

# GUIDANCE NOTE FOR THE WATER ENVIRONMENT (OIL STORAGE) (SCOTLAND) REGULATIONS 2006

## PURPOSE OF THIS GUIDANCE DOCUMENT

1. The purpose of this guidance is to provide background information on the *Water Environment(Oil Storage) (Scotland) Regulations 2006*, 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 Scotland there are over 250 recorded water pollution incidents caused by oil, of which approximately 40 are serious incidents. According to SEPA’s *Annual Report 2003-04*, oil pollution accounts for around twenty per cent of all Scottish pollution incidents. Recent investigations commissioned by the Oil Care Campaign also indicated that this number may only represent a small proportion of the total incidents which are captured by SEPA’s recording systems due to many incidents not 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 Scottish Executive is obliged to fulfil the requirements of the EC Water Framework Directive, Dangerous Substances and Groundwater Directives 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 Directives by complementing and enhancing existing water pollution controls in Scotland. The *Water Environment (Oil Storage) (Scotland) Regulations 2006* are aimed at an immediate reduction in the numbers of oil-related water pollution incidents and to meet the long-term sustainable development strategy of the Scottish Parliament.

5. In addition to this guidance note, detailed information for users at individual sites is available from the Scottish Environment Protection Agency (SEPA).

## SCOPE OF THE REGULATIONS

### Types of oils

6. The Regulations apply to any kind of oil including petrol, diesel, kerosene, waste oil, vegetable and plant oil but do not include uncut bitumen this material will solidify in the vicinity of any spillage. The storage of Agricultural Fuel Oil is now controlled by these Regulations and Regulation 8 removes oil storage from the Control of Pollution (Silage, Slurry and Agricultural Fuel Oil)(Scotland) Regulations 2003 You should note that the relevant provisions of *Waste Management Licensing Regulations 1994 (as amended)* 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 bowlers.

- 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 to 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 excluding oil intended for use exclusively as a fuel for heating or cooking in a farmhouse or other residential premises on a farm which is stored separately from the other oil and has a storage capacity of 2500 litres or less.

## 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 with an oil storage capacity of less than 2,500 litres. The proposed *Water Environment (Oil Storage) (Scotland) Regulations 2006* are expected to be consistent with the provisions of storage of liquid and gaseous fuels (mainly used for space or water heating, or cooking) in the existing *Building Standards (Scotland) Regulations 2004 (as amended)*. Such premises would be exempted from Regulation 6 of the Regulations unless SEPA determines the facility poses significant risk to the environment. In the case of a new oil storage tank subject to the *Building Standards (Scotland) Regulations 2004 (as amended)* a positive response to the risk assessment described in the Building Standards would require that the tank has secondary containment installed. If SEPA determines that the oil storage tank poses a significant risk to the environment it could serve a notice under Regulation 28 of the Principal Regulations (The Water Environment (Controlled Activities) (Scotland) Regulations 2005). Such a notice would specify the steps to be taken by the person responsible to reduce the risk of pollution and the time allowed for these steps to be completed. There is a right of appeal against such a notice.
- 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)
- Where the oil is stored in accordance with:
  - an authorisation under Part I of the Environmental Protection Act 1990 in respect of a Part A process falling within the description set out in Schedule 1 to the Environmental Protection (Prescribed Processes and Substances) Regulations 1991; or
  - a permit under the Pollution Prevention and Control (Scotland) Regulations 2000 in respect of a Part A activity as defined in Schedule 1 to those Regulations

The above legislation requires that any process must be operated in accordance with Best Available Techniques Not Entailing Excessive Cost (BATNEEC) or Best Available Technology (BAT) and have guidance notes related to the storage of oil applicable to these processes.

- 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 relevant standards for these Oil Distribution Depots are set out in The Energy Institute publication: *Design*,

*Construction and Operation of Distribution Installations.* This is due to be updated as the Environmental Guidelines for Petroleum Distribution Installations. The more detailed requirements for these complex sites are better set out in these guidelines. This recommends impervious bunding for new oil storage installations but accepts a risk based approach for existing sites.

Despite the above exemption the provisions of Section 28 of The Water Environment (Controlled Activities) (Scotland) Regulations 2005, “CAR,” enable SEPA 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 Parliament. These stages are:

- new tanks installed after 1 April 2006 will have to comply within 6 months of the Regulations having been brought into force. [by 1 October 2006],
- 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 1 April 2008],
- remaining existing tanks will have to comply within 4 years [by 1 April 2010].

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, lochs, reservoirs and smaller watercourses. In cases where this poses difficulties, it is important to seek advice from SEPA.

## 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. 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 SEPA, the Oil Firing Technical Association (OFTEC) and the Construction Industry Research and Information Association (CIRIA). Where drums are stored within a building, SEPA 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:

- Tanks, drums or other containers must be strong enough to hold the oil without leaking or bursting,
- 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),
- 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,
- 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 deleterious effect) and have adequate leakage detection. If mechanical joints have to be used, they should be readily accessible for inspection,
- SEPA has power to serve enforcement 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 <b>that <u>must</u> be observed</b>	Best Practice that <b><u>should</u></b> be observed
Structural integrity and maintenance of primary container	<p>Tanks, drums or other containers must be strong enough to hold the oil without leaking or bursting.</p> <p>Containers must meet the desired performance standards specified in regulations 4 - 6 at all times,</p>	<p>Purchase fixed container expected to last for a minimum of 20 years.</p> <p>Regular inspection of containers by qualified inspectors. For detail information refer to OFTEC Technical Book 3 Information on Oil Storage Inspection and Maintenance.</p>
Safety zone and maintenance recommendations	<p>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.</p>	<p>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 SEPA's advice where there is any such risk to the water environment.</p> <p>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'.</p> <p>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.</p>
Secondary containment system bunds or drip trays	<p>In accordance with regulation 6, all containers must be situated within an oil-tight secondary containment system such as a bund.</p> <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.</p>	<p>The bund may be conventionally constructed or a proprietary prefabricated tank system designed to equivalent pollution prevention standards. (see 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</p>

	<p>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.</p> <p>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>	(R163) 'Construction of bunds for oil storage tanks'.
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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>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.</p>	<p>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.</p> <p>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.</p>
	<p>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>.</p> <p>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.</p>	<p>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'.</p> <p>Bunds, tanks and pipework should be checked regularly for leaks or signs of damage. Additionally, a trained operator should conduct a more detailed annual check-up.</p>
<p>Primary containers - fixed tanks</p>	<p>Regulation 2 defines these primary containers as fixed tanks, drums, mobile bowsers and intermediate bulk containers, and Regulation 6 sets out specific requirements for these containers</p>	<p>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. Tank installers should be suitably qualified, trained and experienced such as those class of persons holding OFTEC Registration.</p> <p>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 systems.</p> <p>Where the tanks and bunds are not of integral construction, it is recommended that a minimum distance of 750mm</p>

		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.
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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 overflow 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 overflow 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, deleterious attack 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 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>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 overflow). 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 used, their 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
	<p>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.</p>	<p>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>
	<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>If a flexible pipe which is permanently attached to the tank is used to dispense oil from the tank, it must be fitted with 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>Moreover, unless the pipe is fitted with an automatic shut-off device, it must not be possible to fix the tap or valve in open position.</p>	<p>Inspections for leaks and of leak detection devices should be carried out annually and by a qualified person.</p> <p>Top outlet draw-off pipes should be used where possible. When dial gauges are fitted, these 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 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>
	<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 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 non-return/check valve in its</p>	<p>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> <p>Flexible pipes and fittings for filling vehicles and other</p>

	feed line. It should be protected from unauthorised use as well as positioned to minimise the risk of damage from impact.	similar tanks should comply with BS EN 1360:1997.
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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 must be fitted with a valve or tap, which must be shut when not in use. Sight gauge tubes, if used, must be well supported and fitted with an automatic closing valve.</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 T103 'Gauges for use with oil supply tanks'. If a dipstick is used, it should be suitably calibrated for the tank.</p>
Notice by SEPA where it considers the oil storage tank poses a significant risk of environmental pollution	<p>A notice, may be issued by SEPA under regulation 28 of The Water Environment (Controlled Activities) (Scotland) Regulations 2005 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 SEPA 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 of Care) Regulations 1991</i> will also be applicable for removal or disposal of waste oil.</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 0800 66 33 66.</p>

<b>Aspect</b>	<b>Regulatory Requirement/Other statutory requirements that <u>must</u> be observed</b>	<b>Best Practice that <u>should</u> be observed</b>
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 absorbent 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 SEPA's emergency hotline: 0800-807060. Take action to contain the oil to prevent it entering any drains or watercourses.</p>

14 Typical arrangements for fixed oil storage tanks as per 'best practice guidance' are shown in **Figures 3.1. and 3.2**

**Figure 3.1 Built Bunded oil tank**

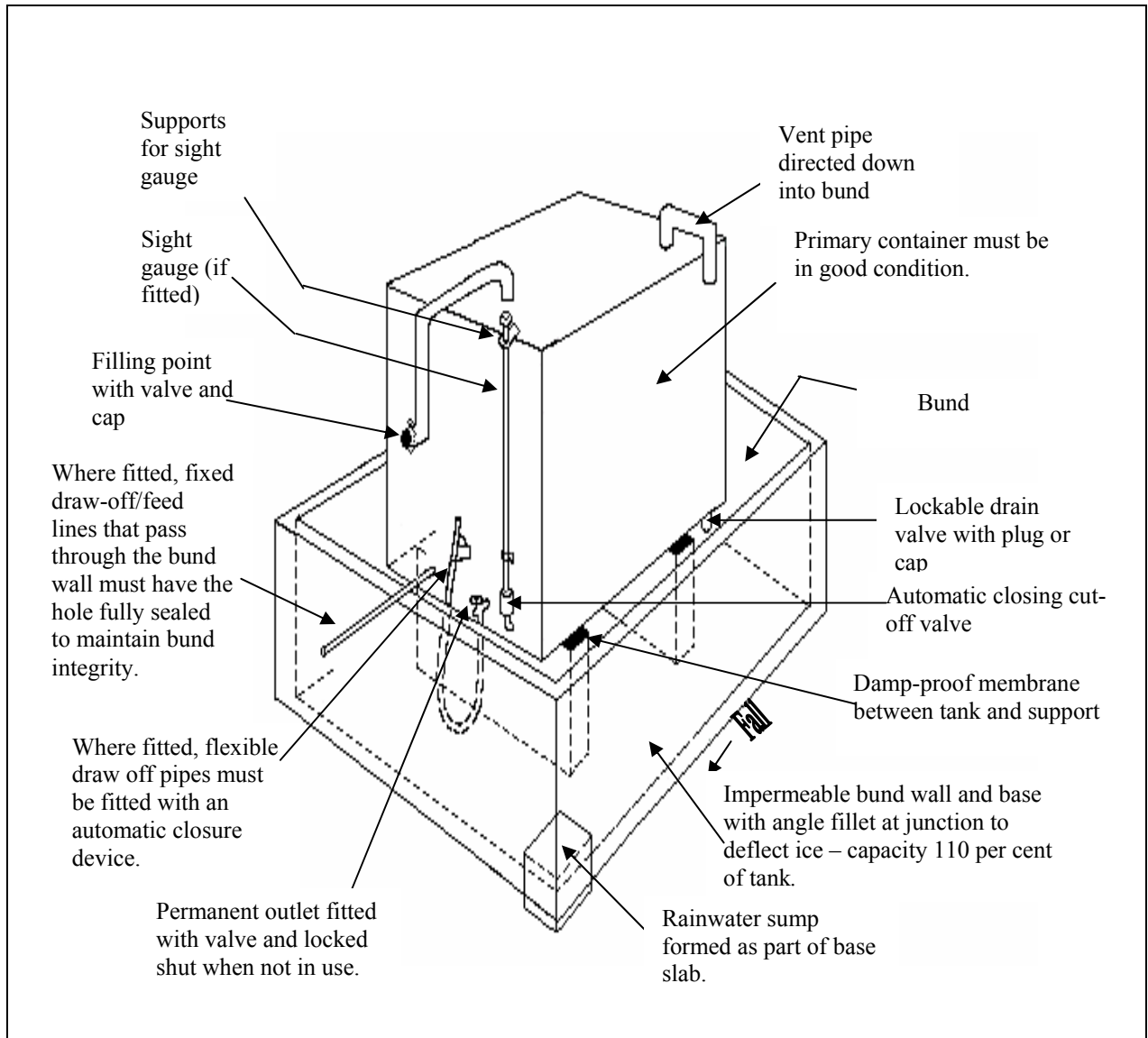
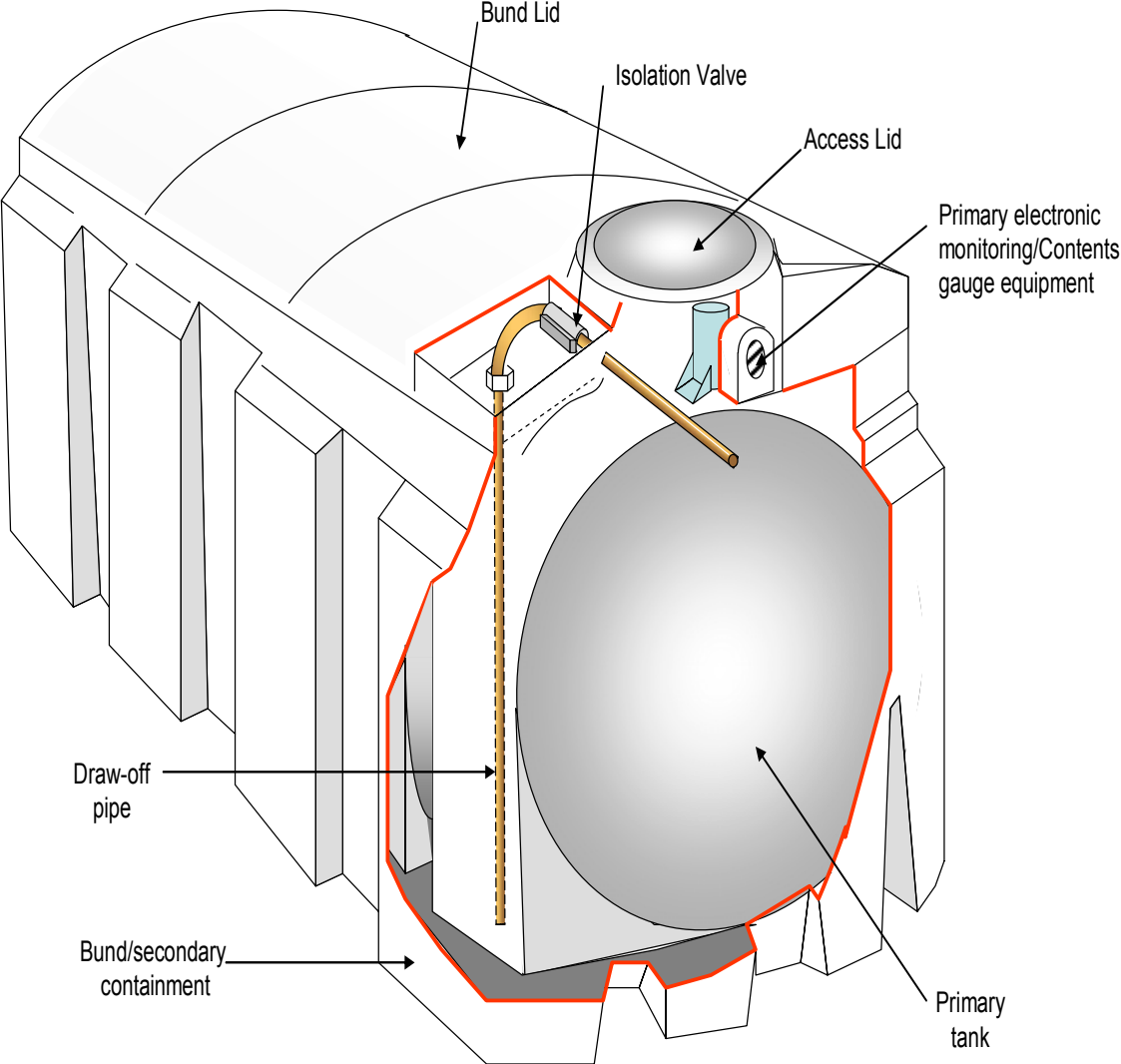


Figure 3.2

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.’** SEPA, the Environment Agency for England and Wales, and the Environment and Heritage Service in Northern Ireland 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 SEPA will offer help and guidance in complying with the Regulations, ‘best practice’ guidance or otherwise preventing pollution. The PPGs below are available on the SEPA website - [www.sepa.org.uk](http://www.sepa.org.uk), 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 11 - Preventing Pollution on Industrial Sites
- PPG 15 - Retail Stores
- PPG 16 - Schools and Educational Establishments
- 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)**

- B5799 Part 5 sets standards for steel tanks.
- B55410 Part 1:1997 is a Code of Practice for Oil Firing Installations up to 45kW output capacity for space heating and hot water purposes.
- B55410 Part 2 (1978) covers oil-firing installations of 44kW and above and Part 3 (1978) 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.

- Technical Information sheets TI/133 and TI/134 cover the risk of environmental damage from domestic oil storage tanks and installing oil supply pipes underground respectively.
- OFTEC Technical Book 3 contains information and guidance on the installation of oil storage and supply systems.
- OFS E103 — ‘Gauges for use with 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 oil supply tanks” provides information on standards for Overfill Alarms and Overfill Protection Devices.

The OFTEC OFT 800 Driver Training and Assessment Programme can provide training to registered tanker drivers to help ensure compliance with the Regulations.

21 **The Energy Institute** — produces Environmental Guidelines for Petroleum Distribution Installations.

22 Technical advice on constructing installations is also available from companies supplying equipment. We recommend that OFTEC accredited companies are used to install tanks and to carry out inspections at regular intervals.

23 **Federation of Petroleum Suppliers Ltd (FPS)** — has adapted the current national standard for Driver Training for Carriage of Dangerous Goods by Road, NVQ Level 2, for the oil distribution industry.

24 **Construction Industry Research and Information Association (CIRIA)** has completed a *‘Review of Proprietary Prefabricated Bunded 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. The *‘Construction of bunds for oil storage tanks’ (Report 163)* contains guidance on the design and construction of bunds.

25 **United Kingdom Accreditation Service (UKAS)** is the sole national body for the assessment and accreditation of conformity assessment bodies whose activities include sampling, testing, calibration, inspection and product, personnel and system certification.

## **OIL SPILL EMERGENCY**

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

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 spillage does occur, you should take immediate action to contain the oil and to prevent it from entering any drains or watercourses. Detergents should not be used and spillages should not be hosed down drains. Additionally, you should contact SEPA immediately. SEPA 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.

SEPA Emergency Hotline Number: 0800 807060.

## SCOTTISH ENVIRONMENT PROTECTION AGENCY AND OTHER CONTACTS

28 For help interpreting these guidelines and the Regulations, please contact your local SEPA office:

### Corporate Office

Erskine Court, Castle  
Business Park, Stirling FK9  
4TR  
t: 01786 457700  
f: 01786 446885

### Aberdeen Office

Greyhope House, Greyhope  
Road, Torry, Aberdeen,  
AB11 9RD  
t: 01224 248338  
f: 01224 248591

### Arbroath Office

62 High Street, Arbroath,  
DD11 1AW  
t: 01241 874370  
f: 01241 430695

### Ayr Office

31 Miller Road, Ayr, KA7  
2AX  
t: 01292 294000  
f: 01292 611130

### Dingwall Office

Graesser House, Fodderty  
Way, Dingwall Business  
Park, Dingwall, IV15 9XB  
t: 01349 862021  
f: 01349 863987

### Dumfries Office

Rivers House, Irongray  
Road, Dumfries, DG2 0JE  
t: 01387 720502  
f: 01387 721154

### East Kilbride Office

5 Redwood Crescent, Peel  
Park, East Kilbride, G74 5PP  
t: 01355 574200  
f: 01355 574688

### Edinburgh Office

Clearwater House, Heriot  
Watt Research Park,  
Avenue North, Riccarton,  
Edinburgh, EH14 4AP  
t: 0131 449 7296  
f: 0131 449 7277

### Elgin Office

28 Perimeter Road,  
Pinefield, Elgin, IV30 6AF  
t: 01343 547663  
f: 01343 540884

### Fort William Office

Carr's Corner Industrial  
Estate, Lochybridge, Fort  
William, PH33 6TL  
t: 01397 704426  
f: 01397 705404

### Fraserburgh Office

Shaw House, Mid Street,  
Fraserburgh, AB43 9JN  
t: 01346 510502  
f: 01346 515444

### Galashiels Office

Burnbrae, Mossilee Road,  
Galashiels, TD1 1NF  
t: 01896 754797  
f: 01896 754412

### Glasgow Office

Law House, Todd Campus,  
West of Scotland Science  
Park, Maryhill Road,  
Glasgow, G20 0XA  
t: 0141 945 6350  
f: 0141 948 0006

### Glenrothes Office

Pentland Court, Saltire  
Centre, Glenrothes, KY6  
2DA  
t: 01592 776910  
f: 01592 775923

### Lochgilphead Office

2 Smithy Lane,  
Lochgilphead, PA31 8TA  
t: 01546 602876  
f: 01546 602337

### Newton Stewart Office

Penkiln Bridge Court,  
Minnigaff, Newton Stewart,  
DG8 6AA  
t: 01671 402618  
f: 01671 404121

### Orkney Office

Norlantic House, Scott's  
Road, Hatston Industrial  
Estate, Kirkwall, Orkney,  
KW15 1RE  
t: 01856 871080  
f: 01856 871090

### Perth Office

7 Whitefriars Crescent,  
Perth, PH2 0PA  
t: 01738 627989  
f: 01738 630997

### Shetland Office

The Esplanade, Lerwick,  
Shetland, ZE1 0LL  
t: 01595 696926  
f: 01595 696946

### Stirling Office

Bremner House, Castle  
Business Park, Stirling, FK9  
4TF  
t: 01786 452595  
f: 01786 461425

### Thurso Office

Thurso Business Park,  
Thurso, Caithness, KW14  
7XW  
t: 01847 894422  
f: 01847 893365

### Western Isles Office

2 James Square, James  
Street, Stornoway, Isle of  
Lewis, HS1 2QN  
t: 01851 706477  
f: 01851 703510

29 You may also wish to get in touch with the following organisations as given below:

**UK Spill Association** (formerly BOSCA)

21-22 Britannia Chambers

Town Quay

Southampton

Hampshire

SO14 2AQ

Tel: 02380 828913

Fax: 02380 211644

**Oil Firing Technical Association (OFTEC)**

Foxwood House

Dobbs Lane

Kesgrave

Ipswich

Suffolk

IP5 2QQ

Tel: 0845 65 85 080

Fax: 0845 65 85 181

[www.oftec.org.uk](http://www.oftec.org.uk)

**Construction Industry Research and Information Association (CIRIA)**

Classic House

174-180 Old Street

London

EC 1V 9BP

Tel: 020 7549 3300

Fax: 020 7253 0523

[www.ciria.org.uk](http://www.ciria.org.uk)

**Scottish Oil Care Campaign**

Telephone: 07960 683495

Fax: 0870 138 5851

**The Energy Institute**

61 New Cavendish Street

London

W1G 7AR

Tel: 020 7467 7100

Fax: 020 7255 1472

[www.energyinst.org.uk](http://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](http://www.bsi-global.com)

**Federation of Petroleum Suppliers Ltd**

3 Slaters Court  
Princess Street  
Knutsford  
Cheshire  
WA16 6BW  
[www.fpsonline.co.uk](http://www.fpsonline.co.uk)