

## LA-PPC Inspection Report

### General Information

|   |  |
|---|--|
| <b>Inspection Type</b>                        | Bi Annual Inspection                                       |
| <b>Local Authority</b>                        | Harlow District Council                                    |
| <b>Site Name and Address</b>                  | Harlow Dry Cleaners, 3 Bush House, Harlow, Essex, CM18 6NS |
| <b>Installation Type</b>                      | Dry Cleaning Installation                                  |
| <b>Permit Reference</b>                       | EPR/DC001  |
| <b>Site Representative Seen</b>               | Mr. Tony Ahmet   |
| <b>Inspection Date</b>                        | 18 <sup>th</sup> November 2015                             |
| <b>Report Date</b>                            | 18 <sup>th</sup> November 2015                             |
| <b>Duration of Inspection</b>                 | 30 minutes   |
| <b>Review of permit conditions undertaken</b> | No   |
| <b>Regulator</b>                              | Harlow Council   |

### Recent History

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

### Future Developments

|                                    | <b>Comments</b>  | <b>Action</b> |
|------------------------------------|--|---------------|
| <b>Information relating to PPC</b> | All new and revised permits will be issued in accordance with revised guidance | None          |
| <b>Other relevant information</b>  | None   |               |

### Risk Assessment

|                              |          |
|------------------------------|----------|
| <b>Risk Assessment Score</b> | 20 (low) |
| <b>Summary of changes</b>    | None     |

## Summary of Inspection

The installation is unchanged. It is difficult to calculate an annual result for solvent emitted as the dry cleaning machine is only occasionally used, no PERC was added to the machine and no waste was recorded during 2014/2015. Based on previous calculations, this installation is likely to be below the threshold of 20g/kg.

## Actions Required

|   |  |
|---|--|
| <b>Reference to any breach of condition (or not) and other compliance issues as necessary</b> | No record of solvent usage and solvent waste. Due to extremely low throughput solvent levels in tanks at the start and end of the year and solvent waste removed must be recorded. |
| <b>Other relevant information</b>   |  |

## Inspection Notes

|   |              |
|---|--------------|
| <b>Weather Conditions</b>                                       | Cool and dry |
| <b>Unique/Abnormal Site Hazards to take into consideration.</b> | None         |

## Compliance Checking

| Inspection List   | ✓, ✗ or N/A | Comments   | Action Required                                |
|---|-------------|--|--|
| <b>Logbook(s)</b>   |             |  |  |
| <b>Weekly and annual solvent usage inventories.</b>                         | ✗           | No record of internal solvent used.  | Please keep a record of solvent level          |
| <b>Training records</b>   | ✗           | No formal training records are available. The operator has a full understanding of how the machine works       | Please keep a record of all training received. |
| <b>Maintenance records</b>  | ✓           | Daily maintenance tasks are undertaken in-house. The machine receives an annual service, next due in December. | Please keep a record of all maintenance.       |
| <b>Machine operating manual on site</b>                                     | ✓           | Yes  | None   |
| <b>Copy of the permit on site</b>   | ✗           | Permit kept at an alternative address.   | Please keep a copy of the permit on-site       |
| <b>Adequate solvent storage</b>   | ✓           | Solvent purchased and used immediately   | None   |
| <b>Suitable storage of solvent contaminated waste from still</b>            | ✓           | No solvent waste on –site  | None   |
| <b>Suitable disposal of solvent contaminated water from water separator</b> | ✓           |  | None   |

|   |     |  |      |
|---|-----|--|------|
| <b>Adequate procedures to control solvent spillages and absorbent material to soak up spilled solvent</b> | ✓   | Blankets and duvets available which may be passed through the dry cleaning machine.                      | None |
| <b>Still has thermostatic controller to prevent operation when overheated</b>                             | N/A | Machine unmodified   | None |
| <b>Machine located within a bund?</b>   | ✓   | Fully Bunded   | None |
| <b>Secondary water separator installed</b>  | ✓   |  | None |
| <b>Suitable machine interlocks to prevent doors opening</b>   | ✓   | All present, machine unmodified  | None |
| <b>Spot cleaning only when necessary</b>  | ✓   | Soap based spotter being stored in suitable containers   | None |
| <b>Metric weighing scales available and laundry weighed?</b>  | ✓   |  | None |
| <b>Are loads optimised?</b>   | ✓   |  | None |
| <b>Spares kept on site or available on a service contract from a suitable engineer</b>                    | ✓   | Service engineer is available at short notice  | None |
| <b>Visual inspection of the Machine</b>   | ✓   | The machine appears to be in serviceable condition. Door, lint and button trap seals appear satisfactory | None |

**Risk Assessment – 2015**

**1 - : Harlow Dry Cleaners, 3 Bush House, Harlow, Essex, CM18 6NS**

**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 loads weighed & weights recorded for all loads? Does the operator maintain a weekly inventory of solvent usage, product cleaned, and solvent waste sent for recovery or disposal? | 0              | 10 | 0   | 0             |
| (B) Process operation modified where any problems indicated by monitoring?  | 0              | 5  | 0   | 0             |
| (C) Fully documented and adhered to maintenance/ service plan in place in line with the permit?   | 0              | 5  | 0   | 0             |
| (D) Full documented records as required in permit available on-site?  | 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 all operating staff aware of where the operating manual for each dry cleaning machine can be found and do they have ready access to it? | 0              | 5  | 0   | 0             |
| (B) Are nominated trained members of staff exclusively permitted to operate the machines  | 0              | 5  | 0   | 0             |
| (C) Are all operating staff trained in the operation of each dry-cleaning machine and the control and use of dry cleaning solvents?             | 0              | 5  | 0   | 0             |
| (D) Are records kept of training received by operating staff?   | 0              | 5  | 0   | 5             |
| (E) Are suitably trained or experienced staff on site while machines are operating?   | 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 = <b>20</b> | Score band = <b>0 to 25</b> | Category = <b>low</b> |
|--------------------------|-----------------------------|-----------------------|



Mr Tony Ahmet  
Harlow Dry Cleaners  
3 Bush House  
Harlow, Essex.  
CM18 6NS

## **Environmental Health**

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

Our Ref: 08/01902  
Your Ref:  
Date: 18<sup>th</sup> November 2015

### **The Environmental Permitting Regulations 2010 Harlow Dry Cleaners**

Dear Sir

As part of our inspection programme I wish to confirm my visit of the 18<sup>th</sup> November 2015, to the above premises.

Copies of your solvent record sheet were provided to me to demonstrate weekly records of products cleaned and you confirmed that no solvent was added during the recording period. However, there is no record of solvent usage and solvent waste. I would like to draw to your attention Condition 4 of the above permit as shown below;

*4. A weekly inventory of solvent usage, product cleaned and solvent waste sent for recovery or disposal shall be maintained and held on site for inspection by the regulator for at least 18 months. Note: The solvent management balance sheet for dry cleaning installations available from Harlow Council may be used to demonstrate compliance with conditions (3) and (4) (above).*

The following steps must be taken to ensure your records are accurate and represent actual solvent usage;

1. Record solvent level in tanks at the start and end of the recording year (July to June inclusive).
2. Record solvent waste (still residue) at the time when it is removed from the machine.

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.

Thank you in anticipation of your co-operation, please do not hesitate to contact me should you wish to discuss this matter further.

Yours faithfully

Steven Adams

Senior Environmental Health Officer

Tel: 01279 446105 Fax: 01279 446639

Steven.adams@harlow.gov.uk