

Thangavel Vasudevan  
Esso Service Station  
Tilwicks Road  
Harlow,  
Essex.  
CM18 6NQ

**Environmental Health**

Harlow Council  
Civic Centre  
The Water Gardens  
Harlow  
Essex CM20 1WG  
[www.harlow.gov.uk](http://www.harlow.gov.uk)

Our Ref:  
Your Ref:  
Date:

**Environmental Permitting (England and Wales) Regulations 2010  
ESSO Service Station, Tilwicks Road, Harlow, Essex. CM18 6NQ**

Dear Thangavel Vasudevan

As part of our inspection programme I wish to confirm my visit of the 10<sup>th</sup> March 2016, to the above premises.

I can confirm that all the required records covering incidents, daily, weekly and periodic maintenance were either unclear or not available in a log book at the time of my visit.

As discussed at the time of my visit please ensure that a log-book is held on-site holding full records of those required.

Please find enclosed a short report for your records.

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

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

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)

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

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## 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, Tilwicks Road, Harlow, Essex. CM18 6NQ
<b>Installation Type</b>	Filling Station
<b>Permit Reference</b>	EPR/B/1/14 Esso Bush Fair
<b>Site Representative Seen</b>	Thangavel Vasudevan
<b>Regulator/representative</b>	Harlow Council: Steven Adams
<b>Inspection Date</b>	10 <sup>th</sup> march 2016
<b>Report Date</b>	11 <sup>th</sup> March 2016
<b>Duration of Inspection</b>	45 mins
<b>Review of permit conditions undertaken</b>	Not Required

### 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>	None	None
<b>Other relevant information</b>	None	None

### Risk Assessment

<b>Risk Assessment Score</b>	15
<b>Summary of changes</b>	Increased due to no log book on-site

## Summary of Inspection

An incident log book is not kept on-site.

Daily, weekly and periodic maintenance procedures and operations could not be fully established from records kept on site.

General housekeeping to a high standard.

## Actions Required

<b>Reference to any breach of condition (or not) and other compliance issues as necessary</b>	There is no clear log book at the permitted premises incorporating details of all maintenance, examination and testing, inventory checking, installation and repair work carried out? <b>(Condition 15)</b>
<b>Other relevant information</b>	None

## Compliance Checking

Inspection List	✓, x or N/A	Condition/observation details	Action Required
<b>Logbook and Records</b>			
Incident Log book present? Any incidents of vapour leaks? Any incidents of vapour locks?	x	No log book available at time of inspection	Instances of vapour leaks/locks shall be recorded in an incident log book and kept on-site and made available for inspection.
Is the certification for the servicing of the Stage I vapour recovery system present on site?	✓	Included in annual service dated 23/12/2015	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>	✓	Certificate Dated 28/02/14	None
Petrol delivery and vapour recovery systems for vehicle petrol tanks shall be tested in accordance with manufacturer's specifications.	✓	Annual Service dated 23/12/2015	None
Has the vapour containment integrity been tested? <i>(every 3 years)</i>	✓	Certificate Dated 28/02/14	None
Has the effectiveness of the vapour recovery system been tested? <i>(every 3 years?)</i>	✓	Certificate Dated 28/02/14	None
Is the certification for the servicing of the pressure relief valves (PVRV) present on site?	✓	Certificate dated 23/12/2015	None

Are there training details for staff and competence records?	✓	On-line training carried out and electronic records held	None
Is there a copy of the permit on site?	✓	Held in the office	Please make all staff aware of this permit and the conditions within to ensure emissions to air are minimised.
<b>Maintenance records/schedule</b> <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>	x	Stage I and II certificates available. Maintenance procedures, operational checks and records were not clear.	Please supply details of all daily, weekly and periodic checks and maintenance carried out to ensure emissions to air are minimised
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	✓	<ol style="list-style-type: none"> <li>1. Supreme diesel</li> <li>2. Unleaded 95</li> <li>3. Auto diesel</li> <li>4. Super unleaded</li> <li>5. Unleaded 95</li> </ol>	None
Are connection points on tank filling pipes and vapour return pipes fitted with secure seals?	✓	Satisfactory	None
Are all connection points secured?	✓	Padlocked	None
Are the fittings for delivery and vapour return pipes different?	✓	Satisfactory	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

<b>Condition of manholes</b>	✓	External covers in good condition	None
<b>General Housekeeping</b>	✓	Very Good	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	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
<b>Total (Max. 50):</b>		<b>10</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	5
(E) All relevant documents forwarded to the authority by date required?	-5	10	0	0
<b>Total:</b>				<b>5</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	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
<b>Total:</b>				<b>0</b>

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

Actual score = 15	Score band = 30-55	Category = Low
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