

Compliance and Environment Manager
Rontec (Watford) Ltd
40 Clarendon Road
Watford
Hertfordshire
WD17 1TQ

Environmental Health

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

Our Ref: 14/DT/03221
Your Ref:
Date: 2nd April 2014

**Environmental Permitting (England and Wales) Regulations 2010
Harlow Service Station, Edinburgh Way, Harlow, Essex. CM20 2DG**

Dear Sir or Madam

Please find enclosed an inspection report for the above installation.

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

Yours faithfully

David Taylor

Senior Environmental Health Officer
Tel: 01279 446105 Fax: 01279 446639
david.taylor@harlow.gov.uk

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



LA-PPC Inspection Report

General Information

Inspection Type	Full
Local Authority	Harlow District Council
Site Name and Address	Harlow Service Station, Edinburgh Way, Harlow, Essex. CM20 2DG
Installation Type	Filling Station
Permit Reference	EPR/b/1/14 (06) Rontec
Site Representative Seen	Mr and Mrs Herring
Regulator/representative	Harlow Council; David Taylor
Inspection Date	26 th March 2014
Report Date	2 nd April 2014
Duration of Inspection	1 hour
Review of permit conditions undertaken	A review of permit conditions will be undertaken before January 2015 following changes introduced by the revised process guidance note.

Recent History

	Comments	Action
Number of complaints received	None	None
Process/Installation changes	Rebranded ESSO	None

Future Developments

	Comments	Action
Information relating to EPR	New Process Guidance Note issued 12/2013 LAPPC Risk Method March 2009 updated July 2013	None
Other relevant information	New permit to be issued before January 2015	None

Risk Assessment

Risk Assessment Score	5
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Summary of changes	None
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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	✓, ✗ or N/A	Condition of observation details	Action Required
Logbook and Records			
Records of uncontrolled leaks	✓	None reported	None
Stage I vapour recovery test certificate	✓	25 th March 2014	None
Stage II vapour recovery	✓	25 th March 2014	None
PVRV checks	✓	25 th March 2014	None
Competent person(s)	✓	4 persons trained	None
Copy of permit	✓	Yes	None
Maintenance records/schedule	✗	Not examined at time of visit.	Please provide a copy of your maintenance schedule and procedures.
Notifications received by the regulator of accidents, breakdowns or emissions likely to affect the local community during the period under review.	✓	None reported.	None
Written procedures for the delivery and filling of tanks	✓	DCD deliveries	Please provide a copy of your procedures for the loading and unloading of fuel
Site inspection			
Condition of filling connection point seals	✓	Appear satisfactory	None
Connection points secure?	✓	Yes	None

Different vapour and filling fittings?	✓	Yes	None
Signs correct, clear and clean?	✓	Yes but faded	None
Condition of manholes	✓	Not viewed	None
General Housekeeping	✓	Excellent	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	5
(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:				5

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	5	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 = 5	Score band = 0-30	Category = Low
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