



**POLLUTION PREVENTION AND CONTROL ACT 1999
ENVIRONMENTAL PERMITTING (ENGLAND & WALES) REGULATIONS 2010
(as amended)**

Permit Number: 7.0/054937/CP2

**Installation Address:
Timpson Ltd
c/o Sainsbury's
Archer Road
Millhouses
Sheffield
S8 0TD**

In accordance with Regulation 13 of the Environmental Permitting Regulations (England and Wales) 2010 as amended, Timpson Ltd, c/o Sainsbury's, Archer Road, Millhouses, Sheffield, S8 0TD is hereby permitted to operate a scheduled activity at the Sheffield address detailed above, namely the use of dry cleaning solvents, as described in Schedule 1, Part 2, Chapter 1, Section 7, Part B, subsection (a) and subject to the following Permit.

Signed

Dated this day

12th April 2013

Assistant Manager

Authorised by Sheffield City Council to sign on their behalf

The Secretary of States Guidance PG 6/46 (11) has provided the framework for the conditions in this permit.

Name & Address of Operator: - Name and Address details in Sheffield

Timpson Ltd
c/o Sainsbury's
Archer Road
Millhouses
Sheffield
S8 0TD

Registered Office: - Name and Address details

Timpson Ltd
Timpson House
Claverton Road
Wythenshawe
Manchester
M23 9TT

Address of Permitted Installation: - Name and Address details (Sheffield)

Timpson Ltd
c/o Sainsbury's
Archer Road
Millhouses
Sheffield
S8 0TD

Site Manager Name and telephone number:

Branch Manager – 0114 262 1033

Talking to Us:

Any communication with Sheffield City Council should be made to the following address quoting the Permit Number:

**ENVIRONMENTAL PROTECTION SERVICE
SHEFFIELD CITY COUNCIL
2-10 CARBROOK HALL ROAD
CARBROOK
SHEFFIELD
S9 2DB**

Alternatively Email: epsadmin@sheffield.gov.uk

Explanatory Note to Pollution Prevention and Control Permit for Part B Installations.

(This note does not form a part of the Permit)

The following Permit is issued under Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2010 (as amended), (“the EP Regulations”), to operate an installation carrying out activities covered by the description in 7.0 of Schedule 1 of those Regulations, to the extent authorised by the Permit:

Process Changes

As part of your permit, you are required to notify the Council of any proposed change in operation at least 14 days before making the change. This must be in writing and must contain a full description of the proposed change in operation and the likely consequences. Failure to do so is an offence.

If you consider that a proposed change could result in the breach of the existing permit conditions or is likely to require the variation of permit conditions then you may apply in writing under Regulation 20(1) of the EP Regulations.

Variations to the Permit

The Permit may be varied in the future by the Council serving a Variation Notice on the Operator. If the Operator wants any of the Conditions of the Permit to be changed, a formal Application must be submitted.

Surrender of the Permit

Where the operator of a Part B installation or mobile plant ceases or intends to cease the operation of the activity the operator may notify the regulator of the surrender of the whole permit, in any other case, notify the regulator of the surrender of the permit in so far as it authorises the operation of the installation or mobile plant which he/she has ceased or intends to cease operating. The notification shall contain information as described in Regulation 24 or 25 of the EP Regulations.

Transfer of the Permit or Part of the Permit

Before the Permit can be wholly or partially transferred to another person, a joint application to transfer the Permit has to be made by both the existing and proposed holders, in accordance with Regulation 21 of the EP Regulations. A transfer will be allowed unless Sheffield City Council considers that the proposed holder will not be the person who will have control over the operation of the installation or will not ensure compliance with the conditions of the transferred Permit.

Annual Subsistence Fee

In accordance with Regulation 65 of the EP Regulations, the holder of a permit is required to pay a fee for the subsistence of the Permit. This fee is payable annually on 1st April. You are advised that under the provisions of Regulation 65(5) of the EP Regulations, if you fail to pay the fee due promptly, Sheffield City Council may revoke the Permit. You will be contacted separately each year in respect to this payment.

Public Register

The Council is required by Regulation 46 of the EP Regulations to maintain a Public Register containing information on all LAPPC installations and mobile plant. The register is available for inspection by the public free of charge during office hours (Monday to Friday 9.00 am to 5.00 pm) at the following address:

**Environmental Protection Service
Sheffield City Council
2-10 Carbrook Hall Road
Carbrook
Sheffield
S9 2DB**

Tel: 0114 273 4651

Confidentiality

Sheffield City Council has a duty to consider the question of confidentiality of information supplied to it. If any information supplied is considered confidential, a statement of which information this applies to and the reasons why it is considered confidential should be specified. The Operator is reminded that he may apply to Sheffield City Council for the exclusion of information from the public register under the provisions of the Pollution Prevention and Control Regulations (England and Wales) 2010 as amended.

Appeals

Under Regulation 31 of the EP Regulations operators have the right of appeal against the conditions attached to their permit. Schedule 6 of the EP Regulations sets out the detailed procedures.

Appeals against a Variation Notice do not have the effect of suspending the operation of the Notice. Appeals do not have the effect of suspending Permit conditions.

Notice of appeal against the conditions attached to the permit must be given within six months of the date of the Notice, which is the subject matter of the appeal.

How to Appeal

There are no forms or charges for appealing. However, for an appeal to be valid, appellants (the person/operator making the appeal) are legally required to provide:

- written notice of the appeal;
- a statement of the grounds of appeal;
- a statement indicating whether the appellant wishes the appeal to be dealt with by written representations procedure or a hearing - a hearing must be held if either the appellant or enforcing authority requests this, or if the Planning Inspector or the Secretary of State decides to hold one.
- (appellants must copy the above three items to the local authority when the appeal is made)
- a copy of any relevant application;
- a copy of any relevant permit;
- a copy of any relevant correspondence between the appellant and the regulator; and
- a copy of any decision or notice, which is the subject matter of the appeal.

Where to Send Your Appeal Documents

Appeals should be addressed to:

**The Planning Inspectorate
Environmental Appeals Administration
Room 4/19 - Eagle Wing
Temple Quay House
2 The Square
Temple Quay
Bristol BS1 6PN**

In the course of an Appeal process the main parties will be informed of procedural steps by the Planning Inspectorate.

To withdraw an appeal the appellant must notify the Planning Inspectorate in writing and copy the notification to the local authority.

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(Insert name of company) is permitted to operate a dry cleaning installation containing the following dry cleaning machine(s):

Make	Model	Serial number	Load capacity	Date of installation	Dry cleaning solvent
Maestrelli	Compact	1608	16 kg	Aug 2008	PER ¹

Subject to compliance with the following conditions:

Conditions of Permit.

- 1 Operations must be carried out in such a manner that no more than 20 grams of solvent per kilogram of product cleaned and dried shall be emitted as measured and reported annually. The 20 grams includes all organic solvents used within the installation e.g. dry cleaning solvent and spot cleaning solutions.
- 2 The operator shall ensure that a weekly inventory of solvent usage, product cleaned and solvent waste sent for recovery or disposal shall be maintained and held on site for at least 12 months. The operator shall retain records of solvent purchased for at least 12 months. Note – the solvent management balance sheet for dry cleaning installations in Schedules 1 and 2 can be used for this purpose.
- 3 A copy of the information detailed in the table below shall be sent to Sheffield City Council’s Environmental Protection Service.

Information to be sent to the Council	Frequency at which information should be sent
The monthly inventory sheets for the previous quarter	Once a year
The record of regular maintenance during the previous 12 months, referred to in condition 5, once a year on 30 th April.	Once a year
A list of staff nominated and trained in accordance with condition (9) and (10), once a year on 30 th April.	Once a year

- 4 The operator shall ensure that monthly inventory sheets for the previous year are submitted to Sheffield City Council's Environmental Protection Service once in every 3 month period, by the dates in the table below, in order to demonstrate compliance with condition 1 of this Permit.

Quarter	Submission date deadline
First	30 th April
Second	30 th July
Third	30 th October
Fourth	30 th January

- 5 The operator shall implement the schedule of procedures, checks and maintenance requirements to each dry cleaning machine as detailed in Schedule 4. A written record of the maintenance carried out shall be maintained.
- 6 The record of maintenance required by condition 4 shall be submitted to Sheffield City Council's Environmental Protection Service once in every twelve month period by 30th April in accordance with condition 3.
- 7 The operator shall advise Sheffield City Council's Environmental Protection Service in writing 14 days prior to any proposed significant alteration to the operation, or modification of the installation which may have an effect on emissions of VOC from the installation.
- 8 All operating staff must know where the operating manual for each dry cleaning machine can be found and have ready access to it.
- 9 All operating staff must have been trained in the operation of each dry cleaning machine and the control and use of dry cleaning solvents. The training received must be recorded. Records shall be kept on site.
- 10 The operator shall ensure that a list of staff nominated and trained in the operation of the dry cleaning machine and the control and use of dry cleaning solvents is submitted to Sheffield Council's Environmental Protection Service once in every twelve month period by 30th April in accordance with condition 3.
- 11 The dry cleaning machine shall be installed and operated in accordance with supplier recommendations, so as to minimise the release of Volatile Organic Compounds (solvents) to air, land and water.
- 12 In the case of abnormal emissions the operator must:
- Investigate immediately and undertake corrective action; adjust the process or activity to minimise those emissions; and
 - Adjust the process or activity to minimise those emissions; and
 - Promptly record the events and actions taken in the log book kept

in accordance with condition 26.

In this condition abnormal emission will include any detectable solvent smell other than in the area of the dry cleaning material.

- 13 In cases of non-compliance causing immediate danger to human health, operation of the activity must be suspended and Sheffield City Council's Environmental Protection Service informed within 24 hours.
- 14 The operator shall ensure that dry cleaning machines shall be operated as full as the type of materials to be cleaned will allow e.g. full loads for light non-delicate material such as suits. Delicates and heavy materials, such as wedding dresses and blankets, may need to be cleaned in part loads.
- 15 Where cleaning solvents containing Volatile Organic Compounds (solvents) are not received in bulk they shall be stored:
- In the containers they were supplied in with the lid securely fastened at all times other than when in use; and
 - Within spillage collectors of suitable impervious and corrosion-proof materials and capable of containing 110% of the largest container; and
 - Away from sources of heat and safety point of view: a well-ventilated area shall be used;
 - with access restricted only appropriately trained staff, and
 - the lids of the containers shall only be removed on the container is next to the cleaning machine ready for filling. Cleaning solvents shall be obtained in containers of a size which allows the entire container to be emptied into the machine at each topping up. Once emptied, the lid of the container shall be replaced securely.
- 16 Spot cleaning with organic solvents or organic solvent-borne preparations shall not be carried out unless it can be demonstrated that it is the only available method of treating a particular stain on the material to be cleaned.
- 17 The dry cleaning machine loading door shall be kept closed when not in use.
Note. Where an action fan is fitted to maintain a negative pressure within the machine during unloading, the exhaust from this fan should be directed to a carbon absorption filter prior to discharge to atmosphere.
- 18 The dry cleaning machine loading door shall be closed before the start-up of the machine, and kept closed at all times through the drying and cleaning cycle.
- All machines installed after 19 May 2005 shall have interlocks to prevent start-up of the machine until the loading door is closed and the opening of the loading door until the machine cycle has

-
- finished and the cage has stopped rotating.
 - All machines installed after 19 May 2005 shall have interlocks to automatically shut-down machine and any of the following conditions
 - cooling waters shortage
 - failure of the cooling ability of the still condenser
 - failure of the cooling ability of the refrigeration, or
 - failure in the machine heating system, resulting in the inability to dry the load.`
- 19 The still, button trap and lint filter doors shall be closed before the start-up of the machine and kept closed at all times through the drying and cleaning cycle.
- All machines installed on 19 May 2005 shall have interlocks to automatically shut-down the machine if this still, button trap and lint filter doors and not properly closed.
- 20 The still shall have a thermostatic control device or equivalent with which to set a maximum temperature, in accordance with manufacturers' recommendations for the solvent used.
- 21 All new, and substantially refurbished machine, shall have a spillage tray with a volume greater than 110% of the volume of the largest single tank within the machine.
- 22 All machines installed 19 May 2005 shall have a secondary water separator to minimise potential losses.
- 23 Prior to disposal, containers contaminated with solvent shall be stored with the lids securely fastened to minimise emissions from residues during storage prior to disposal, and labelled so that all that handle them are aware of their contents.
- 24 Solvent contaminated waste, for example still residues, shall be stored:
- In suitable sealed containers with the lid securely fastened at all times other than when in use; and
 - On a suitable impervious floor; and
 - Away from any drains which may become contaminated with residues as a result of spillage;
 - Away from sources of heat and bright light; and
 - With access restricted to only appropriately trained staff.
- Note – from a health and safety point of view a well ventilated area should be used.
- 25 Equipment to clean up spillages shall be quickly accessible in all solvent handling and storage areas
- 26 The operator shall maintain a log book or record incorporating details of all maintenance, testing and repair work carried out on the dry

cleaning machine and the scales used to weigh the loads, along with details of training required under condition 9. The records shall be made available for inspection by officers of Sheffield City Council's Environmental Protection Service on demand.

- 27 Spares and consumables, in particular those subject to continual wear, shall be held on site, or be available at short notice from guaranteed suppliers, so that plant breakdowns can be rectified rapidly.
- 28 The best available techniques shall be used to prevent or, where that is not practicable, reduce emissions from the installation in relation to any aspect of the operation of the installation which is not regulated by any other condition of this permit.

New and substantially changed installations using PER only

The following requirements apply to new or substantially changed installations using PER.

- 29 Where a continuous PER monitoring device has been fitted for health and safety reasons it shall be maintained and calibrated in accordance with manufacturer's recommendations. As a high reading on the monitor indicates leaks and other malfunctions which have led to the release of PER then this will also indicate potential non-compliance with the environmental requirements of this permit.

Appendix - Solvent and Product Cleaned Inventory

Schedule 1 - Weekly Inventory Sheet – All Installations

Weekly Inventory Sheet: All installations

Premises name:	Machine name or reference number:					Solvent Used		Week start date or week number		Daily total weight (kg)	Solvent added (litres)			
Load Number	1	2	3	4	5	6	7	8	9	10	11	12		
Monday	Weight (kg)													
Tuesday	Weight (kg)													
Wednesday	Weight (kg)													
Thursday	Weight (kg)													
Friday	Weight (kg)													
Saturday	Weight (kg)													
Sunday	Weight (kg)													
Make a note of the reason why any under-weight load was cleaned: B = Blankets D = Delicates L = Linens O = Other W = Wedding dress											Total for week:			
Maintenance or testing required this week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday							
Still maintenance														
Lint filter checked & cleaned														
Button trap checked & cleaned														
Notes:														
Let your planned preventative maintenance in the maintenance or testing required this week boxes. Record what you have done for each maintenance item with a tick. Make notes about solvent tank levels, other maintenance, servicing or solvent leaks / spills in the space above.												signed:		

Note – where the weight of clothes added is recorded in units other than kilograms, then all other measurements must be made using units that are compatible with the unit used for the weight of clothes.

Schedule 2 - Monthly Inventory Sheet – All Installations

Monthly Inventory Sheet: All installations

Site: _____ Solvent: _____
 Machine: _____ Month and Year: _____

Week starting (date)

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Weight of work processed (kg)

					Monthly Total (A)

Solvent added (litres)

					Monthly Total (B)

Solvent sent for disposal

					Monthly Total
Total waste drum volume (litres)					(C)
Still cleaning correction factor : 0.15 for powder filter rake-out, or 0.35 for ecological filter rake out, or 0.5 for pump out					(D)

Compliance this month

Table A:

Weight cleaned (kg) (A)	Solvent added (litres) (B)	Solvent disposed (litres) (C x D = E)	Net solvent use (litres) (B - E = F)	Consumption (kg/litres) (A ÷ F = G)	On target? ** (Yes / No)

** The monthly result should only be used to provide a guide as to the performance of the machine. Solvent input and waste recovered will vary each month, affecting the Consumption (G).

Where:

Perchloroethylene is used, if G >80 kg/l = on target

Siloxane is used, if G >48.5 kg/l = on target

Hydrocarbons are used, if G >48.5 kg/l = on target

Notes:

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Schedule 4 - Schedule of Procedures, Checks and Maintenance

Branch.....

MONTHLY MAINTENANCE CHECK SHEET

Serial No.....

CHECK;	OK	COMMENTS
Main door seal		
Button trap door seal and switch		
Lint screen door seal & condition of screen		
Condition of cage		
Drive belts tension and condition		
Still sight glass seal		
Still function & distil rate		
Solvent pump operation		
Glycol level (Mito35 only)		
Dry fan operation		
Pneumatics leak check		
Air lubricators and driers		
Machine anchors		
All flexible hoses and clips		
Condition and funtion of panel components		
Dry control function		
Leak test machine		
Gastech reading (every 3 months)		
comments;		

Engineer.....

Date.....

DRY CLEANING MATRIX

REVISION 1

Level	Matrix	Where To Look - √ = Practice Pack		Progress Review
		In Technical Pages	In Practice Pack	
LEVEL 3	* Manual Operation of D/C Machine	See the Hand-out from Training Department		
	* Quality Audit	Chapter 12 The Final Examination "DC Manual"		
	* Finishing Equipment Settings	Chapter 9 Dry Cleaning Machines "DC Manual"		
	* Fabric Product Knowledge (Advanced)	Chapter 5 Guide To Cleaning Labels & Fabrics "DC Manual" Rub Test		
	* Stain Removal (Advanced)	Chapter 6 Stain Removal "DC Manual"		
	* Management of workflow	Through Experience		
	* Solvent Distillation	Chapter 2 pg 9 "DC Manual"		
	* Solvent Usage/Restrictions	Solvent Usage/Restriction Log		
	* D/C Productivity	Through Experience		
	* Finishing Fault Reporting	Fault Finding Checklist		
LEVEL 2	* Production Fault Finding	Through Experience		
	* Laundry Operation & Hand-ironing	Chapter 15 Laundry "DC Manual"		
	* Supercrease Application/Removal	Chapter 11 Supercrease "DC Manual"		
	* Finishing Ironing/Pressing	Chapter 10 The Hoffman Press "DC Manual"		
	* Cabinet Operation/Maintenance	Chapter 6 The Rotor Cabinet, Dolly & Bag "DC Manual"		
	* Steamers	Chapter 2 Reception pg 24 + Chapter 9 Dry Cleaning Machines pg 19+20 "DC Manual"		
	* Solvent Usage Log	Chapter 8 Dry Cleaning Machines "DC Manual"		
	* Chemical Residue Disposal	"Revised Chapter 6 Practical Health & Safety" "H&S Manual"		
	* D/C Machine Maintenance	Chapter 8 Dry Cleaning Machines "DC Manual"		
	* Stain Identification & Removal	Chapter 6 Stain Removal "DC Manual"		
LEVEL 1	* Garment Classification	Chapter 5 Guide To Cleaning Labels & Fabrics + Chapter 8 Dry Cleaning Machines "DC Manual"		
	* Boiler Operation/Maintenance	Chapter 7 Boiler & Auxiliary Equipment "DC Manual"		
	* Water Refiller Maintenance	As required on a local basis		
	* Compressor Operation/Maintenance	"Revised Chapter 6 Practical Health & Safety" "H&S Manual" + Chapter 7 Boiler & Auxiliary Equipment "DC Manual"		
	* Product Knowledge (Technical)	Chapter 5 Guide to cleaning Labels & Fabrics "DC Manual"		
	* Spillage Drill	"Revised Chapter 6 Practical Health & Safety" "H&S Manual" + Chapter 7 Dry Cleaning Machines pg 19 "DC Manual"		
	* Advanced Health & Safety	"Revised Chapter 6 Practical Health & Safety" "H&S Manual" + Chapter 8 Dry Cleaning Machines pg 11+13 "DC Manual"		
	Caret Cleanse	Chapter 8 The Rotor Cleaning Machine "DC Manual"		
	Specialist Services	Chapter 10 Wet Dry "DC Manual"		
	Unrinsed Work	Chapter 13 Pressing, Packaging & Storage "DC Manual"		
Storage & Collection	Chapter 4 Collection & Complaints + Chapter 13 Pressing, Packaging & Storage "DC Manual"			
Pressing Lip	Chapter 13 Pressing, Packaging & Storage "DC Manual"			
Examination after Finishing	Chapter 12 The Final Examination "DC Manual"			
Quality and Presentation Standards	Chapter 2 Reception "DC Manual"			
Delivery Collection Log and Dispatch Log	Chapter 4 Collection & Complaints "DC Manual"			
Printing/ Taping / Bagging	Chapter 2 Reception "DC Manual"			
Completion of Ticker Book	Chapter 2 Reception "DC Manual"			
Completion of Owner's Authority	Chapter 2 Reception "DC Manual"			
Reception & Garment Inspection	Chapter 2 Reception "DC Manual"			
Complaint Handling	Chapter 4 Collection & Complaints "DC Manual"			
Customer Care	Chapter 2 Reception "DC Manual"			
Till Operation	Chapter 2 Reception "DC Manual"			
Add on Sales	Chapter 2 Reception "DC Manual"			
Merchandising	Chapter 2 Reception "DC Manual"			
Pressing	Chapter 4 Collection & Complaints "DC Manual"			
Product Knowledge (Customer)	As per Branch Pressing Policy			
Service Times	Chapter 5 Guide To Cleaning Labels & Fabrics "DC Manual"			
Care Labels	Chapter 1 What We Do "DC Manual"			
Basic Health & Safety	Chapter 5 Guide To Cleaning Labels & Fabrics "DC Manual"			
		"Revised Chapter 6 Practical Health & Safety" "H&S Manual"		

• For Production Shops Only

DRY CLEANING PERSONAL SKILLS PROFILE

Name : _____

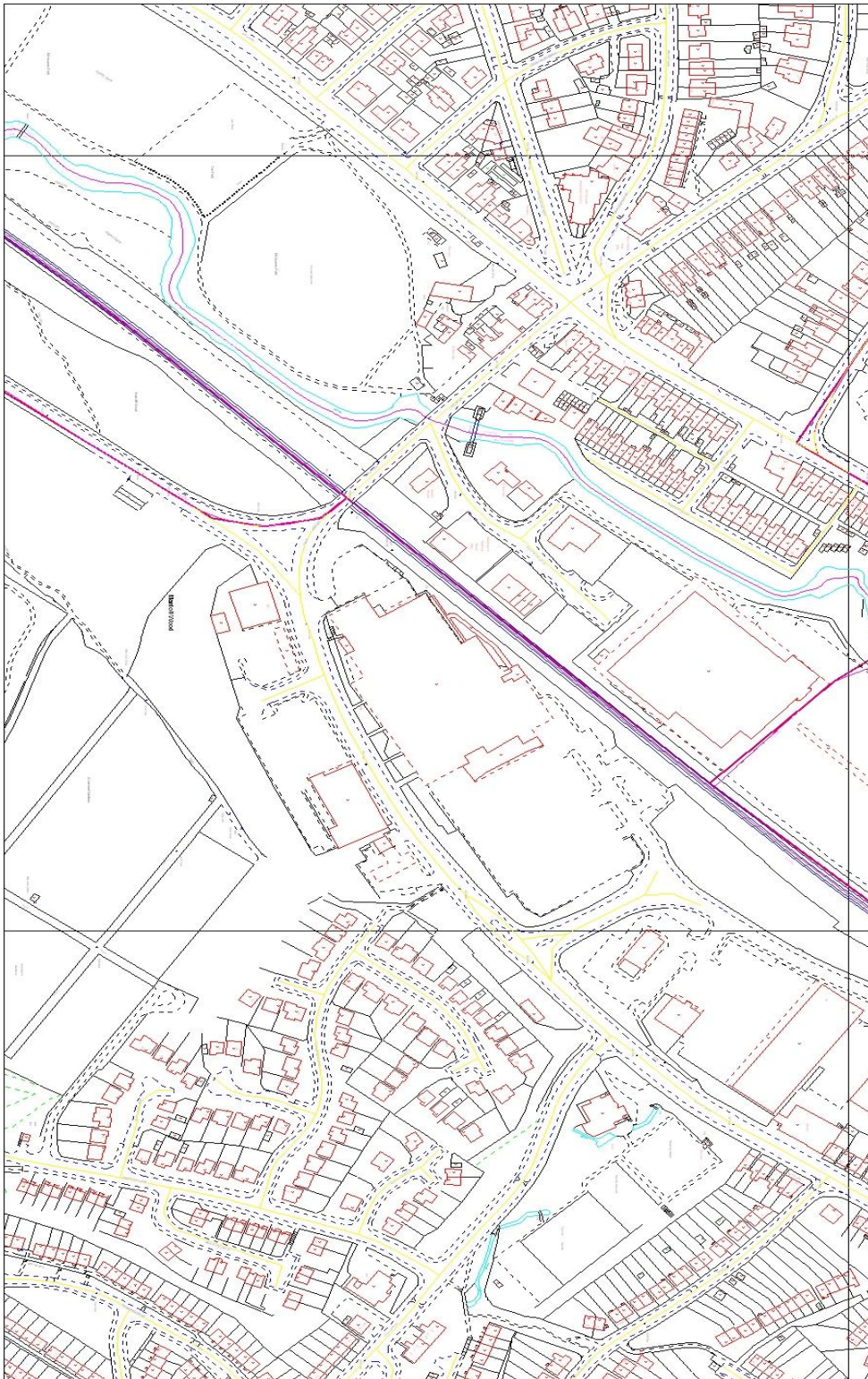
Branch : _____

REVISION 1

Level	Module	Date	Train Rec	Training Required	Skill Level A	Date Achieved	Trainers Legible Initials	Skills Test Sat	
								Resit Date	Pass Date
LEVEL 3	* Manual Operation of D/C Machine								
	* Quality Audit								
	* Finishing Equipment Settings								
	* Fabric Product Knowledge (Advanced)								
	* Stain Removal (Advanced)								
	* Management of workflow								
	* Solvent Distillation								
	* Solvent Usage/Restrictions								
	* D/C Productivity								
	* Finishing Fault Reporting								
LEVEL 2	* Production Fault Finding								
	* Laundry Operation & Hand-ironing								
	* Supercrease Application/Removal								
	* Finishing Ironing/Pressing								
	* Cabinet Operation/Maintenance								
	* Steamers								
	* Solvent Usage Log								
	* Chemical Residue Disposal/Run-off								
	* D/C Machine Maintenance								
	* Stain Identification & Removal								
LEVEL 1	* Garment Classification								
	* Boiler Operation/Maintenance								
	* Water Refiller Maintenance								
	* Compressor Operation/Maintenance								
	* Product Knowledge (Technical)								
	* Spillage Drill								
	* Advanced Health & Safety								
	Caret Cleanse								
	Specialist Services								
	Unrinsed Work								
Storage & Collection									
Pressing Lip									
Examination after Finishing									
Quality and Presentation Standards									
Delivery Collection Log and Dispatch Log									
Printing/ Taping / Bagging									
Completion of Ticker Book									
Completion of Owner's Authority									
Reception & Garment Inspection									
Complaint Handling									
Customer Care									
Till Operation									
Add on Sales									
Merchandising									
Pressing									
Product Knowledge (Customer)									
Service Times									
Care Labels									
Basic Health & Safety									

• For Production Shops Only

Schedule 5 – Site Location Plan



Schedule 6 – Site Layout

