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Appendix 4

GUIDANCE NOTE FOR THE CONTROL OF POLLUTION (OIL STORAGE) (WALES) REGULATIONS 2016

PURPOSE OF THIS GUIDANCE DOCUMENT

1. The purpose of this guidance is to provide background information on the *Control of Pollution (Oil Storage) (Wales) Regulations 2016*, and outline recommended 'best practice' measures that go beyond the requirements of the legislation. For example, the guidance distinguishes between the regulatory requirements by using '**must**' and those recommendations that go beyond the statutory requirements by using '**should**'.

2. This guidance outlines the key requirements of the Regulations for those affected by the proposed changes. It is not a substitute for the Regulations and is not intended to have legal force. We recommend that you refer to the precise provisions and requirements of the Regulations. You have a duty both to avoid causing pollution and to comply with the Regulations and other relevant legislation. There may be variations in local conditions that mean more stringent standards are required on some premises storing oil in order to prevent pollution.

Reasons for the Regulations

3. Every year in Wales there are between 130 and 300 recorded water pollution incidents caused by oil. Investigations commissioned by the Oil Care Campaign in 2005 indicated that the number of incidents recorded by environmental regulators may only represent a small proportion, with as few as 28% of serious incidents being reported.

4. The water pollution from oil in recent years has been attributed to inadequate storage and management of oil supplies (e.g. in tanks, drums, bowsers). The Welsh Government is obliged to fulfil the requirements of the EC Water Framework Directive to prevent pollution of the water environment by certain pollutants, including oils as well as ensuring that measures are taken to treat pollution incidents after the event. The Regulations will contribute to the implementation of the Directive by complementing and enhancing existing water pollution controls in Wales. The *Control of Pollution (Oil Storage) (Wales) Regulations 2016* are aimed at an immediate reduction in the numbers of oil-related water pollution incidents and to meet the Welsh Government's long-term water strategy aims.

5. In addition to this guidance note, detailed information for users at individual sites is available from Natural Resources Wales .

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SCOPE OF THE REGULATIONS

Types of oils

6. The Regulations apply to any kind of oil, including petrol, diesel, kerosene, lubricating oil (both mineral and synthetic), waste oil, vegetable and plant oil but do not include uncut bitumen, as this material will solidify in the vicinity of any spillage. The storage of Agricultural Fuel Oil is now controlled by these Regulations and Regulation 11 removes oil storage from the Control of Pollution (Silage, Slurry and Agricultural Fuel Oil) (Wales) Regulations 2010. You should note that the relevant provisions of the Environmental Permitting Regulations 2010 will also apply to handling and storage of waste oil.

Oil storage facilities

7. The Regulations will apply to any kind of container which is being used and which is stored above ground, whether inside or outside a building. These include fixed tanks, intermediate bulk containers, drums (oil drums or similar containers used for storing oil) or mobile bowers.

- where oil is stored in any portable container with a storage capacity of less than 200 litres, the container must be of sufficient strength and structural integrity so as to ensure that it is unlikely to burst or leak in its ordinary use.

- where oil is stored in a container with a storage capacity of 200 litres or greater there are additional prescriptive requirements that must be met.

8. The range of premises covered by the Regulations is wide, including land and mobile plant but not including vehicles or vessels. The storage of oil on the following premises will be included in the Regulations:

- *industrial businesses*: small manufacturing premises such as food processing, textiles, paper and publishing, engineering, bricks and ceramics, metals, chemicals;
- *commercial businesses*: such as shops, offices, theatres, hotels, restaurants, pubs, building and construction sites, motor garages, transport depots, bus stations;
- *institutions (residential and non-residential)*: in the public and private sector, charities and voluntary groups. These include schools, hospitals, churches, village halls, prisons, libraries, public sector buildings, nursing homes, and occupiers of multi-residential dwellings whether, privately or publicly owned, blocks of flats or other dwellings where oil is supplied from communal storage facilities;
- *farms*: includes storage of any oil used on a farm for agricultural and commercial use. For oil intended for use exclusively as a fuel for heating or

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cooking in a farmhouse or other residential premises on a farm and stored separately from other oil, the provisions relating to *domestic properties* apply.

- *domestic properties*: The requirements of the Regulations apply to new or replacement tanks serving domestic properties. Existing domestic tanks remain exempt from these requirements until replaced.

Exemptions

9. The following exemptions to the prescriptive requirements of the Regulations will apply:
 - The storage of oil on premises used wholly or mainly as a single private dwelling where the oil storage container was in use on or before (the coming in to force date). Note that replacement tanks must comply with the requirements of the Regulations.
 - The storage of oil in any container which is situated wholly underground i.e. below the level of the adjacent ground (unless situated within a building underground).
 - Premises where oil is refined
 - Premises used for the onward distribution of oil to other places i.e. oil distribution depots. This includes sites where operations such as blending and filling are carried out, but does not include fuel installations for transport companies. The Energy Institute publishes guidance and codes of practice relating to the design and operation of oil distribution depots, including the '*Model code of safe practice Part 2: Design, construction and operation of petroleum distribution installations*'

Despite the above exemption, the provisions of The Anti-Pollution Works Regulations 1999 enable NRW to serve a notice on an operator requiring improvement in the facility if they consider the activity on the site is having or likely to have a significant adverse impact on the water environment.

Time-frame for the application of the Regulations

10. The Regulations will come into force in 3 stages following their introduction in the Assembly. These stages are:
 - new tanks installed after the date the Regulations come in to force (CIF) will have to comply with the Regulations from that date,
 - existing tanks at significant risk (ie facilities that are located within 10 metres of any surface water or wetland, or 50 metres of a borehole or well, will have to comply within 2 years [by CIF + 2],

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- remaining existing tanks will have to comply within 4 years [by CIF + 4].

Where practicable, oil storage containers should not be located where there is a high risk that leaking oil could enter groundwater, inland or coastal waters. This includes rivers, lakes, reservoirs and smaller watercourses. In cases where this poses difficulties, it is important to seek advice from NRW.

STANDARDS FOR OIL STORAGE CONTAINERS

11. The Regulations set required standards for new and existing above ground oil storage facilities, mainly affecting the industrial, commercial and institutional sectors as well as new domestic installations. If you are affected by these Regulations we recommend that you refer to the exact provisions of the proposed Regulations as well as the guidance documents about oil storage, which are produced by NRW, the Oil Firing Technical Association (OFTEC) and the Construction Industry Research and Information Association (CIRIA). Where drums are stored within a building, NRW will give advice on whether the requirements may be met by forming a lip at the doorway of the room in which they are stored, of such height that sufficient volume of containment is achieved.

12 The main provisions introduced by the proposed Regulations are outlined below:

- All tanks, drums or other containers must be strong enough to hold the oil without leaking or bursting,

For containers of 200 litres or more:

- If possible, the oil container must be positioned to avoid damage (eg impact from any vehicular traffic) or suitably protected by physical means,
- A secondary containment system (e.g. bund or drip tray) must be provided to catch any oil leaking from the container or its ancillary pipework and equipment,
- The secondary containment system (e.g. bund) must be sufficient to contain at least 110% of the maximum contents of the oil container. Where more than one container is stored, the bund should be capable of storing at least 110% of the largest tank or at least 25% of the total storage capacity, whichever is the greater (in the case of drums the tray/bund size should be at least 25 % of total storage capacity). Special attention should be paid where containers are hydraulically linked to ensure the containment system meets these requirements.
- The bund base and walls must be impermeable to water and oil and checked regularly for leaks,
- Any valve, filter, sight gauge, vent pipe or other ancillary equipment must be kept within the bund when not in use,

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- Above ground pipework must be properly supported,
- Below ground pipework must be protected from physical damage (e.g. excessive surface loading, ground movement, disturbance or corrosion) and have adequate leakage detection. If mechanical joints have to be used, they should be readily accessible for inspection,
- NRW has power to serve works notices to minimise pollution risks (i.e. requiring an existing container to comply with all or part of the Regulations during the transitional period before the Regulations come into force or requiring a new container breaching the Regulations to comply).

13 Some of the main requirements of the proposed Regulations, highlighting the 'best practice' measures, are described in more detail in **Table 3.1**.

Table 3.1 Regulatory requirements and ‘best practice’ measures

Aspect	Regulatory Requirement/Other statutory requirements that <u>must</u> be observed	Best Practice that <u>should</u> be observed
Structural integrity and maintenance of primary container	Tanks, drums or other containers must be strong enough to hold the oil without leaking or bursting. Containers must meet the desired performance standards specified in regulations 4 - 6 at all times,	Purchase fixed container manufactured to BS 5410 Pt 1(or BS799 Pt 5) or OFS T/100 for plastic tanks and OFS/T200 for steel. . Regular (at least annual) inspection of containers by a competent person ¹ . For detail information refer to OFTEC Technical Book 3 Information on Oil Storage Inspection and Maintenance.
Safety zone and maintenance recommendations	Containers must be positioned to avoid damage from impact (e.g. from any vehicular traffic) as far as practicable or by the provision of physical barriers.	Where practicable, containers storing oil should not be constructed or situated within 50 metres of any borehole or 10 metres of any surface water or wetland. You should seek NRW's advice where there is any such risk to the water environment. Storage of flammable liquids should be in steel tanks and is subject to Health and Safety guidance HSG 176 'The Storage of Flammable Liquids in Tanks'. To prevent risk of pollution to water, you should undertake weekly inspections and regular maintenance of the primary and secondary containment systems, as well as a more detailed annual inspection and service.
Secondary containment system bunds or drip trays	In accordance with regulation 4, all containers must be situated within an oil-tight secondary containment system such as a bund.	The bund may be conventionally constructed or a proprietary prefabricated tank system designed to equivalent pollution prevention standards. (see

¹ Competent Person Scheme (CPS) operators typically offer a local technician search facility online or by phone. CPS operators can be found online at the [Competent Persons Register](http://www.competentperson.co.uk/). - <http://www.competentperson.co.uk/>

	<p>Note: There is considerable confusion in the industry that “double skinned” oil storage tanks meet the requirements of these Regulations. They will only meet the requirements of these regulations if valves, sight glasses or other ancillary equipment (see below) are contained within the “second skin” and this acts as secondary containment. Many “double skinned” tanks do not comply with this requirement and would require additional containment to meet these Regulations. The bund must have sufficient capacity to contain at least 110% of the maximum contents of the oil container. Where more than one container is stored, the bund should be capable of storing at least 110% of the largest tank or at least 25% of the total storage capacity, whichever is the greater. Oil drums must have a drip tray with a capacity of not less than 25% of the drum’s storage capacity or, for several drums situated together, at least 25% of the aggregated storage capacity.</p>	<p>OFTEC Standard OFS T100 for plastic tanks systems and OFS T200 for steel tank systems)</p> <p>Reinforced materials should be used for bund wall construction and there should be no damp proof course.</p> <p>Sensitive sites should take into account alternative methods for calculating bund sizes as developed by CIRIA. For detailed information refer to CIRIA report (C736) 'Construction of bunds for oil storage tanks'.</p>
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Aspect	Regulatory Requirement/Other statutory requirements that <u>must</u> be observed	Best Practice that <u>should</u> be observed
	Any valve, pipe or other opening that is used for draining the containment system must not penetrate the bund base or walls. If a fill pipe or draw off pipe penetrates the bund wall or base, it must be sealed into the bund with a material that is resistant to damage by the stored oil, to ensure the bund remains leak proof.	The bund wall should have a minimum height of 250mm to allow for rainfall and fire fighting foam, and a collection sump for rainwater is recommended. Water collecting in the base of the bund may be removed using either a manually operated pump or a fail-safe automatic pump. Enclosed proprietary prefabricated storage systems or roofing over the storage area (where this does not constitute an additional fire risk to the contained fuel) should be used to prevent rainwater getting into the bund.
	The bund base and wall must be impermeable to water and oil. Oil or a mixture of oil and water that has collected in a bund, should be handled and disposed of in accordance with the <i>Environmental Protection (Duty of Care) Regulations 1991</i> and <i>Waste Management Licensing Regulations 1994</i> . There must not be any direct outlet connecting the bund to any drain, sewer or watercourse nor should there be any discharges onto a yard or unmade ground.	Petrol and flammable liquids should be stored in accordance with Health and Safety Executive guidance HSG 176 'The Storage of Flammable Liquids in Tanks'. For proprietary prefabricated storage systems, reference should also be made to the CIRIA study: 'Review of Proprietary Prefabricated Bunded Oil Storage Tank Systems'. Bunds, tanks and pipework should be checked regularly for leaks or signs of damage. Additionally, a competent person should conduct a more detailed annual check-up.
Primary containers - fixed tanks	Regulation 2 defines these primary containers as fixed tanks, drums, mobile bowlers and intermediate bulk containers, and Regulation 4 sets out general requirements for these containers	It is recommended that storage tanks and tanks systems should be type tested to a recognised standard and produced to that standard under a quality assurance system complying with ISO 9001. They should be installed by a competent person. Tanks made of materials that are liable to corrosion must be adequately protected against corrosion. Primary steel tanks should comply with BS 799: Part 5 or the OFTEC standard OFS T200 which also includes prefabricated integrally bunded steel tank

		<p>systems.</p> <p>Where the tanks and bunds are not of integral construction, it is recommended that a minimum distance of 750mm between the tank and the bund wall and 600mm between the tank and the base be maintained so tanks can be inspected externally for corrosion or leaks.</p>
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Aspect	Regulatory Requirement/Other statutory requirements that <u>must</u> be observed	Best Practice that <u>should</u> be observed
		<p>Tanks should be marked with the product type and tank capacity. An instruction note giving details of safe delivery procedures and emergency procedures should be sited at the delivery point.</p> <p>It is recommended that an adequate means of measuring the quantity of oil and an overfill alarm should be provided (for details see OFTEC standard OFS EI05). Oil storage tank systems manufactured to OFS T100 and OFS T200 are to include overfill prevention devices to EN 13616.</p>
Requirements for pipework and other ancillary equipment	<p>Any valve, sight gauge, vent pipe or other ancillary equipment (other than a fill pipe or draw-off pipe or a pump) must be situated within the secondary containment system and arranged so that discharges of oil are contained within the system.</p> <p>All above ground pipework must be properly supported and positioned to avoid damage from impact (e.g. from any vehicular traffic) or suitably protected by a physical barrier.</p> <p>Underground pipework must be protected from physical damage, corrosion and have adequate leakage detection facilities. These should meet EC leak detection standard EN13160-1 to 7. If a leakage detection device is installed to continuously monitor for leaks, it must be maintained in working order and tested at appropriate intervals. In case of no leakage detection device, the underground pipework must be tested for leaks before it is first used and also tested</p>	<p>Fill pipes should be located within the bund and should be fitted with a shut-off valve. Where the fill pipe does not fall to the tank a non-return valve should also be fitted at the fill point. Fill pipes should have a 50 mm diameter BSP (parallel) threaded connection, a lockable fill cap with a chain and be clearly marked with the product type, tank capacity and tank reference number. (N.B. A tank reference numbering system should be adopted on sites with multiple tank installations). Separate fill pipes for each tank are recommended (except when tanks are connected with a balance pipe with a greater flow capacity than the fill pipe, where all tanks contain the same fuel type and grade and where means are in place to prevent accidental overfill). Where possible, remote fill points should be avoided, but where unavoidable they should conform to BS799: Part 5 or OFS T100 or T200 as appropriate.</p> <p>Underground pipework should be avoided, but if</p>

	<p>subsequently every 5 years in the case of pipes which have mechanical joints and every 10 years in all other cases. If mechanical joints have had to be used, they must be readily accessible for inspection.</p>	<p>used, the route should be clearly marked. You should refer to OFTEC Technical Book 3 for further guidance on installation and testing practices.</p> <p>Pipes used for supplying oil to fixed appliances should comply with the requirements of BS 5410: Part 1 or 2, as applicable.</p> <p>Use suitable frost resistant valves (in the case of draw off valves they should be able to be operated by a person wearing firepersons gauntlets) and insulation for pipes to prevent damage in freezing conditions.</p>
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Aspect	Regulatory Requirement/Other statutory requirements that <u>must</u> be observed	Best Practice that <u>should</u> be observed
	Sight gauges, if used, must be within the bund, properly supported and fitted with a valve that will close automatically when not in use. An automatic overfill prevention device must be fitted if the tank and any vent pipe cannot be seen by the person controlling the delivery of oil.	An adequate means of measuring the quantity of oil should be provided. The use of electronic gauges and high level alarms is strongly recommended, and reference should be made to OFTEC product standards OFS E103, OFS E104 and OFS E105.
	<p>Where a tank fill pipe is outside the bund, a drip tray of adequate capacity to contain the contents of the fill pipe or any disconnection loss (where a non-return valve is fitted) must be used to catch any oil spilled during delivery. Also, where a screw fitting or other fixed coupling is fitted, it must be in good condition, and must be used when filling the tank.</p> <p>Pipework must be adequately protected against corrosion.</p> <p>Where a tank is fitted with a permanently attached flexible pipe is to dispense oil, it must have a tap or valve at the delivery end that closes automatically when not in use. When not in use, the delivery pipe/nozzle must be enclosed in a secure cabinet which is locked shut or kept within the secondary containment system.</p> <p>It must not be possible to fix the tap or valve in open position unless an automatic shut-off device is fitted,</p>	<p>Inspections for leaks and of leak detection devices should be carried out annually and by a competent person.</p> <p>Top outlet draw-off pipes should be used where possible. Dial gauges, if fitted, should be in a prominent position and regularly checked for accuracy. Overfill alarms should be provided for all tanks.</p> <p>Valves should be made resistant to unauthorised interference and vandalism, e.g. with lockable or removable hand wheels or levers. They should be durable, 'fit for purpose' and marked to show whether they are open or closed. They should be fitted with a blanking cap or plug and kept locked shut when not in use. A notice should be displayed requiring the valves to be kept locked when not in use and all trigger guns and hoses stored within the bund or suitable secure cabinet</p>
	Any vent pipe, tap or valve through which oil can be discharged from the tank to the open must be arranged to contain any discharge within the	Air vent pipes should, where possible, be positioned so they can easily be seen during delivery and should not be smaller than the inlet pipe.

	<p>secondary containment system. Tap or valves must also be fitted with a lock and locked shut when not in use.</p> <p>Pumps must be fitted with a valve to prevent drain down if pipe or pump is damaged in its feed line. It should be protected from unauthorised use as well as positioned to minimise the risk of damage from impact.</p>	<p>Flexible pipes and fittings for filling vehicles and other similar tanks should comply with BS EN 1360:1997.</p>
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Aspect	Regulatory Requirement/Other statutory requirements that <u>must</u> be observed	Best Practice that <u>should</u> be observed
Requirement for mobile bowzers	<p>The requirements exclude road tankers used for the transport of oil.</p> <p>Any tap or valve permanently fixed to the mobile bowser through which oil can be discharged to the open or where oil is delivered through a flexible pipe which is fitted permanently to the mobile bowser, must be fitted with a lock and locked shut when not in use.</p> <p>Sight gauges, if used must be properly supported and fitted with a valve that will close automatically when not in use.</p> <p>Mobile bowzers must be bunded or have a suitably sized drip tray fitted underneath to contain at least 110% of the capacity of the tank when in use/out on site and suitably protected from physical damage.</p>	<p>When dial gauges are fitted, these should be in a prominent position and regularly checked for accuracy.</p> <p>You should refer to OFTEC's OFS E103 'Gauges for use with domestic oil supply tanks'. If a dipstick is used, it should be suitably calibrated for the bowser.</p>
Notice by NRW where it considers the oil storage tank poses a significant risk of environmental pollution	<p>A "Works Notice" may be issued by NRW under The Anti-Pollution Works Regulations 1999 requiring a person or operator responsible for the oil stored in the existing facility to carry out works, or take precautions, or any other action that NRW considers necessary to minimise pollution risks.</p> <p>There is provision for appeal against such notices.</p>	
Waste oil storage	<p>All relevant requirements of the proposed Regulations will be applicable to waste oil storage. In addition, the provisions of the <i>Waste Management Licensing Regulations 1994</i> and <i>Environmental Protection (Duty</i></p>	<p>Waste oil should not be mixed with other substances such as solvents or paints and should be taken to an oil-recycling bank. The nearest waste oil recycling bank can be found by dialling 03708 506</p>

	<i>of Care) Regulations 1991</i> will also be applicable for removal or disposal of waste oil.	506 or by consulting the Oil Care Campaign web site, www.oilcare.org.uk .
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Aspect	Regulatory Requirement/Other statutory requirements that <u>must</u> be observed	Best Practice that <u>should</u> be observed
Security	<p>Any permanent taps or valves through which oil can be discharged from the tank to open areas must be fitted with a lock and must be locked shut when not in use.</p> <p>Pumps must be protected from unauthorised use.</p>	<p>Oil storage areas and facilities should be resistant as far as possible to unauthorised interference and vandalism.</p> <p>Taps or valves should be made of steel or other such durable metallic material and marked to show whether they are open or closed. They should be fitted with a blanking cap or plug.</p>
Dealing with spills		<p>A supply of suitable oil sorbent materials (e.g. dry sand) should be stored close to the storage area. This can be used to soak up accidental spillages. Detergents should not be used to clean-up spills. Drain seals can be kept available to cover gulleys in the event of spillage.</p> <p>It is recommended to consider the risks of spillage and to prepare a contingency plan (see PPG21: Pollution Incident Response Planning)</p> <p>If a spill should occur, immediately notify NRW's emergency hotline: 0800-807060. Take action to contain the oil to prevent it entering any drains, watercourses or the ground.</p>

14 Typical arrangements for fixed oil storage tanks as per 'best practice guidance' are shown in **Figures 3.1. and 3.2** (Diagrams courtesy of OFTEC)

Figure 3.1 Built Bunded oil tank

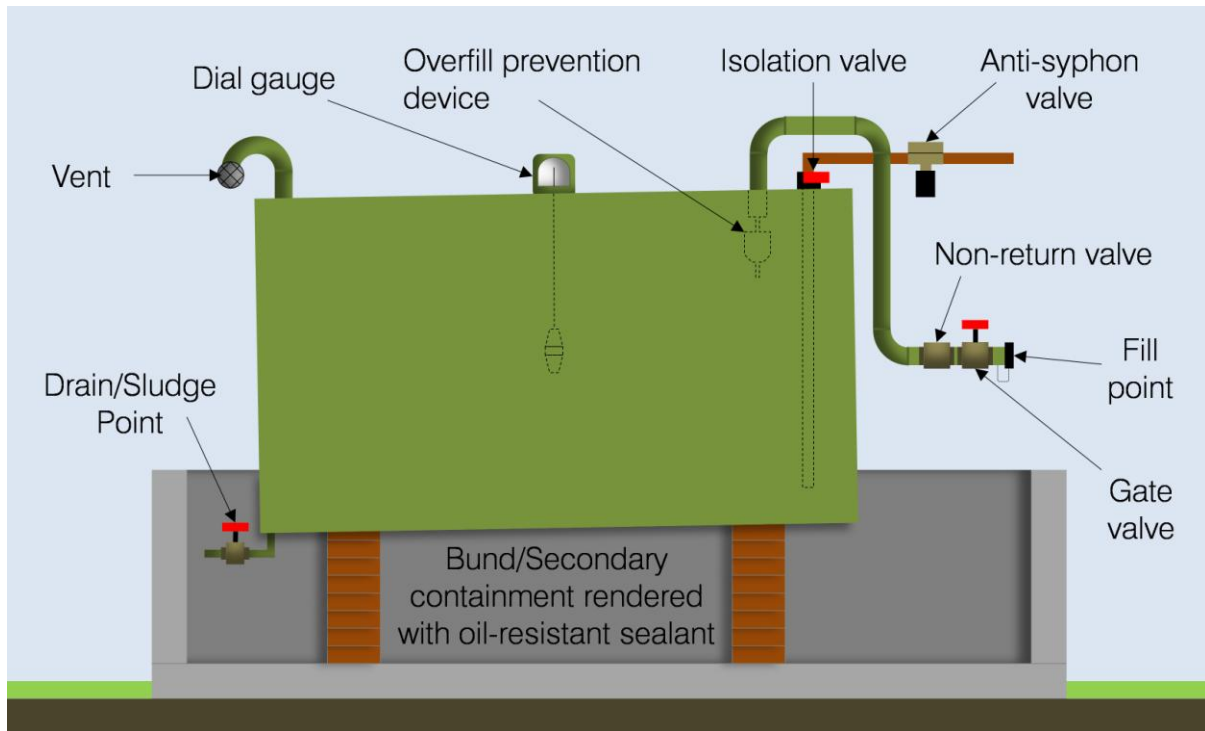
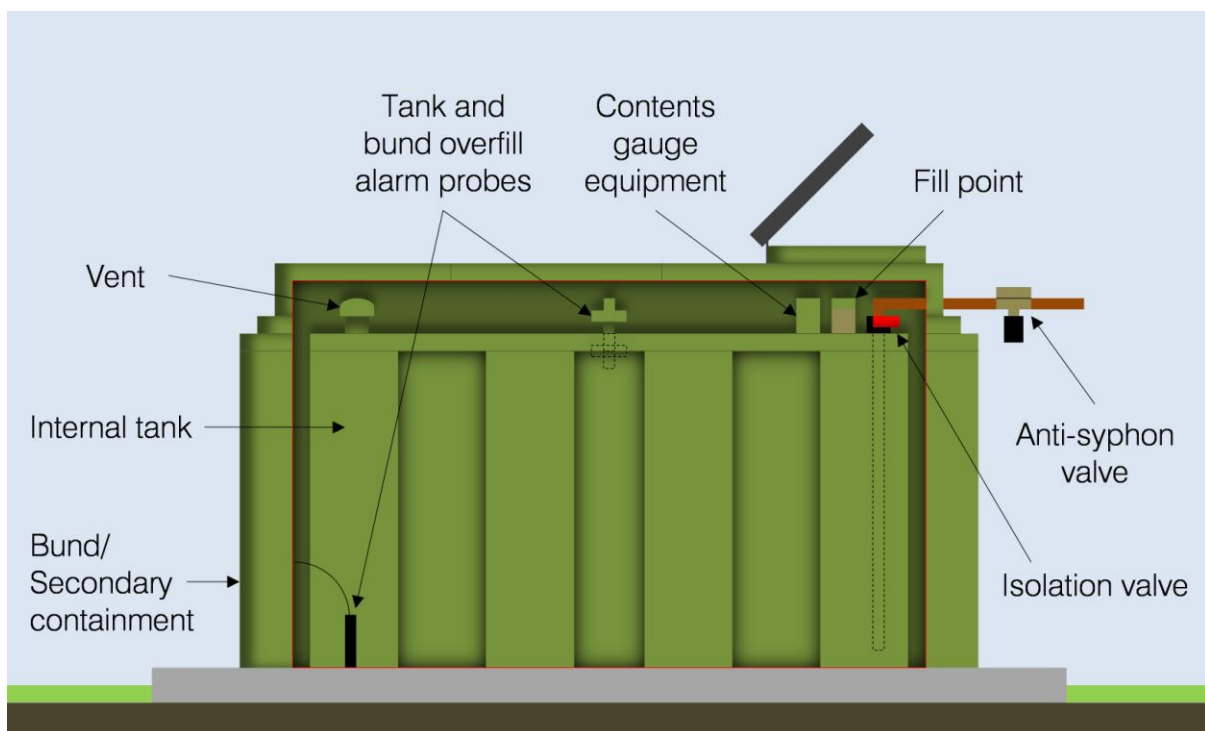


Figure 3.2 Integrally Bunded Tank System



BEST PRACTICE GUIDANCE

15 A range of ‘best practice’ guidance about above ground oil storage installations is available and is outlined below, but does not have statutory force. Contact addresses for the organisations are given at the end of this Annex.

16 ‘Pollution Prevention Guidelines: PPG 2 — Above Ground Oil Storage Tanks.’

NRW, the Scottish Environment Protection Agency, and the Northern Ireland Environment Agency have produced this guidance jointly. These guidelines identify the minimum standards required to comply with the Regulations and in addition describe best practice. Whilst people are only legally required to adopt the minimum standards of the proposed Regulations, we recommend that best practices are adopted where possible.

17 NRW will offer help and guidance in complying with the Regulations, ‘best practice’ guidance or otherwise preventing pollution. The PPGs below are available on the NRW website – naturalresources.wales or alternatively can be requested from the local offices.

- PPG 1- General Guide to the Prevention of Water Pollution
- PPG 3- Use and Design of Oil Separators in Surface Water Drainage Systems
- PPG 8- Safe Storage and Disposal of Used Oils
- PPG 21 - Pollution Incident Response Planning
- PPG 26 - Drum and Intermediate Bulk Container Storage
- PPG 27-Installation Decommissioning and Removal of Underground Storage Tanks

18 Other Pollution Prevention Guidance notes of relevance are:

- Masonry bunds for oil storage tanks: Environment Agencies Joint Guidance /CIRIA
- Concrete bunds for oil storage tanks: Environment Agencies Joint Guidance /CIRIA

19 British Standards Institution (BSI)

- BS799 Part 5 sets standards for steel tanks.
- BS5410 Part 1:2014 is a Code of Practice for Oil Firing Installations up to 45kW output capacity for space heating and hot water purposes.
- BS5410 Part 2 (2013) covers oil-firing installations of 44kW and above and Part 3 (2016) covers installations for furnaces, kilns, ovens and other industrial purposes.

20 Oil Firing Technical Association (OFTEC)

- OFS T100 sets standards for polyethylene oil tanks and storage systems.

- OFS T200 sets standards for steel oil tanks and storage systems.
- OFTEC Technical Book 3 contains information and guidance on the installation of oil storage and supply systems.
- OFS E103 — ‘Gauges for use with domestic oil supply tanks’ provides information on standards for sight gauges.
- OFS E104 “Filters and water separation for use with oil supply systems” provides information on standards for ancillary filtration equipment.
- OFS E105 “Overfill alarms and overfill prevention devices for use with domestic oil supply tanks” provides information on standards for Overfill Alarms and Overfill Protection Devices.

21 **The Energy Institute** — produces guidance and codes of practice relating to distribution installations such as the ‘Model code of safe practice Part 2: Design, construction and operation of petroleum distribution installations’

22 Technical advice on constructing installations is also available from companies supplying equipment. We recommend that appropriately qualified competent persons are used to install tanks and to carry out regular inspections.

23 **Federation of Petroleum Suppliers Ltd (FPS)** —.The Petroleum Driver Passport (PDP) is an industry initiative backed by government to ensure all tanker drivers in the UK are trained and assessed to a consistent, high standard. It has been created by the Downstream Oil Industry Distribution Forum (DODF) — a partnership of employers, industry bodies and trade unions. The DODF has appointed the [Scottish Qualifications Authority \(SQA\)](#) to manage the PDP. For further information see <http://www.fpsonline.co.uk/eng/pdp-training>

24 The **Construction Industry Research and Information Association (CIRIA)** has published ‘*Above-ground proprietary prefabricated oil storage tank systems*’ (Report C535), which has recommendations and best practice guidelines for use by manufacturers and the oil industry on these type of oil storage systems. The review also looks at causes of pollution from oil storage tanks and best practice prevention measures. ‘*Containment systems for the prevention of pollution*’ (Report C736D) contains Information on the design, and construction of new secondary containment systems and the also the inspection, maintenance, repair, extension and upgrading of existing installations.

OIL SPILL EMERGENCY

25 You should prepare a contingency plan which considers all risks of oil spills on your premises. PPG 21 can help you do this. You should have a spill kit² or a stock of materials such as sand or commercially available absorbent or absorbent materials, gully seals and booms on site to deal with spills.

26 There is a high risk of a spill occurring during a delivery. It is therefore essential to ensure that there is sufficient capacity in the tank before a delivery, the secondary containment system will contain any spill due to overfilling, and, where there are multiple tanks, the delivery is made to the correct tank. We recommend that you supervise all deliveries and have spill kits close to hand just in case there is a spill.

27 If a spill does occur, you should take immediate action to contain the oil and to prevent it from entering any drains, watercourses or the ground. Detergents should not be used and spills should not be hosed down drains. Additionally, you should contact NRW immediately. NRW staff may be able to provide advice and assistance, which could prevent the spill becoming a pollution incident. This could help both reduce the impact of the spill and the cost of clean-up, which you will have to pay.

NRW Emergency Hotline Number: 0800 807060.

² "Spill kits² containing materials to contain and control oil and chemical spills are available from a number of manufacturers.

NATURAL RESOURCES WALES AND OTHER CONTACTS

28 For help interpreting these guidelines and the Regulations, contact NRW:

Telephone: Customer Care Centre 0300 065 3000 (Mon-Fri, 8am-6pm)

By post:

Natural Resources Wales
c/o Customer Care Centre
Ty Cambria
29 Newport Rd
Cardiff CF24 0TP

e-mail: enquiries@naturalresourceswales.gov.uk

Incident Hotline 0800 80 70 60 (24 hour service)

You should use the Incident Hotline to report incidents such as pollution. You can see a full list of the incidents NRW deal with on their [report it](#) page web page.

Web site: <http://naturalresources.wales>

29 You may also wish to contact the following organisations:

UK Spill Association

5 Ludshott Manor, Woolmer Lane,
Bramshott, Liphook, GU30 7RD, UK
Tel: 0845 625 9890
Mobile: 07793 649643
E-mail: info@ukspill.org
Web site www.ukspill.org

Oil Firing Technical Association (OFTEC)

Foxwood House
Dobbs Lane, Kesgrave
Ipswich
Suffolk IP5 2QQ
Tel: 0845 65 85 080
Fax: 0845 65 85 181
Website: www.oftec.org.uk

Construction Industry Research and Information Association (CIRIA)

CIRIA
Griffin Court
15 Long Lane
London, EC1A 9PN, UK
Tel: +44 (0) 20 7549 3300
Fax: +44 (0) 20 7549 3349
e-mail: enquiries@ciria.org
Web site: www.ciria.org

Oil Care Campaign

www.oilcare.org.uk

The Energy Institute

61 New Cavendish Street
London, W1G 7AR
Tel: 020 7467 7100
Fax: 020 7255 1472
www.energyinst.org.uk

British Standards Institution

British Standards House
389 Chiswick High Street
London, W4 4AL
Tel: 020 8996 9000
Fax: 020 8996 7001
www.bsi-global.com

Federation of Petroleum Suppliers Ltd

Vienna House
International Square
Birmingham Business Park
Bickenhill Lane
Solihull, BN37 7GN
www.fpsonline.co.uk