

Mr S R Chandrakumar



**Environmental Health**

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

Our Ref: B/12/04091  
Your Ref:  
Date: 05/05/2016

**Texaco Filling Station, Elizabeth Way, Harlow, Essex. CM19 5AR**

Dear Mr S R Chandrakumar

As part of our permit compliance inspection programme I wish to confirm my visit on the 4<sup>th</sup> May 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; an electronic copy is now available on the council's public register at the following web address:  
<http://www.harlow.gov.uk/environmental-public-register>

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

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Steven Adams'.

Steven Adams  
Senior Environmental Health Officer  
Tel: 01279 446105 Fax: 01279 446639  
[Steven.adams@harlow.gov.uk](mailto:Steven.adams@harlow.gov.uk)

## LA-PPC Inspection Report

### General Information

<b>Inspection Type</b>	Compliance
<b>Local Authority</b>	Harlow District Council
<b>Site Name and Address</b>	Texaco Service Station, The Pinnacles, Harlow, Essex. CM19 5AR
<b>Installation Type</b>	Filling Station (Unloading of Petrol into storage tanks at petrol stations)
<b>Permit Reference</b>	EPR/b/1/14 SR Services
<b>Site Representative Seen</b>	Mr Chandrakumar
<b>Regulator/representative</b>	Harlow Council: Steven Adams
<b>Inspection Date</b>	4 <sup>th</sup> May 2016
<b>Report Date</b>	5 <sup>th</sup> may 2016
<b>Duration of Inspection</b>	30
<b>Review of permit conditions undertaken</b>	New permit issued 2014

### Recent History

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

### Future Developments

	<b>Comments</b>	<b>Action</b>
<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>	0
<b>Summary of changes</b>	-20 Reduction due to available records

## Summary of Inspection

Satisfactory Installation

## 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/observation details	Action Required
<b>Logbook and Records</b>			
Storage tank summary	✓	1 Diesel 2 Unleaded 3 Supreme Unleaded	None
Incident Log book present? Any incidents of vapour leaks? Any incidents of vapour locks?	✓	Log book 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>	✓	Carried out 19-04-2016	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? <i>Test every 3 years</i>	✓	Carried out 19-04-2016	None
Is the certification for the servicing of the vapour return lines for vapour integrity? <i>Test every 5 years</i>	✓	Carried out 19-04-2016	None
Are there training details for staff and competence records?	✓	All current staff have undertaken Texaco training program.	Please send a copy of the training module covering the permit conditions and vapour recover.

Is there written procedures for the delivery and filling of tanks?	✓	All delivery drivers following Texaco procedures.	Please make a copy of this procedure available on-site
Is there a copy of the permit on site?	✓	Yes	None
<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>	✓	All records 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 notification	None
<b>Site inspection</b>			
Are connection points on tank filling pipes and vapour return pipes fitted with secure seals?	✓	Appear satisfactory	None
Are all connection points secured?	✓	All locked	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	✓	Water logged	Reduce water levels
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	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 = 0	Score band = <30	Category = Low
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