



OMS Procedure



PRO 3.6-0000-1NZ-01

NZ Operational Environmental Management Plan (O-EMP)

Revision: 2
Prepared by: Frazer Perry
Authorised by: Shannon Holroyd
Authorisation Date: 8 December 2015

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Revision Number: 2	eMoC Number:	Page 1 of 10

Contents

1.	Purpose	3
2.	Scope	3
3.	Definitions	5
4.	Roles & Responsibilities	6
5.	Methodology	6
6.	Associated Documents	8
6.1.	Documents	9
6.2.	Records	9
7.	Verification	10
8.	Key Performance Indicator (KPI) Reporting	10
9.	External References	10
10.	Revision Summary	10

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Revision Number: 2	eMoC Number:	Page 2 of 10

1 Purpose

This plan is designed to assist BP staff manage and maintain on-site stormwater drainage systems on their sites, so that they comply with the provisions of the RMA 1991 and preserve receiving water quality.

This plan describes the methods in which BP to comply with their environmental obligations and the requirements of *OMS 3.6 Environment*

2 Scope

This plan relates to the operation and management of stormwater drainage systems on BP Convenience Retail Service Stations in New Zealand.

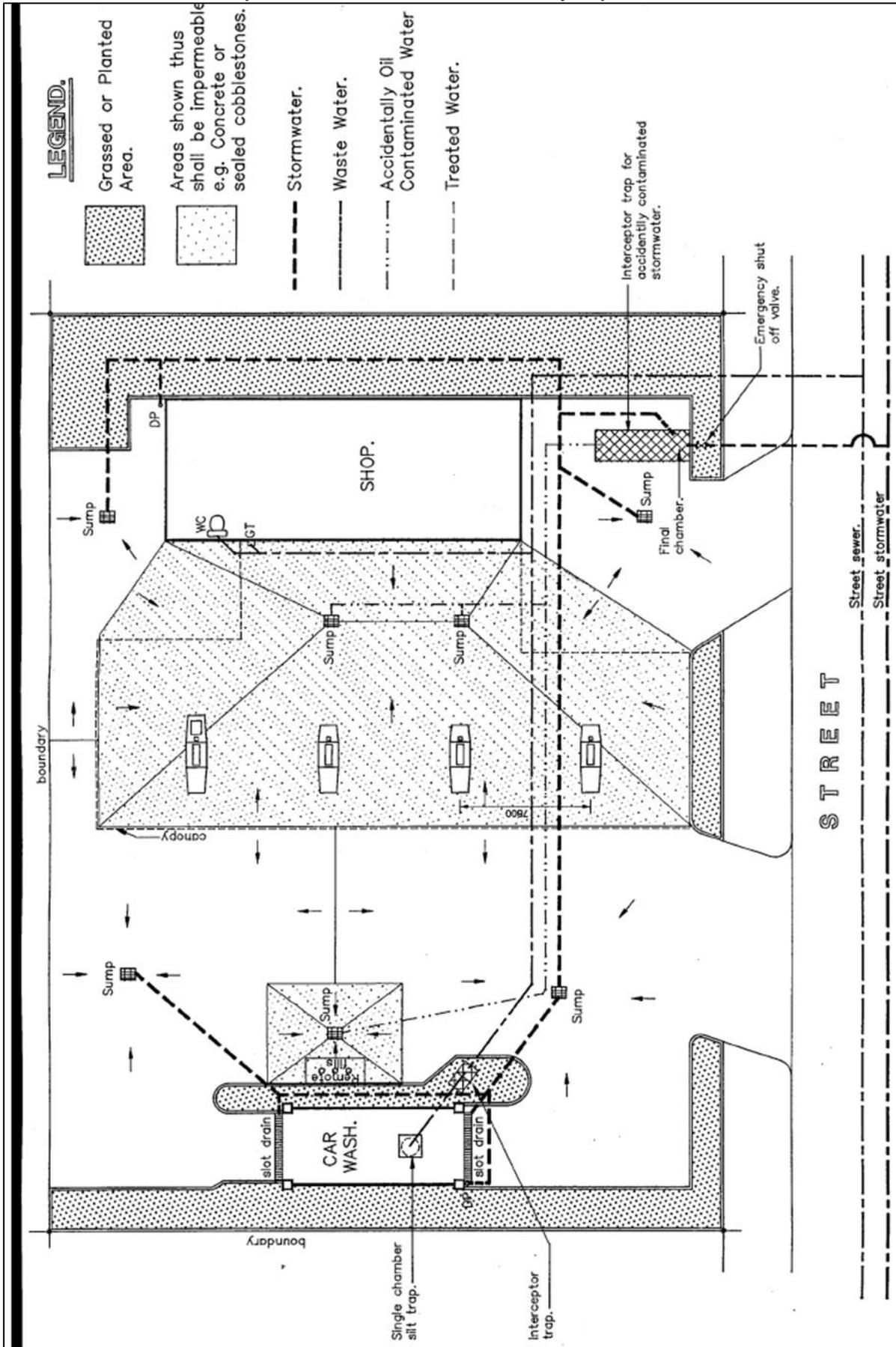
This plan has been prepared in accordance with the Ministry for the Environment's, Environmental Guidelines for Water Discharge from Petroleum Industry Site in New Zealand 1998.

This Plan covers the requirements outlined by the Ministry for the Environment around;

Drainage systems that are dedicated to the capture of stormwater (and wash water, if permitted by resource consent) which fuel contaminants generated from forecourts, etc. and which requires appropriate treatment prior to disposal to stormwater drains or sewers.

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Revision Number: 2	eMoC Number:	Page 3 of 10

Figure 1 - Generic plan for typical forecourt drainage system. For site specific details please review the site's As-Built plans stored in the Stores's safety cupboard.



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Doc Number: PRO 3.6-0001-0-1NZ-01	Authorised Date: 8/12/2015	Next Review Due: 8/12/2018
Revision Number: 2	eMoC Number:	Page 4 of 10

3 Definitions

TERM	DEFINITION
AdBlue	<p>Aqueous Urea Solution is also known as Diesel Exhaust Fluid (DEF) that serves as an exhaust additive. AdBlue is stored in a separate tank to the diesel fuel. AdBlue is injected into the exhaust gases and reacts with the Nitrogen Oxide gases in the exhaust stream, producing harmless nitrogen gas and water vapour.</p> <p>AdBlue is not a fuel additive – it does not come into contact with the diesel engine.</p>
American Petroleum Institute Interceptor (API™)	<p>A separator (interceptor) is a single underground concrete ‘box’. An API will have two inspection man-ways and a blue toby lid with a handle that can close the outlet valve.</p>
Hazard	<p>Hazards may be anything that has the potential to result in injury, illness or damages e.g. a chemical or physical condition.</p>
Incident	<p>An event which could or does result in unintended harm to people, damage to assets or the environment.</p>
Near Miss	<p>An event which under slightly different conditions could have resulted in harm to people, or damage to assets or the environment.</p>
Risk	<p>The chance that an event of a certain magnitude will occur, expressed as: Risk = Severity x Likelihood.</p>
Risk Reduction Measures	<p>Actions taken to reduce risk to prevent an incident occurring; control its impact, frequency, or effect on people, the environment, or our business.</p>
SPEL Puraceptor Separator (SPEL™)	<p>Light liquid separator allows polluted surface water to enter the primary chamber where silt settles out and is retained. The fuel, oil, and other pollutants lighter than water, rise to the surface and are efficiently retained within a separation chamber. These types of separators are fitted with an automatic shut off device</p>
To Water	<ul style="list-style-type: none"> ▪ A stream, lake, or other freshwater body; or ▪ A stormwater system (and, in exceptional circumstances, to sewers); or ▪ The coastal marine area (harbour, estuary, coast); or ▪ Land (soakage field); or ▪ Groundwater.

4 Roles & Responsibilities

The requirement specified in this plan applies equally to BP employees, contractors and visitors engaged in BP ANZ Fuels Value Chain; Marketing, Supply & Logistics.

Specific sites, areas and activities may have more detailed OMS requirements and where these exist the requirements will be specified in local procedures, safe work instructions, manuals, handbooks or specific standards. The stormwater drainage system has been designed and constructed so that they comply with the provisions of the RMA 1991 and preserve receiving water quality.

4.1 BP Staff

Required to report all hazards to their Store Manager, arising in their work place as soon as is reasonable to do so.

4.2 Store Manager

Responsible for ensuring the environmental requirements have been reviewed and tailored to meet the requirements of that particular store. The store manager is also responsible for ensuring the daily checks are being completed by the Store Safety Lead or an assigned peer.

4.3 Store Safety Lead

Responsible for ensuring that required checks outlined in the Store Safety Diary, are undertaken and documented. If any issue arises the Store Manager must be notified.

4.4 Area Manager

Responsible for ensuring specialist advice is sought, via the Maintenance Manager, if controls are deemed not to be working, or if local body inspectors issue information that the current controls are not adequate.

5 Methodology

5.1 Stormwater Collection

The service station catchment is separated into two distinct zones:

A) Fuels handling areas (aka Fuels activity area, Category 1)

This area includes the vehicle refueling areas beneath the canopy, and from direct / remote tank fill points. Stormwater from these areas are directed via surface grading into grated sumps, gutters, and/or drains (collection points). These collection points then drain to a treatment device (APIs or SPEL) and discharge into stormwater drains, soakage trenches, or direct to natural water courses.

B) Balance area (aka Category 2)

This area includes the remaining areas of the site including car parking, gardens, bin storage compounds, shop and canopy roof. Stormwater from these areas drains via collection points dedicated only to rainwater runoff and discharge directly into reticulated storm water drains, soakage trenches, or direct to natural water courses. Balance area stormwater is not required to be discharged via an interceptor (APIs or SPEL) as water from these areas are unlikely to be significantly affected by hydrocarbon spills.

Maintenance, cleaning, and site inspections are required to ensure that the sites drainage

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Doc Number: PRO 3.6-0001-0-1NZ-01	Authorised Date: 8/12/2015	Next Review Due: 8/12/2018
Revision Number: 2	eMoC Number:	Page 6 of 10

systems continue to operate as designed throughout the lifetime of the facility.

5.2 Interceptor Sediment Management

The maintenance of BP owned interceptors (both API and SPEL) is managed centrally by BP Head Office. The maintenance of interceptors are also covered under an HSSE Process Guide - Interceptors.

BP engages an independent specialist maintenance contractor (ECL–SiteCare) to monitor and manage scheduled maintenance, sediment removal and disposal, and emergency back-up. The contractor has been engaged to monitoring of all interceptors on the following basis:

- Retail Site Interceptors – checked every 6 months
- Retail Site Carwash Interceptors – checked every 3 months

Monitoring includes the measuring of sediment levels. An Interceptor showing sediment levels of more than 150mm requires a “pump out” and appropriate disposal of product. If a site does not have 150mm of sediment, the Interceptor will be left until the next check indicates that it is appropriate to pump out the sediment.

If the contractor determines that the Interceptor needs to be cleared, they will also determine whether they believe Class 3 Chemical is present (derived from petrol or diesel entering the Interceptor).

If Class 3 Chemical is present, a certified vehicle will be sent to dispose of the product, as opposed to a regular ‘Vacuum Tanker’.

Between periods of monitoring by Contractors site staff should also “sight check” the Interceptors and if there are excessive amounts of sediment buildup are observed, log the matter with the maintenance contractor and ask for sediment to be removed. This process would also occur after a spill of any magnitude (where it is necessary to remove the contents of the Interceptor anyway.)

Detergent based products must not be used to wash down any area that will drain down into the Separator.

5.3 Spill Management

Should a surface spillage occur on a site, the immediate essential steps are listed in the ‘Emergency Flipchart’ under spills.

For major product spills over 20l follow your emergency procedures while continuing to monitor your own personal safety.

For minor spills under 20l, layer spill-absorbent material on the spill immediately. Once saturated, the spill material can be shovelled into a container marked for disposal of waste oil products and refer to the HSSE Process Guide for spill under 20l.

If the spill is not contained within the sumps or interceptor, and makes it into stormwater drains, BP has an obligation to notify the local council of the incident. Any spill incidents shall be notified through the HAIMS incident notification system.

5.4 AdBlue Spill Management (if applicable)

Any spills should be managed in accordance with the AdBlue Retail Process Guide. Where a truckstop Ad Blue facility is located on or adjacent to a retail site, the AdBlue specific Spill Kit will be located at the Retail Site, for use by retail staff.

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Revision Number: 2	eMoC Number:	Page 7 of 10

Liquid AdBlue and its vapours can cause mild skin irritation and serious eye irritation. Use skin and eye protection when responding to an AdBlue spill.

AdBlue spillage does not require evacuation of the forecourt or emergency services response. However, the spill should be isolated and prevented from discharging to the environment. Any spill incidents shall be notified through the HAIMS incident notification system

6 Checking and Maintaining Assets on Site

Area	Task	Responsibility
Forecourt	<p>Daily: Inspect the forecourt and forecourt equipment daily for fuel leaks and general tidiness. Use as required absorbent materials for day to day spot cleaning. Log a job via e-maintenance for a more intensive clean.</p> <p>For minor or major spills refer section 5.6</p> <p>For all AdBlue spills follow the AdBlue Spill Process Guide</p>	Site Staff (e.g. Store Safety Lead)
	<p>Weekly: Dry sweep every 7 days & dispose of any debris.</p>	Site Staff
	<p>Three Monthly: Clean forecourt every 3 months, remove all oils, diesel & fuel residue.</p>	BP Maintenance Contractor
	<p>After a Weather Event: Check drainage channels and interceptor grates.</p>	Site Staff
Interceptors & sumps	<p>Reminder:</p> <ul style="list-style-type: none"> • Don't use degreaser on the forecourt. • Don't hose the forecourt. • Don't do any high-pressure water blasting. • Don't put chemical waste down the drain. • Don't dispose of windscreen wash water on the forecourt. <p>Dispose of via the toilet, cleaning cupboard sink, trade-waste approved disposal method, e.g. carwash.</p>	
	<p>Weekly: Operate interceptor outlet valve handle to closed then back to open prevent seizure (API only). Leave in open position. Log any issues or faults with valve via e-maintenance.</p>	Site Staff
	<p>Monthly: Lift the lids and inspect interceptor, sumps and grit traps and arrange removal of any dangerous goods residues if required via e-maintenance.</p>	Site Staff
	<p>Six Monthly: Check and clean all contents forecourt interceptor and associated drainage channels. Make sure you dispose of the waste according to local authority guidelines.</p>	BP Maintenance Contractor
	<p>After a Significant Weather Event: Check the interceptor, sumps and associated drainage channels.</p>	Site Staff

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Revision Number: 2	eMoC Number:	Page 8 of 10

Area	Task	Responsibility
Carwash	Three Monthly: Check and clean car wash sumps	BP Maintenance Contractor
	Daily: Visually check and remove any rubbish.	Staff
Spill Kit	Weekly: Check the contents of the spill kit against the equipment checklist.	Staff
	Following Use: Re-order any items used during a spill cleanup.	Staff
AdBlue * if applicable	Daily: Inspect ground for spills or white crystalline powder. Clean up if required. (see AdBlue Spill Process Guide)	Staff
	Weekly: Check the contents of the spill kit against the equipment checklist. Operate interceptor outlet valve handle to closed then back to open prevent seizure. Leave in open position. Log any issues or faults with valve via e-maintenance .	Staff

These checks are to be recorded in the Store Safety Lead (SSL) Diary.

7 Associated Documents

7.1 BP Associated Documents

- Retail Emergency Flipchart (Spillage petrol/diesel & Spillage AdBlue)
- HSSE Process Guide - Interceptors & Spills
- HSSE Process Guide – AdBlue – Reference and Spill Process Guide
- As-Built Site Plans

7.2 NZ Legislation and Regulation

- Health and Safety in Employment Act 1992 , 2002
- Hazardous Substances and New Organisms Act 1996
- Approved Code of Practice for the Management of Substances Hazardous to Health in the Place of Work.
- Resource Management Act 1991
- Regional and District Policies and Plans

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Revision Number: 2	eMoC Number:	Page 9 of 10

7.3 Records

- Store Safety Diary

8 Verification

The information outlined in this plan shall be included in the ANZ FVC MS&L self-verification process.

9 Key Performance Indicator (KPI) Reporting

Internal Compliance checks occur between 2 to 4 times per year in NZ Retail network. A score is recorded and this determines the frequency of compliance checks. During the checks, a physical inspection of the spill kits is conducted, as well as inspection of the Store Safety Diary to ensure all inspections required, are being carried out.

Contractors with timeframes for conducting inspection and proactive maintenance are reviewed yearly with their contracts.

Retail sites may also be subject to compliance checks by Council monitoring officers. These can be random and unannounced. Council compliance checks typically assess compliance of the site against this management plan and the relevant regulation (regional plan). These reports often result in a letter report documenting the outcomes of the check and provide a compliance rating.

10 External References

This Document was drafted with reference to relevant legislation at the date of drafting, including but not limited to, relevant Acts, Regulations, Australian Standards and industry codes and practices. Details of current legislation can be provided by the S&OR team on request.

11 Revision Summary

Revision	Prepared by	Description of Change	Date
1	F Perry	Separated Stormwater Plan and Emergency Procedures Plan to HSSE Flipchart and Stormwater Pollution Prevention Plan (SPPP)	2014
2	S. Holroyd	Update SSSP into Operational Environmental Management Plan	16/6/2015
3	S. Holroyd & J. Court	Updated with AdBlue where applicable	8/12/2015

End of Document

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Revision Number: 2	eMoC Number:	Page 10 of 10