection programme I wish to confirm my visit on the 26<sup>th</sup> April 2016 to the above premises.

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  
Tel: 01279 446105 Fax: 01279 446639  
[Steven.adams@harlow.gov.uk](mailto:Steven.adams@harlow.gov.uk)

Harlow District Council  
 Civic Centre  
 The Water Gardens  
 Harlow  
 Essex.  
 CM20 1WG



## LA-PPC Inspection Report

### General Information

<b>Inspection Type</b>	Compliance
<b>Local Authority</b>	Harlow District Council
<b>Site Name and Address</b>	Esso Service Station, Edinburgh Way, Harlow, Essex. CM20 2DG
<b>Installation Type</b>	Filling Station (Unloading of Petrol into storage tanks at petrol stations)
<b>Permit Reference</b>	EPR/B/1/14(13) Rontec Edinburgh Way
<b>Site Representative Seen</b>	Pradipta Saha
<b>Regulator/representative</b>	Harlow Council: Steven Adams
<b>Inspection Date</b>	26 <sup>th</sup> April 2016
<b>Report Date</b>	29 <sup>th</sup> April 2016
<b>Duration of Inspection</b>	30
<b>Review of permit conditions undertaken</b>	New permit issued 2015

### Recent History

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

### Future Developments

	Comments	Action
<b>Information relating to EPR</b>	Process Guidance Note 1/14(13) issued December 2013	None
<b>Other relevant information</b>	None	None

### Risk Assessment

<b>Risk Assessment Score</b>	Low
<b>Summary of changes</b>	No change

## Summary of Inspection

None

## 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	✓, x or N/A	Condition/observation details	Action Required
<b>Logbook and Records</b>			
Storage tank summary	✓	1 Unleaded 2 Diesel 3 Supreme Unleaded 4 Unleaded 5 Supreme Diesel 6 Diesel	None
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? <i>Test every 3 years</i>	✓	25/03/2014	Next due before 25/03/2017
Is the certification for the servicing of the Stage II vapour recovery system present on site? <i>Test every 3 years</i>	N/A		
Is the certification for the servicing of the pressure relief valves (PVRV) present on site? <i>Test every 3 years</i>	✓	28/01/2016	None
Is the certification for the servicing of the vapour return lines for vapour integrity? <i>Test every 5 years</i>	✓	25/03/2014	None
Are there training details for staff and competence records?	✓	Records held electronically, modules cover the permit conditions.	None

Is there written procedures for the delivery and filling of tanks?	x	Procedure not located on-site at time of inspection	Please forward me a copy of your procedure for the delivery and filling of tanks.
Is there a copy of the permit on site?	✓	Held in log book	None
Maintenance records/schedule <ul style="list-style-type: none"> <li>• Maintenance inspections</li> <li>• Examination and testing</li> <li>• Inventory Checking</li> <li>• Installation and repair work carried out</li> </ul>	✓	Held in log book	None
Notifications received by the regulator of accidents, breakdowns or emissions likely to affect the local community during the period under review.	✓	No reported incidents	None
<b>Site inspection</b>			
Are connection points on tank filling pipes and vapour return pipes fitted with secure seals?	✓	Yes	None
Are all connection points secured?	✓	Padlocked	None
Are the fittings for delivery and vapour return pipes different?	✓	Yes	None
Are connections for vapour return and delivery hose clearly locked and labelled?  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”	✓	Yes	None
Condition of manholes	x	Turn locks missing on 2 manhole covers, allowing the entry of water.	Reported for action.
General Housekeeping	✓	Satisfactory	None

**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
<b>Total (Max. 50):</b>		<b>0</b>

**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
<b>Total:</b>				<b>0</b>

**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	5
(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
<b>Total:</b>				<b>5</b>

**4 - Determination of Regulatory Effort from Scores**

Actual score = 5	Score band = <30	Category = Low
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