CANNOCK CHASE DISTRICT COUNCIL



THE ENVIRONMENTAL PERMITTING (ENGLAND AND WALES) REGULATIONS 2010

Permit to Operate the Unloading of Petrol into Storage from Mobile Containers at a Service Station under Section 1.2 Part B (d)

> PERMIT REFERENCE: Ref: 1.2 Part B (d) EPR 04/11

Regulator Contact Details

Cannock Chase District Council Environmental Health Civic Centre PO Box 28 Beecroft Road Cannock WS11 1BG

Tel: 01543 462621

Fax: 01543 462317

E-mail: environmentalhealth@cannockchasedc.gov.uk

This introductory note does not form a part of the Permit

The following Permit is granted under Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2010 (S.I.2010/675) ("the EP Regulations") to operate an installation carrying out one or more of the activities listed in Part B to Schedule 1 of those Regulations, to the extent authorised by the Permit.

The Permit includes conditions that have to be complied with.

Techniques include both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned.

Contacting the Regulator

This Permit has been issued by Cannock Chase District Council as the Regulator for this installation and the address above (Pg 2) is the Principle contact address for all matters relating to the Permit.

Confidentiality

The Permit requires the Operator to provide information to Cannock Chase District Council. The Council will place the information onto the public registers in accordance with the requirements of the EP Regulations. If the Operator considers that any information provided is commercially confidential, it may apply to Cannock Chase District Council to have such information withheld from the register as provided in the EP Regulations. To enable Cannock Chase District Council to determine whether the information is commercially confidential, the Operator should clearly identify the information in question and should specify clear and precise reasons.

Variations to the permit

Your Attention is drawn to the Variation Notification Procedure condition in the permit. This Permit may be varied in the future. If at any time the activity or any aspect of the activity regulated by the following conditions changes such that the conditions no longer reflect the activity and require alteration, the Regulator should be contacted.

Revocation of the permit

Where an Operator intends to cease the operation of an installation (in whole or in part) the regulator should be informed in writing, The Regulator may revoke a permit in whole or in part, and may require the operator to take steps-

to avoid a pollution risk resulting from the operation of the regulated facility; or to return the site to a satisfactory state, having regard to the state of the site before the facility was put into operation.

Transfer of the permit or part of the permit

Before the Permit can be wholly or partially transferred to another person, a joint application to transfer the Permit has to be made by both the existing and proposed holders, in accordance with Regulation 21 of the EP Regulations. A transfer will be allowed unless the Authority considers that the proposed holder will not be the person who will have control over the operation of the installation or will not ensure compliance with the conditions of the transferred Permit.

Responsibility under workplace health and safety legislation

This Permit is given in relation to the requirements of the EP Regulations. It must not be taken to replace any responsibilities you may have under Workplace Health and Safety legislation.

Appeal against permit conditions

Anyone who is aggrieved by the conditions attached to a Permit can appeal to the Appropriate Authority, (Secretary of State for the Environment, Food and Rural Affairs, in England and the Welsh Ministers in Wales) Appeals must be made in accordance with the requirements of Regulation 31 and Schedule 6 of the EP Regulations.

Appeals should be received by the Secretary of State for Environment, Food and Rural Affairs or the Welsh Ministers at the following addresses:

The Planning Inspectorate Environment Team, Major and Specialist	Or for appeals in Wales:
Casework	The Planning Inspectorate
Room 4/04 Kite Wing	Crown Buildings
Temple Quay House	Cathays Park
2 The Square	CARDIFF
Temple Quay	CF10 3NQ
Bristol BS1 6PN	

Please Note

An appeal bought under Regulation 31 (1) (b) and Schedule 6, in relation to the conditions in a permit will <u>not</u> suspend the effect of the conditions appealed against; the conditions must still be complied with.

In determining an appeal against one or more conditions, the Act allows the Secretary of State in addition to quash any of the other conditions not subject to the appeal and to direct the local authority either to vary any of these other conditions or to add new conditions.

End of Introductory Notes

Permit

Permit Number: 1.2 Part B (d) EPR 04/11

Cannock Chase District Council (the Regulator) in exercise of its powers under Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2010 (S.I.2010/675 hereby permits

("the operator"), **RONTEC Watford Ltd.**

Whose registered offices are:

13/14 ESPLANADE ST. HELIER JERSEY JE11BD

To operate an installation at:

RUGELEY SERVICE STATION MAIN ROAD RUGELEY BRERETON STAFFORDSHIRE WS15 1DX

to the extent authorised by and subject to the conditions of this Permit.

Signed

Head of Environmental Health The Proper Officer Designated to sign on behalf of the Council. **Cannock Chase District Council**

Dated

9th September 2011

INSTALLATION DESCRIPTION

The unloading of petrol from mobile containers into stationary storage tanks at Rugeley Service Station, Main Road, Brereton, Rugeley, Staffordshire WS15 1DX. The service station has 5 storage tanks of which 3 store petrol. A schematic diagram is provided showing tanks and pipe work attached as appendix 1.0.

CONDITIONS

- 1. Vapours displaced by the delivery of petrol into storage installations at service stations shall be returned through a vapour tight connection line to the mobile container delivering the petrol. Unloading operations may not take place unless the arrangements are in place and properly functioning, subject to conditions 3, 4 and 5.
- 2. The operator shall implement the schedule of preventative maintenance. A written preventative maintenance schedule has been forwarded to, and agreed by the regulator to ensure all plant and equipment associated with the emissions to air is maintained in accordance with the conditions of this permit and attached as appendix 2.0. Documentarily material in relation to said maintenance should be retained and made available for inspection to the regulator as required by condition 24. To meet BAT requirements an environmental management system may be implemented.
- 3. All reasonably practicable steps shall be taken to prevent uncontrolled leaks of vapour from vents, pipes and connectors from occurring. The regulator shall be advised without delay of the circumstances of such a vapour leak if there is likely to be an effect on the local community, and in all cases such a vapour leak should be recorded in the log book required under condition 24.

In this condition and in condition 4, a vapour leak means any leak of vapour excepting those which occur through the vent mentioned in condition 11 during potentially hazardous pressurisation.

- 4. The operator shall advise the regulator of the corrective measures to be taken and the timescales over which they will be implemented in the event of a vapour leak described in condition 3.
- 5. Instances of vapour lock shall be recorded in the log book and, under the circumstances detailed in condition 3, be advised to the regulator.
- 6. The procedures in conditions 2 to 5 inclusive shall be reviewed in light of any modifications which occur to the facilities. The regulator shall be advised of any proposed alterations in operating procedures.
- The vapour collection systems shall be of a size and design, as approved by the regulator, to minimise vapour emissions during the maximum petrol and vapour flow in accordance with conditions 1 and 8 (i.e. when most tank compartments are being simultaneously discharged).
- 8. The number of tanker compartments being discharged simultaneously shall not exceed two, excluding the diesel compartments.

- 9. The connection points on the tank filling pipes and vapour return pipe shall be fitted with secure seals to reduce vapour leaks when not in active use. If apertures are provided on storage tanks for the use of a dipstick, these shall be securely sealed when not in active use.
- 10. The fittings for delivery and vapour return pipes shall be different to prevent misconnection.
- 11. Petrol storage tank vent pipes shall be fitted with a pressure vacuum relief valve to minimise vapour loss during unloading and storage of petrol. The pressure vacuum relief valve shall be sized and weighted to prevent vapour loss, except when the storage tanks are subject to potentially hazardous pressurisation.
- 12. When connecting hoses prior to delivery, the vapour return hose shall be connected before any delivery hose. The vapour return hose shall be connected by the road tanker end first, and then at the storage tank end.
- 13. Adjacent to each vapour return connection point for the storage tank, there shall be a clearly legible and durable notice instructing "connect vapour return line before off-loading" or similar wording. The sign shall also refer to the maximum number of tanker compartments which may be unloaded simultaneously in accordance with condition 8.
- 14. If dip testing of storage tanks or road tanker compartments is performed before delivery, the dip openings shall be securely sealed prior to the delivery taking place.
- 15. Road tanker compartment dip testing shall not be performed whilst the vapour hose is connected.
- 16. A competent person shall remain near the tanker and keep a constant watch on hoses and connections during unloading.
- 17. All road tanker compartment vent and discharge valves shall be closed on completion of the delivery.
- 18. On completion of unloading the vapour hose shall not be disconnected until the delivery hose has been discharged and disconnected. The delivery hose shall be disconnected at the road tanker end first.
- 19. All connection points shall be securely sealed after delivery.
- 20. If the storage tanks or road tanker compartments are dipped after delivery, the dip openings shall be securely sealed after dip testing.
- 21. Manhole entry points to storage tanks shall be kept securely sealed except when maintenance and testing are being carried out which require entry to the tank.
- 22. Petrol delivery and vapour return lines shall be tested in accordance with the schedule of preventative maintenance as referred to in condition 2 or such other schedule as may be agreed by the regulator.

- 23. Pressure vacuum relief valves on petrol storage tank vents shall be checked for correct functioning, including extraneous matter, seating and corrosion at least once every three years.
- 24. The operator shall maintain a log book at the authorised premises incorporating details of all maintenance, examination and testing, inventory checking, installation and repair work carried out, along with details of training given to operating staff at the service station.

The log book shall also detail any suspected vapour leak together with action taken to deal with any leak, in accordance with Conditions 3, 4 and 5.

- 25. Venting of the petrol vapour shall be through the vent pipes marked on the attached plan reference; page 11 of this permit. Vent pipes should normally discharge not less than 3 metres above the grounds, nor within 3 metres of any opening windows or ventilation air inlets.
- 26. <u>Training</u>

All service station operators must follow the procedures for safe operation for petrol unloading operations laid down in petroleum licence conditions and in the Carriage of Dangerous Goods by Road Regulations 1996, SI 2095.

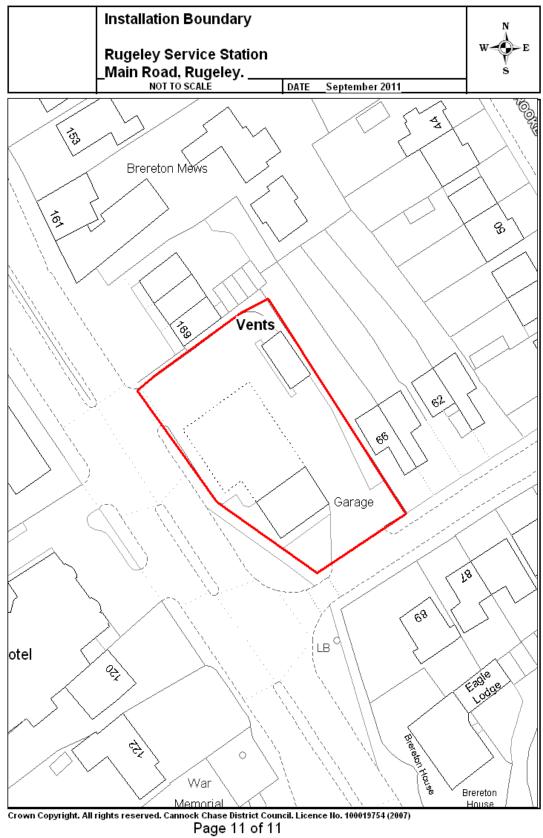
Staff at all levels shall have the necessary training and instruction in their duties relating to control of the process and emissions to air. In order to minimise risk of emissions, particular emphasis should be given to control procedures during start up, shutdown and abnormal conditions.

Training of all staff with responsibility for operating the process shall include:-

- awareness of their responsibilities under the permit; in particular supervising and performing unloading operations of tankers
- action to minimise emissions during abnormal conditions.

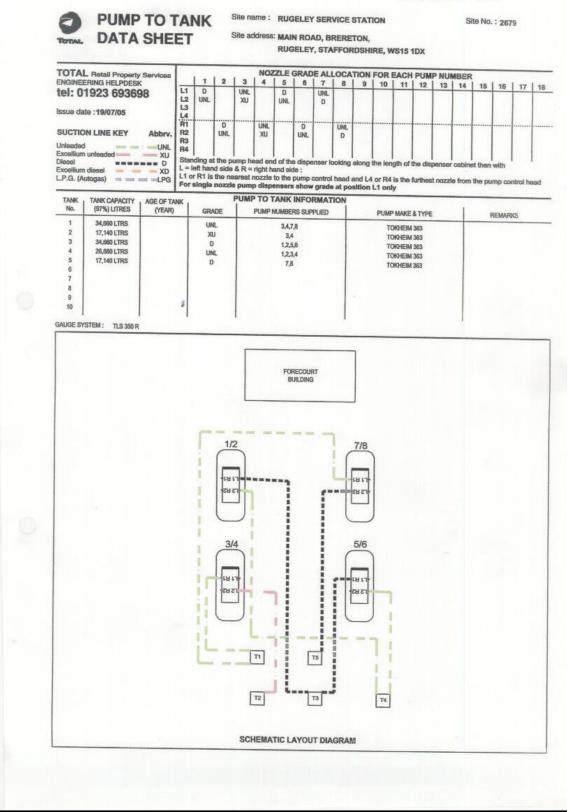
End of Conditions





1.2 Part B (d) EPR 04/11

APPENDIX 1.0



METHOD STATEMENT FOR PLANNED VAPOUR **RECOVERY INSPECTIONS ON TFE SITES**

The purpose of this method statement is to provide clear guidance for Clovemead Limited employees involved in the works at the following sites.

LOCATION OF WORKS:

WO	Various TFE sites nationally
1.	WORKS REQUIRED:
2.	 Remove and inspect VR valve, cap and padlocks. Remove and inspect vacuum valve.
3.	 Remove plugs from cross contamination valves for inspection. Remove plug from vapour point drain valve, for inspection. Inspect all vapour recovery signage.
4. 5.	 6. Pressure test stage 1 vapour recovery lines (when scheduled).
	SAFETY POINTS:
6.	1. Cigarettes, pipes, matches, lighters etc are not permitted within the work area.
7.	2. Permit to Work is to be displayed at the place of work.
	 Site specific risk assessment and clearance certificate is to be completed before work commences.
WO	4. PPE (safety boots, overalls, hardhats etc) are to be worn at all times.
1. 2.	 Work area is to be monitored with an explosimeter at all times. Should the explosimeter read above 25% of the LEL of 1% the air purger is to be introduced into the immediate area. Work should be suspended until this
3.	level has been reduced. Should the level continue, consult Clovemead supervisor immediately, ensuring no one enters this area, as there is a possible risk of danger should a source of ignition occur in this area.
	 Periodic site inspections will be made by a Clovemead supervisor or manager during the works to ensure compliance with the above.
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1.	
2. 3.	

WORK ITEM 4 - Remove plug from vapour point drain valve for inspection.

- 1. Remove the drain plug from the drain valve.
- 2. Place a suitable fuel container at the outlet.
- Open the drain valve to inspect for any vapour residue, if present then collect 3. and return to the designated tank.

27

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4. Replace plug.

WORK ITEM 5 - Inspect vapor recovery signage.

- 1. Cordon off a safe working area around the tank manhole chambers.
- Remove manlids one at a time and inspect all tank tops for correct vapour warning labels, clean if fitted.
- 3. Inspect all offset fill points for correct warning signage, clean if fitted.
- Inspect vapour connection point for correct warning signage, clean if fitted.
- 5. Inspect all vent lines for correct warning signage, clean if fitted.
- 6. If any vapour warning labels are missing or damaged beyond repair then replace with new and list labels fitted on job sheet.

WORK ITEM 6 – Pressure test vapour recovery lines. (when scheduled)

- 1. Cordon off a safe working area around the tank manhole chambers.
- 2. Blank off all petrol vent lines within the tank chamber.
- 3. Remove pressure vacuum valve and cap off vent riser.
- 4. Leave vapour recovery valve in place in order to test if correctly sealed.
- 5. Place pressure gauge on vent manifold system.
- Place 0.7 Bar (as per IP/APEA standard) of Oxygen free Nitrogen into the system and take gauge reading. Remove test kit from system leaving gauge in place.
- Check vapour recovery valve for leaks, if sealed continue, if leaks found then remove OFN from system, remove/reseal or replace the vapour valve and repeat item 5.
- 8. Any above ground leaks are to be rectified in order to achieve a test result
- 9. Leave pressure in system for one hour then take second reading from gauge.

28

- 10. Any other failure is to be reported to Clovemead supervisor.
- 11. Remove all blanks from system and replace vacuum valve.
- Complete test certificate and leave copy on site. Complete test certificate and leave copy on site.

WORK METHOD STATEMENT METHOD STATEMENT FOR PLANNED MAINTENANCE INSPECTIONS ON TFE SITES

The purpose of this method statement is to provide clear guidance for Clovemead Limited employees involved in the works at the following sites.

LOCATION OF WORKS:

Various TFE sites nationally

WORKS REQUIRED:

- 1. Dip all tanks for water.
- Clean bund area on aboveground tanks.
- Inspect all valves for correct operation.
- Inspect all labels.
- 5. Inspect safety platforms.
- Inspect leak detection system.
- Inspect overfill prevention devices.
- 8. Update site database

SAFETY POINTS:

- 1. Cigarettes, pipes, matches, lighters etc are not permitted within the work area.
- 2. Permit to Work is to be displayed at the place of work.
- 3. Site specific risk assessment and clearance certificate is to be completed before work commences.
- 4. PPE (safety boots, overalls, hardhats etc) are to be worn at all times.
- 5. Work area is to be monitored with an explosimeter at all times.
- 6. Should the explosimeter read above 25% of the LEL of 1% the air purger is to be introduced into the immediate area. Work should be suspended until this level has been reduced. Should the level continue, consult Clovemead supervisor immediately, ensuring no one enters this area, as there is a possible risk of danger should a source of ignition occur in this area.
- Periodic site inspections will be made by a Clovemead supervisor or manager during the works to ensure compliance with the above.

23

Page 15 of 11

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WORK ITEM 1 - Dip all tanks for water content and remove.

- 1. Cordon off a safe working area around the tank manhole chambers.
- 2. Remove fill cap or plug from the tank top.
- Dip tanks for water content using water finding paste and record findings on test certificate, copy to be left on site.
- 4. If water found, remove from tank into fuel container using semi rotary pump.
- 5. Following water removal, dip tank for water using new paste to show if clear.
- 6. Investigate possible cause of any water ingress and repair leaks if found.
- 7. Record findings onto test certificate.

WORK ITEM 2 - Clean bund area on aboveground tanks.

- 1. Where aboveground tanks are present, inspect bund for water and debris.
- 2. Remove water from bund into site interceptor drainage.
- 3. Any debris is to be placed in rubble sacks and removed from site.
- 4. Inspect tank and bund for damage or rust, carry out any small repairs or patching necessary.
- 5. Inspect drain valve is operational and kept closed off and locked at all times.
- 6. Report any major defects to Clovemead supervisor.

WORK ITEM 3 - Inspect all valves for correct operation.

- 1. Inspect all, operating valves on site for free and correct operation.
- 2. Repair or replace where necessary.

WORK ITEM 4 - Inspect all labels.

- 1. Cordon off a safe working area around the tank manhole chambers.
- 2. Inspect all tank chambers, fill points and offset fill chambers for correct labels.
- 3. Check for correct grade and capacity labels, clean or replace if required.
- Check for overfill prevention warning labels, where fitted, clean or replace if required.
- 5. Ensure all warning labels are secure and in a visible position.

WORK ITEM 5 - Inspect safety platforms.

- 1. Cordon off a safe working area around the tank manhole chambers.
- 2. Inspect all manhole safety platforms on site.
- 3. Ensure all are secure with no missing fixings, repair or replace if required.

WORK ITEM 6 - Inspect leak detection system.

- 1. If fitted, inspect all leak detection systems for security and correct operation.
- 2. Inspect fluid level in all leak detection reservoirs, top up if required.
- 3. Ensure all reservoirs are securely fitted with no leaks or damage.
- 4. Simulate a leak on all reservoirs by removing the probe and check for correct alarm operation within main building.
- 5. Replace all probes and reset alarms.
- 6. Report any malfunction immediately to Clovemead supervisor.

WORK ITEM 7 - Inspect overfill prevention devices.

- 1. Cordon off a safe working area around the tank manhole chambers.
- 2. Remove all manual overfill prevention devices from their tank and inspect for correct operation.
- 3. Repair any minor defects.
- 4. Clean, lubricate and return to tank
- Major defects or faulty devices are to be reported to a Clovemead supervisor immediately.

WORK ITEM 8 - Update site database.

1. All information found and work carried out is to be recorded in order to keep the site databases updated following every visit.

IF IN DOUBT – ASK!

Contact Telephone Numbers

Paul Rava (Clovemead) Office 01925 242301 Mobile 07867 551898

John Mullens (Clovemead) Office 01925 242301 Mobile 07900 575634

RISK ASSESSMENTS/COSHH ASSESSMENTS.

25

Risk Assessments

- 1. Use of jointing compounds
- 2. Access & egress
- 3. Manual handling

COSHH Assessments

1. Jointing compounds - "Heldite"

STATISTICS.

ALLSLELSLE FREE

DETAILS OF TESTING SYSTEM

METHOD STATEMENT FOR DYNAMIC TESTING STAGE 1b VAPOUR RECOVERY ON TFE SITES

The purpose of this method statement is to provide clear guidance for Clovemead Limited employees involved in the works at the following sites.

LOCATION OF WORKS:

Various TFE sites nationally.

WORKS REQUIRED:

 Carry out dynamic testing of stage 1b vapour recovery system including valves, caps, seals and tank internals.

SAFETY POINTS:

- 1. Cigarettes, pipes, matches, lighters etc are not permitted within the work area.
- 2. Permit to Work is to be displayed at the place of work.
- Site specific risk assessment and clearance certificate is to be completed before work commences.
- 4. Any work at height will be carried out using a mobile scaffold tower.
- 5. PPE (safety boots, overalls, hardhats etc) are to be worn at all times.
- 6. Work area is to be monitored with an explosimeter at all times.
- 7. Should the explosimeter read above 25% of the LEL of 1% the air purger is to be introduced into the immediate area. Work should be suspended until this level has been reduced. Should the level continue, consult Clovemead supervisor immediately, ensuring no one enters this area, as there is a possible risk of danger should a source of ignition occur in this area.
- Periodic site inspections will be made by a Clovemead supervisor or manager during the works to ensure compliance with the above.

13

TOTAL UK LIMITED

MAINTENANCE OF PIPE AND TANK INSTALLATION

Site Name	
Site Address	

Maintenance Schedule:

- Check and dip all tanks for water, and remove any water found. Investigate and report cause of any water ingress where significant amounts are found.
- On above ground tanks remove any water/debris from the bund area and ensure the drain valve is operational. Paint and treat any rust affected areas to the tank body and bund.
- Check all other valves to above and below ground tank installations are operational and free from leaks. Repair/replace as required.
- Clean and check all tank capacity, grade, and overfill prevention labels for condition and security. Replace if required.
- Check safety platforms in tank and offset fill manholes. Check all fixings and tighten as required.
- Check leak detection system in tank manholes for security and correct levels in reservoirs. Check operation by simulating alarm condition on all systems. Leave all in working order. Report any malfunction to the Wakefield Administration office immediately.
- Check manual overfill prevention devices for operation and condition, and leave in working order.

Item No:	Check Completed	Comments	Engineer Initials
Item 1			
Item 2			and the second
Item 3			
Item 4			
Item 5			
Item 6			
Item 7			

Engineer (Print)	Engineer (Sign)	
Site Manager (Print)	Site Manager (Sign)	

Date Maintenance Check Carried Out.....

METHOD.

- Ensure with the site manager or operator that no fuel deliveries are to commence during the works.
- Cordon off work area around vapour recovery pipes and tanks, position warning signs.
- Remove pressure vacuum valve from vent manifold system and install pressure/vacuum gauge and test kit.
- Pressurize vapour system to 100m/bar using oxygen free nitrogen (OFN), visually check all joints for leaks using the soap test method and inspect for correct seal on vapour return valve and fill caps.
- Repair minor leaks/defects in order to maintain pressure and report any major faults to Clovemead supervisor.
- Remove fill caps from tanks and install flow/leak rate meters, take readings. If any pressure loss from gauge is noted then apply OFN until 100m/bar achieved again.
- Remove test kit, take gauge reading and leave for 30 minutes, periodically checking flow/leak rate meters on fill points for readings.
- 8. If any readings are noted from the fill point meters, then the tank internal is failing. Remove fill pipe from tank, repair and refit. Re-pressurize system and leave for further 30 minutes. If the flow meter still registers gas movement then the internal fillpipe requires replacement, contact Clovemead supervisor before continuing test.
- If all flow/leak rate meters show no loss then release OFN through the vent system, remove and replace tank fill caps and record findings to test certificate.
- If new internal fitted then repeat testing on the tank in question and note results.
- 11. Remove test gauge and flow/leak meters from system.
- 12. Lubricate and replace fill and vapour caps.
- Replace pressure vacuum valve with a pre tested unit to ensure correct operation on both vacuum and pressure release.
- Complete test certificate, to show results on all valves, caps, seals and internal fill pipes (as per IP/APEA standards).

14

15. Report all results to TFE.

AND AND ADDRESS OF THE

CATE				CLPE	0 11		
ection Ref: QMWI02 Date: 18/11/96							
Name:				Contr	Contract No:		
New Install Other –	ation / Su	spected L	oss / Statu	tory Age '	Γest /		
Was PO advised of test ?				Was test witnessed by PO ?			
Water Di	P					:	
1	2	3	4	5	6	7	8
	_						
		1	Method:	0.F.N			
Tank No Pump No Type (S/V/F/VR)		Test Pressure (psi)		Duration		Result (Pass / Fail)	
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Comments

Pipework Engineer......Date :.....