

**ENVIRONMENT, ENGINEERING
AND TRANSPORTATION
DEPARTMENT**

Council House, Mary Stevens Park, Stourbridge, DY8 2AA Telephone: Dudley (01384) 818181 Fax: (01384) 814455

Your ref: Our ref: Please ask for: Ext.

MOSS GROVE
SERVICE STATION

Direct Line: (01384)

AUTHORISATION TO OPERATE A PRESCRIBED PROCESS

THE ENVIRONMENTAL PROTECTION ACT, 1990 - PART I

THE ENVIRONMENTAL PROTECTION (PRESCRIBED PROCESSES & SUBSTANCES)
REGULATIONS, (AS AMENDED), 1991

THE ENVIRONMENTAL PROTECTION (APPLICATIONS, APPEALS & REGISTERS)
REGULATIONS, (AS AMENDED), 1991

THE ENVIRONMENTAL PROTECTION (PRESCRIBED PROCESSES & SUBSTANCES ETC),
(AMENDMENT), REGULATIONS, 1994

APPLICATION DULY MADE:- 9TH APRIL 1999

AUTHORISATION REFERENCE NUMBER: PET21

DATE AUTHORISATION SERVED: 21ST JUNE 1999

Dudley M.B.C. do hereby authorise: **ESSO PETROLEUM COMPANY LIMITED, ESSO HOUSE, ERMYN WAY, LEATHERHEAD, SURREY KT22 8UX**

To carry on a process for the unloading into storage of petrol from mobile containers at a Service Station, as defined in Part 'B' of Section 1.4 of Schedule 1 to the Environmental Protection (Prescribed Processes & Substances) Regulations, 1991, (As Amended), as described below in accordance with the following conditions.

ADDRESS OF AUTHORISED PROCESS: **MOSS GROVE SERVICE STATION, MOSS GROVE, KINGSWINFORD, WEST MIDLANDS DY6 9LR**

DESCRIPTION OF AUTHORISED PROCESS

The unloading of petrol into stationary storage tanks at a Service Station within the process boundary marked on the attached Plan Reference P1.

This Service Station has five petrol storage tanks and the annual volume of petrol unloaded from mobile containers into the stationary storage tanks is in excess of 1000m³.



**ENVIRONMENT, ENGINEERING
AND TRANSPORTATION
DEPARTMENT**

Council House, Mary Stevens Park, Stourbridge, DY8 2AA Telephone: Dudley (01384) 818181 Fax: (01384) 814455

Your ref: Our ref: Please ask for: Ext.
MOSS GROVE Direct Line: (01384)
SERVICE STATION

CONDITIONS

1.0. SITE CONSTRUCTION

- 1.1. Vapours displaced by the delivery of petrol into storage installations at this Service Station 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 2.1, 2.2 and 2.3 below.
- 1.2. The vapour balancing systems shall be of a size and design, as approved by the Local Enforcing Authority, to minimise vapour emission during the maximum petrol and vapour flow in accordance with conditions 1.1 and 3.2.
- 1.3. 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.
- 1.4. The fittings for delivery and vapour return pipes shall be different to prevent misconnection.
- 1.5. The petrol storage tank vent pipe shall be fitted with a pressure vacuum vent valve to minimise vapour loss during unloading and storage of petrol. The pressure vacuum vent valve shall be sized and weighted to prevent vapour loss, except when the storage tanks are subject to potentially hazardous pressurisation.
- 1.6. 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 offloading", or similar wording. The sign shall also refer to the maximum number of tanker compartments which may be unloaded simultaneously in accordance with Condition 3.2.
- 1.7. Venting of the petrol vapour shall be through the vent pipes marked on the attached site plan Reference P1.



**ENVIRONMENT, ENGINEERING
AND TRANSPORTATION
DEPARTMENT**

Council House, Mary Stevens Park, Stourbridge, DY8 2AA Telephone: Dudley (01384) 818181 Fax: (01384) 814455

Your ref:

Our ref:

Please ask for:

Ext.

**MOSS GROVE
SERVICE STATION**

Direct Line: (01384)

2.0. ON SITE PROCEDURE

2.1. All reasonably practicable steps shall be taken to prevent uncontrolled leaks of vapour from vents, pipes and connectors from occurring. The Local Enforcing Authority shall be advised immediately of the circumstances of such a vapour leak if there is likely to be an effect on the local community, and in all cases details of such a vapour leak shall be recorded in the Log Book required by Condition 4.3.

In this Condition, and in Condition 4, a vapour leak means any leak of vapour excepting those which occur through the pressure vacuum vent valve, as described in Condition 11 during potentially hazardous pressurisation.

2.2. The operator shall immediately advise the Local Enforcing Authority 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 2.1.

2.3. Instances of vapour leak shall be recorded in the Log Book, as required by Condition 4.3 and under the circumstances detailed in Condition 2.1, be advised to the Local enforcing Authority immediately.

2.4. The procedures in Conditions 3.1, 2.1, 2.2 and 2.3 shall be reviewed in light of any modifications which occur to the facilities. The Local Enforcing Authority shall be advised of any proposed alteration. If necessary, a Variation Notice shall then be served by the Local Authority to alter the conditions of the Authorisation before the proposed alteration is implemented.

2.5. Manhole entry points to storage tanks shall be kept securely sealed except when maintenance and testing are being carried out which requires entry to the tank.



**ENVIRONMENT, ENGINEERING
AND TRANSPORTATION
DEPARTMENT**

Council House, Mary Stevens Park, Stourbridge, DY8 2AA Telephone: Dudley (01384) 818181 Fax: (01384) 814455

Your ref:

Our ref:

Please ask for:

Ext.

**MOSS GROVE
SERVICE STATION**

Direct Line: (01384)

3.0. DELIVERY PROCEDURE

- 3.1. The operator shall implement the petroleum delivery procedure provided as part of the application for Authorisation and which is attached to this authorisation document.
- 3.2. The number of tanker compartments being discharged simultaneously shall not exceed two, excluding the diesel compartment, unless the diesel storage tank is vented through the same vapour balancing system as the petrol storage tanks.
- 3.3. 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.
- 3.4. 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.
- 3.5. Road tanker compartment dip testing shall not be performed whilst the vapour hose is connected except where split compartment deliveries are carried out and the Petroleum Licensing Authority has agreed to this procedure.
- 3.6. A competent person shall remain near the tanker and keep a constant watch on hoses and connections during unloading. A competent person may be an employee of the Service Station operator, or the tanker driver, however, the competent person shall have received the necessary training as detailed in the definition attached to this Authorisation.
- 3.7. All road tanker compartment vent and discharge valves shall be closed on completion of the delivery.
- 3.8. 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. The vapour return hose shall be disconnected at the storage tank end first.



**ENVIRONMENT, ENGINEERING
AND TRANSPORTATION
DEPARTMENT**

Council House, Mary Stevens Park, Stourbridge, DY8 2AA Telephone: Dudley (01384) 818181 Fax: (01384) 814455

Your ref: Our ref: Please ask for: Ext.

**MOSS GROVE
SERVICE STATION**

Direct Line: (01384)

3.9. All connection points shall be securely sealed after delivery.

3.10. If the storage tanks or road tanker compartments are dipped after delivery, the dip openings shall be securely sealed immediately after dip testing.

4.0. TESTING & MAINTENANCE PROCEDURES

4.1. Petrol delivery and vapour return lines, pressure vacuum vent caps and valves, vapour adapter poppet seat and spring, vapour adapter hose connection point and cap, tank fill point connection points and caps, and all associated above ground pipework shall be tested annually in accordance with the Schedule attached to this Authorisation.

4.2. All underground vapour return pipework petroleum delivery pipework and petrol storage tanks shall be pressure tested once every 5 years, in accordance with the Schedule attached to this Authorisation.

4.3. 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 2.1, 2.2 and 2.3.



**ENVIRONMENT, ENGINEERING
AND TRANSPORTATION
DEPARTMENT**

Council House, Mary Stevens Park, Stourbridge, DY8 2AA

Telephone: Dudley (01384) 818181

Fax: (01384) 814455

Your ref:

Our ref:

Please ask for:

Ext.

**MOSS GROVE
SERVICE STATION**

Direct Line: (01384)

SIGNED:

M. Curtis

Dr. M.W. Curtis.

Chief Environment, Engineering & Transportation Officer

DATE:

21st June 1999

By, or on behalf of the Chief Officer, Environment, Engineering and Transportation Department, authorised by Dudley Metropolitan Borough Council, to sign on their behalf.



**ENVIRONMENT, ENGINEERING
AND TRANSPORTATION
DEPARTMENT**

Council House, Mary Stevens Park, Stourbridge, DY8 2AA Telephone: Dudley (01384) 818181 Fax: (01384) 814455

Your ref:

Our ref:

Please ask for:

Ext.

**MOSS GROVE
SERVICE STATION**

Direct Line: (01384)

ADDITIONAL NOTES

(THIS SECTION DOES NOT CONSTITUTE ANY PART OF THE LEGAL AUTHORISATION DOCUMENT)

1. Section 7(10) of the Act describes "BATNEEC" as including, in addition to technical means and technology the number, qualification, training and supervision of persons employed in the process and the design, construction, layout and maintenance of the buildings in which the process is carried out.
2. To contact this office during normal office hours, telephone Stourbridge (01384) 818181 and ask to speak to an Officer in the Environmental Protection Division of the Environment, Engineering and Transportation Department. To report an incident to this Department during out of office hours the emergency operator should be contacted on Stourbridge (01384) 818182.
3. Section 7(4) of the Act provides that, in relation to any aspect of the prescribed process not regulated by conditions the Best Available Techniques Not Entailing Excessive Costs shall be used:-
 - (a) For preventing the release of substances prescribed for air into the air, or where that is not practicable by such means for reducing the release into the air of such substances to a minimum and for rendering harmless any such substances to a minimum and for rendering harmless any such substances which are so released, and;
 - (b) For rendering harmless any other substances which might cause harm if released into the air.



**ENVIRONMENT, ENGINEERING
AND TRANSPORTATION
DEPARTMENT**

Council House, Mary Stevens Park, Stourbridge, DY8 2AA Telephone: Dudley (01384) 818181 Fax: (01384) 814455

Your ref:

Our ref:

Please ask for:

Ext.

**MOSS GROVE
SERVICE STATION**

Direct Line: (01384)

**SCHEDULE OF MAINTENANCE EXAMINATION
AND TESTING OF VAPOUR BALANCING CONTROLS**

The company will ensure that vapour balancing controls will be maintained as appropriate at least at the minimum frequency determined by PG1/4 (96).

All maintenance work carried out on site is detailed within the site register as required by the site petroleum licence, this includes commissioning tests as appropriate.

Maintenance will only be carried out by a competent person. Any damage or defects to be logged and any replacement parts fitted will be equivalent or better types.

The company will ensure that vapour balancing controls will be examined and tested at least at the minimum Frequency determined by PG1/14 (96).

The site being new has warranty with the installers and will incorporate the following inspection at the end of the first year and thereafter annually.

Pressure vacuum vent caps removed and valve action tested.

Vapour adapter poppet seat and spring to be inspected for action and damage.

Vapour adapter hose connection point undamaged and cap seal in good condition.

All tank fill point connection points undamaged and cap seals in good condition.

All above ground pipework (manifold and risers) visually checked for corrosion.

All underground vapour return pipework, petroleum delivery pipework and petrol storage tanks shall be pressure tested every five years.



ENVIRONMENT, ENGINEERING AND TRANSPORTATION DEPARTMENT

Council House, Mary Stevens Park, Stourbridge, DY8 2AA Telephone: Dudley (01384) 818181 Fax: (01384) 814455

Your ref:

Our ref:

Please ask for:

Ext.

**MOSS GROVE
SERVICE STATION**

Direct Line: (01384)

DEFINITION OF A COMPETENT PERSON

- 18 years old or over and suitably trained
- Be able to meet the legal requirements for receiving a fuel delivery
- Be able to meet the ESSO standards for seeing in a fuel delivery
- Have enough practical and theoretical knowledge, training and actual experience to carry out a particular task safely and effectively
- Have an understanding of relevant legal requirements
- Have an understanding of the hazards involved
- Be able to recognise when specialist advice or assistance is necessary

Theoretical

- Be familiar with the contents of the ESSO Guidelines for Retailers and their Staff
- The relevant sections of the ESSO Operations Integrity Toolkit - namely the Cashier Guide and the Current Records File if you are working at an ESSO owned service station
- The layout and facilities of the service station you work at
- The procedures for receiving deliveries of fuel, including the accurate completion of the paperwork
- The procedures for handling emergencies

Practical

- The competent person should have been given simulated emergency situations to learn how to handle emergencies, which must have been dealt with to the satisfaction of the trainer or supervisor. Alternatively written questions or examples to discuss to demonstrate the knowledge may be used
- The competent person must receive one or more fuel deliveries under the supervision of a fully trained competent person to demonstrate the ability to carry out the procedures in Guidelines



**ENVIRONMENT, ENGINEERING
AND TRANSPORTATION
DEPARTMENT**

Council House, Mary Stevens Park, Stourbridge, DY8 2AA Telephone: Dudley (01384) 818181 Fax: (01384) 814455

Your ref:

Our ref:

Please ask for:

Ext.

**MOSS GROVE
SERVICE STATION**

Direct Line: (01384)

Training

- The supervisor or trainer should ensure that:-

A record is kept of training the standard reached and identify further training needs

Dates of satisfactory training, deliveries taken under supervision should also be recorded

The competent person should be aware of the legal obligations which a petrol retailer has. The competent person is required to comply with relevant parts of the legislation.

As a minimum:-

- Be fully aware of the contents of any Petroleum Storage Licence or Consent or similar document granted by the relevant authorities which relate to the service station
- Follow procedures set out in the ESSO Guidelines Retailers and their staff as this complies with the requirements for a competent person receiving deliveries
- Comply with the Health and Safety Policy at the service station and any other relevant policies or procedures put in place by the site retailer
- Appreciate the hazards involved at the site and the procedure to be followed in the case of an emergency

Including when to call the emergency services, to report incidents, near misses and how to handle contaminated waste



**ENVIRONMENT, ENGINEERING
AND TRANSPORTATION
DEPARTMENT**

Council House, Mary Stevens Park, Stourbridge, DY8 2AA Telephone: Dudley (01384) 818181 Fax: (01384) 814455

Your ref: Our ref: Please ask for: Ext.
MOSS GROVE Direct Line: (01384)
SERVICE STATION

DELIVERY PROCEDURE

Site Controlled Deliveries

Procedures to follow - before, during and after a delivery

Before the Delivery

Ensure the area is clear of obstruction, free of ignitable materials or activities

During the Delivery

The Role of the Competent Person

Before delivery into any storage tank begins, the Competent Person must have taken tank dips to assess ullage and must in the presence of the Distribution Technician (DT), complete each of two copies of Part A of an approved form of certificate as follows:

- First column - the address of the licensed premises
- Second column - the name of the petroleum licensee
- Third column - the relevant storage tank identification
- Fourth column - the quantity of petrol or diesel to be delivered
- Fifth column - the grade of petrol or diesel to be delivered
- Sixth column - his or her signature
- Seventh column - the date and time of delivery

The Role of the Distribution Technician (DT)

Before delivery into any storage tank begins, the DT must, in the presence of the Competent Person and AFTER the Competent Person has completed Part A, complete each of two copies of Part B of the approved form of certificate as follows:

- First column - the relevant storage tank identification



**ENVIRONMENT, ENGINEERING
AND TRANSPORTATION
DEPARTMENT**

Council House, Mary Stevens Park, Stourbridge, DY8 2AA Telephone: Dudley (01384) 818181 Fax: (01384) 814455

Your ref: Our ref: Please ask for: Ext.
MOSS GROVE Direct Line: (01384)
SERVICE STATION

Second column - the number of each compartment of the road tanker from which petrol or diesel is to be delivered

Third column - his or her signature

During the Delivery

- The competent person has the responsibility to ensure the delivery is performed safely and an overfill does not occur
- The Delivery Technician is responsible for the delivery and he/she will expect a fully trained Competent Person to attend the delivery
- Both the Competent Person and the Delivery Technician must remain in attendance throughout the delivery and remain vigilant, looking for potential hazards
- If either person is distracted the delivery must stop. It is a criminal offence for either person to leave the delivery while fuel is being discharged
- Prior to discharging the fuel, ensure the tanker is in the correct position
- Ensure adequate lighting to perform the delivery safely is available
- Agree the details of the delivery note
- Ensure sufficient ullage is available to accommodate the delivery
- Remove manhole covers (if present) and unlock each fillpipe to tanks only immediately before each one is filled
- Unlock and remove the vapour balancing pipe cap
- Connect vapour balancing hose first to truck, then to site
- Complete Part A of the Petroleum Certificate (first, second, third, fourth, fifth and seventh columns) in duplicate to specify the quantities and grades to be discharged into the tanks, as previously identified from the delivery note and tank dips

**ENVIRONMENT, ENGINEERING
AND TRANSPORTATION
DEPARTMENT**

Council House, Mary Stevens Park, Stourbridge, DY8 2AA

Telephone: Dudley (01384) 818181

Fax: (01384) 814455

Your ref:

Our ref:

Please ask for:

Ext.

**MOSS GROVE
SERVICE STATION**

Direct Line: (01384)

- Ensure that the Delivery Technician has connected the vapour balancing hose to the site and vehicle before any other hose is connected. It should remain connected throughout the entire delivery
- Complete Part B of Petroleum Certificate first and second columns
- After the Delivery Technician has connected both ends of the delivery hose and before any fuel is discharged into the hose, visually check the physical delivery hose connection against the Certificate
- (Connect first hose to site tank and then road tanker for first product delivery)

Check:

- Correct grade of product will go into the correct tank
- There is sufficient ullage in the tank to accommodate the quantity to be delivered
- If dipping is through a separate opening into the tank, that the opening has been securely closed
- The tank has been isolated, by closure of appropriate valves, from any others if linked to them by siphon pipes which do not have mechanical overfill devices
- Confirm the connections verbally with the Delivery Technician - if in doubt check the delivery note, certificate and connections again before proceeding
- If satisfied that these conditions have been met sign the Petroleum Certificate in the sixth column only on the line corresponding to the tank number connected up. This signature also confirms that the vapour balancing hose is attached
- The Delivery Technician, if satisfied with the connections, also sign Part B of the Petroleum Certificate on the line relating to the tanker pot to be discharged



**ENVIRONMENT, ENGINEERING
AND TRANSPORTATION
DEPARTMENT**

Council House, Mary Stevens Park, Stourbridge, DY8 2AA

Telephone: Dudley (01384) 818181

Fax: (01384) 814455

Your ref:

Our ref:

Please ask for:

Ext.

**MOSS GROVE
SERVICE STATION**

Direct Line: (01384)

- The Delivery Technician is then to open foot valve for appropriate pot open faucet to allow the product to flow from the road tanker into the service station tank
- Immediately a storage tank has received all of its delivery, replace and lock the fill cap
- Delivery Technician to close the faucet, drain and disconnect hose as appropriate
- Repeat this process for each tank which is to receive delivery of a product
- When all road tanker compartments have been discharged into the site's tanks in accordance with the Petroleum Certificate, check that the compartments on the road tanker are empty. To do this inspect the sight glasses by each faucet - the red balls should have dropped to the bottom of the glass and should not rise with the foot valves open - and with the visiwink indicators showing green
- When all road tanker compartments have been discharged into the site's tanks in accordance with the Petroleum Certificate DT opens all foot valves to show there is no product left in the compartments on the road tanker
- Double check to ensure all site's tank fillpipe caps and the vapour balancing pipe cap have been securely fitted and locked. Replace manhole covers
- When all other hoses are disconnected, disconnect vapour recovery hose
- Dip tank or Edacom gauge readings to check product has been delivered into tanks specified
- If satisfied that all product has been delivered and no abnormal differences appear, sign the delivery note to confirm
- Delivery Technician to take one copy of the delivery not and one copy of the Petroleum Certificate back to the terminal
- Competent Person must check to make sure the tank fill points are ALL locked

