

Mr Maha
Linkway Service Station
Kitson Way
Harlow
Essex
CM20 1NE

Environmental Health

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

Our Ref: 18/SA/03350
Your Ref:
Date: 14/03/2018

cc. Joanne Richards (email)

Dear Mr Maha

RE: Esso Service Station (Malthurst) Linkway, Kitson Way, Harlow, Essex, CM20 1HE

As part of our permit compliance inspection programme I wish to confirm my visit on the 7th March 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
Tel: 01279 446105 Fax: 01279 446639
Steven.adams@harlow.gov.uk

LA-PPC Inspection Report

General Information

Inspection Type	Compliance
Local Authority	Harlow District Council
Site Name and Address	Esso Service Station, Link Way, Kitson Way, Harlow, Essex. CM20 1NE
Installation Type	Filling Station (Unloading of Petrol into storage tanks at petrol stations)
Permit Reference	EPR/B/1/14(13) Malthurst Linkway
Site Representative Seen	Mr. Maha
Regulator/representative	Harlow Council: Steven Adams
Inspection Date	7 th March 2018
Report Date	14 th March 2018
Duration of Inspection	40 minutes
Review of permit conditions undertaken	New permit issued 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	Process Guidance Note 1/14(13) issued December 2013	None
Other relevant information	The Council's Authorised Process public register is now online http://www.harlow.gov.uk/environmental-public-register	None

Risk Assessment

Risk Assessment Score	20
Summary of changes	Installations remains low risk

Summary of Inspection

Satisfactory installation

Actions Required

Reference to any breach of condition (or not) and other compliance issues as necessary	<p>Condition 6. A copy of this permit shall be kept at the permitted installation. All staff who should be aware of its content shall be told where it is kept.</p> <p>Condition 7. All relevant staff shall receive the necessary training and instruction to enable them to comply with the conditions of this permit. The training shall be recorded and records made available to the regulator on request.</p>
Other relevant information	None

Compliance Checking

Inspection List	✓, x or N/A	Condition/observation details	Action Required
Logbook and Records			
Storage tank summary	✓	<p>1 Super Unleaded 13110</p> <p>2 Diesel 13110</p> <p>3 Unleaded 44524</p> <p>4 Diesel 26315</p> <p>5 Supreme Diesel 13110</p>	None
Incident Log book present? Any incidents of vapour leaks? Any incidents of vapour locks?	✓	Maintenance fault log available, 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>	✓	Vapour recovery inspection test certificate for stage 1 undertaken on 29/09/2017	None
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?	✓	Certificate dated 29/09/2017	None
Are there training details for staff and competence records?	x	MRH certified training for all staff, however unclear if permit conditions covered.	Review relevant staff training to ensure permit conditions are covered and recorded for

			viewing.
Is there a copy of the permit on site?	x	Out of date permit on site	Please ensure you have a copy of the 2014 Permit on site, this can be downloaded from the public register http://www.harlow.gov.uk/petrol
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.	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			
Are connection points on tank filling pipes and vapour return pipes fitted with secure seals?	✓	Yes	None
Are all connection points secured?	✓	Secured and 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”	✓	Satisfactory	None
Condition of manholes	✓	Manholes securely sealed	None
General Housekeeping	✓	Very Good`	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	10
(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):		10

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	10
(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:				10

4 - Determination of Regulatory Effort from Scores

Actual score = 20	Score band = <30	Category = Low
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