Water Use

Oil storage at sites where there is an onward distribution

(WAT-SG-15) Supporting Guidance for Licence Applications

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Update Summary

Version	Description
v1	First issue for Water Use reference using approved content from the following documents: *Guidance for Licence Applications FINAL*
v2	Revised to reflect changes in Water regulations 2017, with addition of Oil PPP template and GBR28 checklist

Notes

References: Linked references to other documents have been disabled in this web version of the document. See the References section for details of all referenced documents.

Printing the Document: This document is uncontrolled if printed and is only intended to be viewed online.

If you do need to print the document, the best results are achieved using Booklet printing or else double-sided, Duplex (2-on-1) A4 printing (both four pages per A4 sheet).

Always refer to the online document for accurate and up-to-date information.

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1. Key Points

This document provides guidance for operators on the changes in regulation applicable to sites which store oil for onward distribution.

1.1 Levels of Authorisation

Figure 1 shows the levels of authorisation available for the storing of oil under *The Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended)* (CAR)

Figure 1 Levels of Authorisation for storage of oil

GBR	Registration	Simple licence	Complex licence
Oil Storage			
The storage of oil in a portable container with a capacity of less than 200 litres [GBR26]			
Storage of oil used to serve heating or cooking facilities on premises used wholly or mainly for residential purposes [GBR27]			
All other storage of oil which meets specified standards for container suitability, secondary containment, ancillary equipment and monitoring [GBR28]		The storage of oil for onward distribution which does not comply with GBR28	

Extracted from *CAR – A Practical Guide*

Annex A: GBR28 Checklist provides a checklist to help with the assessment of GBR28 compliance.

If the requirements of GBR28 cannot be met at the oil storage facility then a licence is required to operate the storage facility. Once licenced, the operator will require to submit an Asset Improvement Plan detailing measures to bring the facility up to the requirements of GBR28 or a justified equivalent.

For further guidance on the requirements of the Asset Improvement Plan see *WAT-SG-15-A*.

1.2 Background

The *Water Environment (Miscellaneous) (Scotland) Regulations 2017* include the provisions previously covered by the Water Environment (Oil Storage) (Scotland) Regulations 2006 (OSR). The Regulations previously in OSR have been transferred, with some amendments, to become General Binding Rules (GBRs) in CAR. One significant change is that oil storage at sites where storage is for onward distribution will no longer be exempt from these Regulations, and there is now a GBR (GBR28) with rules which apply to any storage of oil above ground.

Where a site was not immediately compliant with GBR 28 on the date these regulations came into force (notwithstanding any grace period given by SEPA), the operator is undertaking an unauthorised activity. To gain authorisation the operator needs to apply for a licence from SEPA.

2. Licensing

A licence will be required where the requirements of GBR28 cannot be met. The licence will require that the operator ensure that no oil enters the water environment from the site.

The application must justify how this will be achieved.

2.1 Application with Oil Pollution Prevention Plan

The operator must submit an Oil Pollution Prevention Plan (OPPP) (see Annex B:) with the application. SEPA expect that the Oil Pollution Prevention Plan will contain information as outlined in Annex B:. The purpose of the OPPP is to ensure that the operator is aware of the environmental risks of the oil storage activity on the site and has plans in place to minimise the risk of spillage and plans to address any pollution should it occur.

Should the OPPP give SEPA confidence that the site is being run to in the best possible way even though the site is not up the standards of GBR28 then a licence will be issued.

It is the responsibility of the operator/site licence holder to keep the OPPP up to date to reflect operations within the site. The OPPP shall be made available for inspection by SEPA Officers at any reasonable time.

2.2 Improvement Arrangements

Where an Asset Improvement Plan is a requirement of the licence this should be submitted to SEPA by the compliance date on the licence. The Asset Improvement Plan will then be assessed by SEPA and the licence will be varied to include the details of the plan as upgrade conditions.

Please note that failure to submit the Asset Improvement Plan by the required date would constitute a breach of licence conditions and SEPA may take appropriate enforcement action in those circumstances. See SEPA's *Enforcement Policy and Guidance*.

Further guidance on the requirements of the Asset Improvement Plan is being developed in consultation with industry representatives and will be published separately.

For further guidance on the requirements of the Asset Improvement Plan see *WAT-SG-15-A*.

Annex A: GBR28 Checklist

Checklist to help assess compliance with the General Binding Rule 28 of The Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended) for sites where there is an onward distribution of oil.		
General requirements	**Yes/No**	**Comments**
Is the tank of sufficient strength and structural integrity (unlikely to leak or burst in ordinary use)?	YES NO	
Is the tank within a secondary containment system?	YES NO	
Is the tank/containment system located or protected so an impact or collision cannot damage it?	YES NO	
Secondary containment: storage capacity		
For a single tank, is the secondary containment at least 110% of the maximum storage capacity of the tank?	YES NO	
For two or more tanks in one secondary containment system, is the secondary containment at least 110% of the biggest tank's maximum storage capacity, or 25% of the total maximum storage capacity of all the tanks, whichever is the greatest?	YES NO	
Secondary containment: integrity		
Is the secondary containment impermeable to water and oil?	YES NO	
Is the secondary containment system intact and without openings or valves for drainage?	YES NO	
Are any fill pipes or draw off pipes that pass through the secondary containment sealed adequately?	YES NO	
Tank ancillary equipment		
Are all valves, filters, sight gauges, vent pipes or other ancillary equipment within the secondary containment system?	YES NO	
If the tank has a sight gauge, is it properly supported and fitted with a valve that closes automatically when the gauge is not in use?	YES NO	
Are vent pipes, taps and valves arranged so that any oil lost will be retained within the containment system?	YES NO	

Are all taps and valves, through which oil can be discharged to the open, fitted with locks and locked shut when not in use?	YES NO	
Deliveries to the tank		
Is the fill pipe situated within the secondary containment system or, if not, is a drip tray big enough to contain any oil that remains in the pipe work after filling available?	YES NO	
Can the tank and vent be seen from the point where the filling operation is controlled or, if not, is the tank fitted with an automatic overfill prevention device?	YES NO	
If a screw fitting or other fixed coupling is fitted, is it maintained in good condition and used wherever the tank is being filled with oil?	YES NO	
Fill and draw off pipes		
Are fill, draw-off pipes (and overflow pipes) located or protected from impact or collision damage?	YES NO	
If made of materials liable to corrosion, are they protected from corrosion and frost damage?	YES NO	
Are they non permeable to hydrocarbon vapours?	YES NO	
And, if above ground, are they supported properly?	YES NO	
Underground pipes (for filling and/or draw off)		
Are underground pipes for filling, draw-off (or feed) protected from physical damage?	YES NO	
Are all mechanical joints situated as a place accessible for inspection?	YES NO	
Are there adequate facilities for detecting leaks?	YES NO	
If permanent leak detection is provided, is it maintained in working order and tested at appropriate intervals? (at least every 5 years)	YES NO	
If permanent leak detection is not provided, have the pipes been tested before use?	YES NO	
Is pipework with mechanical joints tested for leaks every 5 years?	YES NO	

Is all other pipework tested for leaks every 10 years?	YES NO	
Flexible draw off pipes permanently attached to the container or delivery pump (for draw off of oil from the tank)		
Is the flexible draw off pipe fitted with a tap, or valve at the delivery end that closes automatically when not in use?	YES NO	
Is the pipe kept within the secondary containment system or positioned above an area which drains to a suitable oil interceptor when not in use?	YES NO	
Security		
Is the pipe enclosed in a secure cabinet (equipped with a drip tray) which is locked shut when not in use? OR	YES NO	
Is there a lockable valve where the pipe leaves the container which is locked shut when not in use? OR	YES NO	
Has the premises in which the pipe is situated appropriate security to prevent unauthorised access?	YES NO	
Pumped draw off (non-gravity draw off of oil from the tank)		
Is the pump fitted with a non-return valve in the feed line to the pump?	YES NO	
Is the pump protected from unauthorised use?	YES NO	
Is the pump located or protected to minimise risk of damage?	YES NO	
Oil storage in drums		
If a drum is used for the storage of oil, is it situated in a containment system with a capacity of not less than 25% of the drum's storage capacity? OR	YES NO	
If there are more than one drum in the same containment system, 25% of the aggregate capacity of the drums?	YES NO	

Name of Assessor:		**Date:**	
Notes:			

Annex B: Oil Pollution Prevention Plan Template

Oil Distribution Depot – Oil Pollution Prevention Plan

An Oil Pollution Prevention Plan (OPPP) is a required part of a CAR application for a licence to store oil at a site where there is an onward distribution of oil. A separate OPPP is required for each individual depot. This template can be used or an alternative format which provides the same information. An OPPP is to give confidence that risk of oil pollution is being managed on a site currently non-compliant with the GBR28. The OPPP for each site should be available to SEPA officers for inspection at any reasonable time.

Document Control

To ensure that this OPPP is kept up to date and that the most recent version is used by staff and contractors, its distribution and revision must be controlled.

It is recommended that this OPPP is updated at least annually or when any changes to infrastructure or practices are made on site. All key staff members at this location should be aware of the requirements of this document.

The responsible person will:

- Manage the master copy and any other paper or electronic copies of the OPPP
- Keep a summary of updates, versions and dates and distribution lists
- Ensure OPPP updates are distributed to all relevant staff as controlled copies
- Ensure any uncontrolled copies are marked as uncontrolled copies or removed from circulation

Using the template

The template uses fields to allow you to move quickly to the next response. Where appropriate the fields include useful contextual information.

1. Click F11 button on keyboard to move to select the next field
2. Type your information directly into the selected field to overwrite contextual information
3. If field information is not required, press Delete to remove it.
4. Field shading does not appear when you print the document
5. Refer to other documents if there is not enough space for your information is too lengthy to appear on this template

	Oil Pollution Prevention Plan	
1. Company details and site to which this plan applies		
Company Name		
Site Address		
Description of your company operations		
Company Environmental Policy	<if your company has or develops an Environmental Policy, summarise it here and/or include as an attachment>	
Boundary of the land to which this pollution prevention plan applies	<provide map>	
Location of oil storage in relation to environmental receptors (e.g. SSSIs, SACs, salmon rivers)	<provide map>	
2. What is being stored in the area to which this plan applies?		
Tank Storage numbers/References/locations	<List the tank reference numbers and attach a plan showing the location of the tanks on site>	
Design volumes of each tank		
Safe working capacity of each tank	<at what level do you fill the tank and why has this level been established>	
Are the tanks bottom or top fill?	<please note for each tank>	
Substance stored in each tank		
Other oil and chemical storage e.g. drums/IBCs/containers	<List these and indicate where these are stored on the plan>	
3. Construction and containment details of each oil storage tank		
What is each tank constructed of?		
Provide justification that the material each tank is made of is suitable for the storage of the oil product stored.		
What is the condition of each tank?	<details of any internal/external inspections carried out to the tanks, NDT reports, cleaning programmes, pitting identified etc.>	
What secondary/tertiary containment is in place to contain a breach of the primary tank?	<wall and floor design and condition>	
How often is the integrity of the tank and any secondary/tertiary bunds inspected?		
4. Maintenance and inspection plans		
Maintenance programme that will be undertaken/continued for all tanks on site		
Inspection programme will be undertaken/continued for all tanks on site		

Management programme that will be used to ensure all workers on the site and anyone visiting the site are aware of, and doing, what is required of them in relation to this plan	
5. Other activities on site	
What other activities are carried out on site	<e.g. vehicle washing>
6. Site Layout and drainage plan	
GPP21 Pollution Incident Response Plans has good advice on preparing a drainage plan	
Describe the general layout of your site	<reference and include a plan>
Describe the drainage arrangements for the site	<include a drainage plan> <does all drainage drain to one point on the site or several> <to the public foul sewer, public surface water sewer or private discharge to a watercourse> <include reference to consents from Scottish Water or authorisations from SEPA for these discharges> <include any discharge limits on these>
Describe any interceptor(s) forming part of site drainage infrastructure	<size, design type, British Standard confirms to> <how do you manage this system, note any maintenance schedules, alarms/monitor controls on the system to notify of potential oil spill over and shut down devices>
Describe any tertiary containment for the site	<for example perimeter protections, controls in the event of oil overwhelming the site drainage, outlet controls to prevent pollution from the site> <pollution cut off valves>
7. Identify potential pollution pathways	
Parts of the water environment that the oil could reach	<identify surface watercourses, groundwater, sewer and road drains in the vicinity> <distances to receptors> <surrounding area i.e. housing, coastal, rural. How could these areas be affected?> <identify sewage treatment works/pumping stations which could be affected>
How could oil reach the water environment from the site e.g. overland flow, drains	<describe using maps of existing site drainage, watercourses, field drains etc.>
8. How will you manage pollution risks under this plan?	
How can you guarantee that there will be no oil pollution from the site?	Use Table 1
How will you manage the pollution risks which exist?	Use Table 1
9. What will be done if something goes wrong?	
Main rapid response actions that will be taken to try to prevent pollutants reaching the water environment	
Response actions that will be taken in the case of pollution occurring	

Including contacting SEPA's 24h number 0800 807060	<internal and external contracts> <clean up company contacts>
10. Who is in charge of making sure this plan is implemented?	
Person(s) with overall responsibility for ensuring this plan is implemented on a day-to-day basis	
Person(s) responsible for the maintenance programme (if different)	
Person(s) responsible for the inspection programme (if different)	
Person(s) responsible for ensuring appropriate rapid response to prevent or minimise pollution if something goes wrong	

Table 1 Pollution Risk Scenarios and Controls

How can you guarantee that there will be no oil pollution from the site? How will you manage the pollution risks which exist? Use as many rows as necessary. The grey cells are just examples and should be removed from the table and replaced with your own information. This table should be filled with scenarios from your site.

Scenarios	Possible Route for the pollution to exit the site	Pollution controls		Further Comments
		Structural	Procedural	
large spillage of oil during tanker loading puncture of oil drum in the yard leak of the tanks in the bund while we know the bund not to be integrally sound tanker driver overfills a toploading tanker vehicle reverses into the delivery gantry <another scenario>	<where would the oil go to? An interceptor, a corner of the yard, out onto the road?>	<how would you physically stop the oil is there a valve to close? Emergency closure on the interceptor outlet?> <presence of an overfill protection device>	<who would do this? And how would they do this?> <covering drains, closing valves, using oil absorbent mats>	<any other comments, could include future improvements planned at the site which would mitigate this risk further – structural, procedural, training>

References

NOTE: Linked references to other documents have been disabled in this web version of the document.

See the Water >Guidance pages of the SEPA website for Guidance and other documentation (*www.sepa.org.uk/regulations/water/guidance/*).

All references to external documents are listed on this page along with an indicative URL to help locate the document. The full path is not provided as SEPA can not guarantee its future location.

Useful references to draw up the Oil Pollution Prevention Plan

- *GPP2 Above Ground Oil Storage*
- *GPP21 Pollution Incident Response Plans*
- *PPG3 Use and Design of Oil Separators in Surface Water Drainage Systems*
- *PPG18 Firewater and Major Spillages*
- *PPG22 Incident Response – Dealing with Spills*

Key Documents

- *CAR – A Practical Guide* SEPA (www.sepa.org.uk)
- *Enforcement Policy and Guidance* SEPA (www.sepa.org.uk)
- *The Water Environment (Miscellaneous) (Scotland) Regulations 2017* NetRegs (netregs.org.uk)
- *The Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended)*

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