

EMS OP01: Bulk Liquid Storage and Delivery

Version No:	1	Issued By:	Operations Manager
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INTRODUCTION

This procedure describes the method by which I'Anson Bros Ltd manages bulk liquid storage and delivery in such a way as to prevent spillages and leaks. The main objective of this procedure is to ensure that no liquid is released to surface water, groundwater or to land. Bulk liquids includes; Vegetable oils, Molasses & Adblue.

REFERENCES

This Procedure is implemented by Mill Procedures & Work Instructions.

RESPONSIBILITY

The Operations Manager is responsible for this procedure and its communication to the Production Manager. The Production Manager is responsible for its implementation on site.

HAZARDS

These liquids have a very high potential to pollute land or water. Even small quantities can pollute large volumes of water and can be difficult and expensive to clear up. Oil can also contaminate land and could result in expensive remediation/cleanup costs being incurred.

ACTIONS

These will be identified by Work Instructions held on site which will incorporate the following points.

Bulk Liquid Storage

1. All bulk liquid storage tanks must meet the requirements of the Control of Pollution (Oil Storage) (England) Regulations 2001. Further details are contained in the Register of Legislation (Legislation Register) and Pollution Prevention Guidelines 02 and 26 held **on the computer system**.
2. Tanks, bunds and pipework are to be checked monthly to ensure that they are not damaged in any way and that they are not leaking. Refer also to the section in this procedure for waste oil tanks and for bund water removal.
3. Liquid intake fill lines must be padlocked to prevent incorrect delivery.

Bulk Liquid delivery

1. All deliveries should be supervised wherever possible, in particular where a new contractor is making a delivery or where an incident has occurred in the past.
2. The date and time for delivery should be booked when there will be a responsible person available to supervise the delivery and contractors should be informed that they should ask for the relevant person responsible when they arrive on site.
3. The delivery note provided by the delivery contractor must be checked to ensure it covers the correct amount ordered.

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4. The delivery contractor will be taken to the correct fill point. Prior to filling, check that the tank(s) have sufficient spare capacity for the delivery and record the amount already in the tank.
5. Prior to filling, check that the contents of the spill kit are present and that the kit is near to hand.
6. If the fill pipe is outside of the bund, then a drip tray must be placed under the fill point prior to coupling of the fill pipe.
7. If the tanker driver is unable to see the fill gauge during filling, ensure that the fill gauge will be monitored on their behalf.
8. Tanker hoses and associated couplings should be checked for leaks during delivery, if any leaks are detected delivery must stop immediately.
9. In case of spillage all persons following this procedure must refer to the Site Emergency Plan and/or Spill Procedure.
10. The fill gauge and the amount delivered should be as detailed on delivery note.
11. Lock the fill point.
12. Ensure delivery note is kept on file.

Disposal of waste oil

1. When pouring waste oil into the waste oil tank ensure that a funnel and drip tray are used to avoid causing any spillage. A notice on the tank can help remind staff of this requirement.
2. The waste oil tank meets the same requirements as the oil storage tanks and should be checked at the same time as the oil storage tanks are being checked. Refer to Pollution Prevention Guidelines 08 held on the computer system.
3. The level of oil in the waste oil tank should be checked regularly and arrangements made for disposal as appropriate.
4. Only suitably licensed waste disposal contractors are used to collect and dispose of waste oil. A copy of their licence should be obtained and kept on file. Refer to Waste Management Procedure EMS OP3.
5. Collection should be supervised wherever possible so when collection is required the contractor must be informed of informed that they should ask for the relevant person responsible when they arrive on site.
6. Before collection, check that the contents of the spill kit are present and that the kit is near to hand.
7. During collection use a drip tray if you think there is a possibility of spillage and cease pumping if any leaks occur. In the event of a spillage follow the Site Emergency Plan and/or Spill Procedure
8. Ensure a waste transfer note is obtained for the oil which details the correct quantity removed. This note should then be filed and retained for 3 years. See the Waste Management Procedure EMS OP3.

9. Disposal of bund water

1. All bunded areas are inspected on a weekly basis or more frequently in periods of heavy rain.
2. Where bunded areas are found to contain liquid, then the liquid must be removed as detailed below.
3. If chemical, oil or fuel spillages or residues are found within the bund or should there be an accumulation of rainwater in the bund this should be recorded and the appropriate corrective action taken.
4. If the liquid within the bund is an accumulation of uncontaminated rainwater then a manually controlled positive lift pump should be used to transfer it into suitable storage containers. These containers can then be drained to a foul drain or surface water via an interceptor. Refer to Drainage and Interceptor Procedure EMS OP02.

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5. In the event that the spillage within the bund is found to be from oil, liquid raw material, chemical or fuel, then a suitably licensed hazardous waste disposal contractor should be contacted to organise disposal of the bund water in accordance with Waste Management legislation See the Waste Management Procedure EMS OP3.
6. A waste transfer note should be obtained, filed and kept for 3 years.
7. In the event of other sources of contamination in the bund such as litter and solid debris this can be removed and disposed of in general waste unless the debris is classified as special/hazardous waste.

Documentation

1. Ensure that all checks referred to above are documented.

LEGISLATION

Details of the legislation relating to this procedure are contained in the Register of Legislation (Legislation Register) held **on the computer system**.

OTHER USEFUL REFERENCES

Environment Agency Pollution Prevention Guidance (PPG) Notes

PPG01 – General Guide to the Prevention of Water Pollution

PPG02 – Above Ground Oil Storage Tanks

PPG08 – Storage and Disposal of Used Oils

PPG26 – Storage and Handling of Drums and Intermediate Bulk Containers

CIRIA/Environment Agency Joint Guidelines – Concrete Bunds for Oil Storage Tanks

CIRIA/Environment Agency Joint Guidelines – Masonry Bunds for Oil Storage Tanks