UNDERGROUND PETROLEUM STORAGE SYSTEM (UPSS)

Work Flow / Standard Operating Process for UPSS Regulation Compliance Monitoring

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| **ORIGINAL APPROVAL DATE** | | |  | |
| **PROCESS OWNER** | | | Executive Manager Planning and Environmental Services | |
| **RESPONSIBLE DIRECTORATE** | | | Planning and Environmental Services Directorate | |
| **APPROVED BY** | | | Executive Manager Planning and Environmental Services | |
| This document is to be reviewed annually.  Next review date: | | | | |
| **Revision number** | **Date Approved** | **Reason for Amendment** | | **Details** |
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# Definitions

* ARA – The **Appropriate Regulatory Authority** designated responsibility under the POEO Act for environmental regulation of premises or activities
* FTE – Full Time Equivalent
* POEO – *Protection of the Environment Operations Act 1997*
* *Person Responsible* - The person responsible for a UPSS is the person who has 'management and control' of the system.
* UPSS – Underground Petroleum Storage System
* UPSS Regulation 2019 – *Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019*.
* UPSS Guideline 2020 – *Underground Petroleum Storage Systems, Guidelines for implementing the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019.*

# Introduction

This Standard Operating Process (SOP) outlines the procedures for monitoring compliance and inspecting Underground Petroleum Storage Systems (UPSS) located within the [XXX XXX] Council (Council) Local Government Area (LGA).

On 1 September 2019 NSW Councils reassumed responsibility for regulating most underground petroleum storage systems (UPSS) in their local areas.

It is estimated there are more than 3,000 operating UPSS Sites in NSW and Councils will regulate around 2,000 sites which are mostly service stations. The NSW Environment Protection Authority (EPA) will remain the Appropriate Regulatory Authority (ARA) for around 1,000 UPSS Sites including sites which either: hold an EPA environment protection license; are operated by a public authority (including Councils); or, are in unincorporated areas of the state or are subject to a regulatory notice issued by the EPA.

Council has identified [X] operational UPSS Sites located within the LGA for which Council are the ARA.

# Standard Operating Process

## Purpose

The purpose of this SOP is to clearly outline the procedures to be undertaken by Council staff in identifying, monitoring compliance, and inspecting UPSS Sites within the LGA for which Council is the ARA.

This SOP is designed to serve internal and external stakeholders by ensuring that both monitoring of compliance and conducting site inspections are undertaken in a safe, professional, timely and consistent manner in compliance with Council’s Policy requirements.

## Council Resources

Council has approximately XX FTE resources (staff) available to fulfil this Standard Operating Processes.

Key staff tasks include (minimum):

* Maintenance of the UPSS Site Register, including Risk Ranking.
* UPSS Site Inspections.
* Record keeping.
* UPSS Site compliance monitoring and administration.

## Indicator of success?

The indicators of success are that:

1. Prioritised UPSS Sites are inspected on a 2 yearly basis or as determined by a UPSS Site’s Risk Ranking.
2. Outcomes such as moving sites from a non-compliant status to partially compliant and eventually to compliant status.
3. UPSS Site inspections are undertaken as per Council’s Policy requirements.

The UPSS-IMP sets out the Risk Ranking and Prioritisation outcomes that this SOP seeks to achieve.

## Legislative Context

This SOP has been created having regards to the following applicable legislation and guidance:

* *Protection of the Environment Operations Act 1997.*
* *Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019.*
* *Guidelines for implementing the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019.*

## Related Documents

* Model Contaminated Land Management Policy (developed by RAMJO and REROC in collaboration with FNWJO and Dubbo Regional Council)
* UPSS Inspection and Monitoring Plan (UPSS-IMP) includes Attachments:
  1. UPSS Compliance SOP (This Document)
     + Appendix 1: UPSS Site Inspection Checklist.
     + Appendix 2: Template Council Letter - Pre-Site Inspection Notification and Environmental Compliance (UPSS) Self-Evaluation Survey (Note: The Template letter contains a weblink to an electronic version of the Self-evaluation survey).
     + Appendix 3: Template Letter - Post-Site Inspection Compliance / Non-Compliance Letter.
     + Appendix 4: Leak Notification Form.
     + Appendix 5: Example Site Register.
  2. UPSS Regulation Vulnerability Assessment Case Studies (4).
  3. UPSS Site Specific Site Risk Ranking Methodology.

# Processes

This section provides the details and steps to of the SOP for UPSS Regulation Compliance Monitoring.

# UPSS Site Register

* Create a UPSS Register in the appropriate Council Records Management system (Civica Authority or an alternative system Otherwise). An excel spreadsheet is the minimum requirement (see Appendix 5 – Example Existing Site Register Spreadsheet).
* Ensure that there are stand-alone details and instructions about how to locate, access, operate and maintain the UPSS Site Register.
* Ensure the UPSS Site Register is supported by linkage to Council’s processes which maintain Council policy and Council Records of Decision for UPSS regulatory and compliance matters.
* Maintain the Register so it is up to date and details UPSS Site Categories:
  1. Active UPSS Sites:
     + Compliance status, Risk ranking UPSS inspections.
     + Environmental Reports: UPSS Leak Detection Monitoring and Loss Monitoring.
     + Modification Notifications: Site Assessment Reports, Remediation Action Plans and Validation Reports.
     + Pollution Incident reports, Leak Notifications, Complaints and Reporting.
     + Exemption Applications.
  2. New UPSS Sites:
     + Sites under a Development Application.
  3. Decommissioning UPSS Sites:
     + Decommissioning Notifications: Site Assessment Reports, Remediation Action Plans and Validation Reports.
  4. Legacy Sites and other UPSS Sites may also be included, to assist Council determine which sites they regulate and which sites they do not regulate:
     + Legacy sites which were formerly regulated by the NSW EPA or Council.
     + Council Asset UPSS Sites (regulated by the EPA).
     + Other UPSS Sites regulated by the EPA.
     + Commonwealth UPSS Sites.
* Refer to the Council UPSS-IMP and further Standard Operating Processes for some of the above categories.

# UPSS Site Inspection and Monitoring Processes

Determine the UPSS Site’s Compliance Status and Risk Ranking Status prior to an inspection. Maintain and update these status on an ongoing basis following site inspections and events or issues which take place at the UPSS Site.

# Pre-Inspection - Desktop Review

Use the following points as a guide to begin the UPSS Site Inspection Process.

* Send initial letter and self-evaluation survey ([link](https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/clm/19p1514-upss-compliance-assessment-checklist.docx?la=en&hash=57E7309E9CF4E42F47E537235D356D076F19E5BC)[[1]](#footnote-2)) out to all operators approximately 4 weeks prior to initial inspection and then every two years on the 1st of July or as determined and agreed with the *Person Responsible* for the UPSS Site.
  + A template letter is included in Appendix 2.
* If an **Environmental compliance self-evaluation survey** or documentation held within the Fuel System Operation Plan (FSOP) or Council records (e.g. DA) is available prior to the inspection, utilise the information to carry out a desktop review of the site prior to the inspection. If no information is available, request the information in writing in the initial letter.
* Use the **UPSS Site Inspection Checklist** (Appendix 1) to complete the desktop review and the **Vulnerability Assessment Report** (if available) record the items that require a close inspection or clarification on site.
* Work through as much of the Risk Ranking Process (UPSS – IMP) as possible using the highest scores for items which are unknown, until accurate or site-specific information is obtained.

# Ongoing Site Compliance Monitoring

Use the following points to stay updated with the Site as it progresses towards or maintains a Compliant site status.

* Record the findings of any desktop review or information received in your Council system and UPSS Site Register.
* Once the Site Inspections begin record the actions and items for follow up as per section 3.4 below.
* For UPSS Sites which are not compliant refer to the Council policy for the appropriate regulatory compliance and enforcement options. The template UPSS-IMP contains methods for considering Critical Risk Factors which may influence actions, improvements and Risk Management Plans that may be appropriate.

# UPSS Site Inspection - Onsite

The Site Inspection Process is an important engagement activity with the *Person Responsible* for the UPSS site.

# Making a start

* Be equipped with Work, Health and Safety (WHS) information which detail the site-specific requirements and list the specific hazards associate with the UPSS site you intend to inspect and the control measures in place to mitigate potential risks from the hazards.

A template WHS plan for UPSS site inspections is recommended.

* Be equipped with appropriate Personal Protective Equipment (PPE) including a hi-visibility vest, safety glasses, safety boots, long sleeve cotton clothing, sun protection (hat, sunscreen), cut resistant gloves and traffic control bollards. Additional PPE may be required by the UPSS site – confirm site specific requirements with the UPSS Site prior to attending the site or conducting the inspection.
* If possible, conduct the site inspection in pairs with one person acting as a traffic spotter.
* Have a copy of:
  + Contact details for the Responsible Person.
  + Site Inspection Checklist (hard copy) (note, a tablet may be used if it is intrinsically safe or otherwise approved for use on site with petroleum hazards).
  + FSOP and relevant information from the site and the surrounding environment.
  + Work Health and Safety Plan.

# Keeping Safe on Site

Have a dedicated Work, Health and Safety Plan with site specific hazard details recorded and reviewed by your line-Manager or Work Health & Safety Team member prior to going to site.

A Work, Health and Safety Plan may include some of the following:

* Always request that the *Person Responsible* attends the site inspection with you. If they are unfamiliar with the site, the Site Operator should also attend the site inspection or have someone who is familiar with the specific operations of the UPSS on site. If the *Person Responsible* delegates responsibility for the Site Inspection – obtain this information in writing from the *Person Responsible* prior to the Site Inspection and confirm it with the delegate prior to the start of the Site Inspection.
* **Beware of traffic hazards at all times, and especially during peak hours.**
* Obey all safety directions and requirements at the UPSS Site, including inductions which detail important information about the hazards on a UPSS Site and site-specific safety procedures at the UPSS Site. This includes the Stop button for all fuel infrastructure on the UPSS Site and a ‘muster point’ where onsite visitors are to gather if there is an incident on the UPSS Site or a reason to leave the UPSS Site.
* While on site **turn off your mobile phone** and leave it in your vehicle. This will mitigate a potential spark hazard and reduce the potential for ignition of volatile petroleum vapours which may cause an explosion or fire. This will also minimize disruptions.
* Do not open any UPSS infrastructure equipment (e.g., drains, groundwater monitoring well caps, fill points, gauges etc.): ask the operator to do this for you. This does not include the spill kit – however it is best to confirm this with the *Person Responsible*.
* Try to arrange your inspection outside of the hours when refueling of the underground tanks is scheduled.

# What to look for on-site

This is a guide only. UPSS Sites have similarities however every site is different.

* The FSOP (formerly known as the Environment Protection Plan) will contain all the relevant information for the site – if you have not already obtained a copy prior to the inspection - ask to see the copy held on site. Use the Checklist (Appendix 1) to understand if the FSOP contains all the required information. Note: the FSOP may be maintained as an electronic document for some sites. Other sites will maintain a paper file which may only be accessed on site.
* Record information about the UPSS at the site on the Checklist (Appendix 1) (tank and site age, tank material, capacity of tanks, year(s) installed – if installed after June 2008, does it meet the requirements of AS 4897-2008 (double lined non-corrodible tanks and pipes, overfill protection devices etc.)
* Review the loss monitoring system or procedure – are there monthly reports available to review? If so, do they indicate any unexplained fuel/product losses? If it is operated by a third party, consider asking how an alarm from the UPSS is notified to the *Person Responsible* and what actions/procedures are followed.
* Ask to see the location of the groundwater monitoring wells (or the alternate leak detection system). Ask to see the 6-monthly groundwater monitoring results/documents. Do they show any evidence of fuel (hydrocarbon) contamination of groundwater? Ask about the groundwater flow direction and the depth to groundwater. Ask about the soil type at the UPSS Site.
* Review forecourt management issues against the Practice note: Managing run-off from service station forecourts ([link](https://www.epa.nsw.gov.au/publications/contaminatedland/managing-run-off-from-service-station-forecourts)[[2]](#footnote-3)). Note any recent forecourt scarring or alterations and newer or older concrete.
* In the unlikely event that you identify that there is an indication of a leak – provide the Leak Notification Form (Appendix 4) and have the *Person Responsible* submit it urgently and take immediate action to mitigate any risk of harm to person, property, or the environment. Note: if sheens or vapour are observed or odour/smell noted, consider if emergency action needs to be taken by calling 000 and having Fire and Rescue NSW (FRNSW) attend the site. FRNSW is the combat agency responsible for all Hazardous Material incidents in NSW ([link](https://www.fire.nsw.gov.au/page.php?id=143)[[3]](#footnote-4)).
* If the site is in the Vapour Recovery zone? Does the UPSS Site have VR1 and VR2 equipment, if required? ([link](https://www.epa.nsw.gov.au/your-environment/air/reducing-motor-vehicle-emissions/vapour-recovery-service-stations)[[4]](#footnote-5)). Confirm with the *Person Responsible* and against the requirements of the *Protection of the Environment Operations (Clean Air) Regulation 2010.*

# What to Document

Complete the UPSS Site Inspection checklist (hardcopy or electronic) (Appendix 1)

* Record who the *Person Responsible* is, the site owner, the site operator, and any other people, who are associated with the site (lessee, tenant etc.). They may all be the same person or they may all be three different people.
* Loss monitoring records – copy of last 2-3 monthly reports.
* Leak detection records – copy of last set of 6-monthly groundwater monitoring records.
* Note the location of the FSOP and indicate the completeness of the document.
* Note the forecourt management issues and any issues that need to be addressed (e.g., stormwater drains or standing water with evidence of a hydrocarbon / petroleum sheen or odour).
* Note the proximity of the site to sensitive receptors and record the general site settings and surrounding land uses.
* Utilise the observations you made during the pre-inspection desktop review and the Risk Ranking.

Record the inspection and all associated information in your UPSS Site Register, Council Records, and Information Management System.

# Inspection Completion and Non-Compliance Follow up

* Send a follow up letter (**Appendix 3**) to operators identifying non-compliances and provision of information describing how the *Person Responsible* can improve the site or FSOP in order to become compliant with the UPSS Regulation 2019.
* Consider providing a timeline under which Council would like the *Person Responsible* to commit to becoming compliant and provide documentation that demonstrates compliance to Council. Provide a future inspection date to determine if site improvements have been undertaken.
* Initiate follow up inspection to confirm compliance has been achieved or if non compliance continues to investigate further compliance actions.
* Continue with Ongoing Monitoring of the UPSS Site as events, actions, incidents, responses and follow up occurs as required – see Section 3.2.

## **Appendix 1- Inspection Checklist**

**Protection of the Environment Operations**

**(Underground Petroleum Storage Systems)** **Regulation 2019**

**UPSS SITE INSPECTION CHECKLIST**

**Conducted on (date /time): Inspecting Officer:**

**Inspection Report No.: File No.:**

|  |  |
| --- | --- |
| **Site details** | |
| Site/Business name: | Site owner name: |
| Site address: | Person Responsible name: |
| Lot: DP: | Email (Person Responsible/Owner): |
| Local Government Area: | Phone (Person Responsible/Owner): |
| Nature of lease/responsibility for site & UPSS: | |
| Exemption applies? | Total annual fuel sales (litres): |
| Vapour Recovery (Y/N) VR1 VR2 | Tank information available? (Y/N): |
| If yes, record (If a tank contains multiple compartments, record each compartment as a separate tank):  Year tank was commissioned:  Volume: | Construction material(s):  Products contained:  Operational status: |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Inspection details** | | | | | | | | | | |
| **Section A - Fuel System Operation Plan or equivalent** *(Yes/No) or* (*✓ 🗶* ) – record details as applicable | | | | | | | | | | |
| * Present | | * Separate document | | * Accessible (on-site) | | | * Located offsite | | | * Format: electronic/ paper |
| **Fuel System Operation Plan - Contents** | | | | | | | | | | |
| * Site details | | * Site security & access info | | * Person Responsible contacts | | | * Indicates location of records | | | * Design standards/ industry specs |
| * Details of Loss Mon system | | * Incident management procedure | | * Maintenance schedule | | | * Plans / as-built drawings | | | * Employee induction and incident mngt training |
| **Section B – Loss Monitoring System** (description) | | | | | | | | | | |
| None |  SIRA | * ATG | | * Interstitial | | | * Manual dipping | | | * Other: |
|  | |  | |  | | |  | | |  |
| Certified to meet 0.76L/hr criteria? | | | | | Loss monitoring for all tanks? | | | | | |
| LM reports included in FSOP? | | | | | Are discrepancies investigated? | | | | | |
| **Section C(i) - Leak detection system, groundwater wells (or)** | | | | | | | | | | |
| * Groundwater wells installed? | | | Number of wells: | | | | | * Installation report available? | | |
| * Testing procedure   available? | | | * Wells tested every 6 months? | | | | | * Groundwater monitoring results available? | | |
| **Section C(ii) – Alternative leak detection system** | | | | | | | | | | |
| * Alternative leak detection system used?   Details: | | | | | | * Designed by duly qualified person? | | | * Testing procedure? | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section D – Incident management procedure** | | | |
| * Procedure in place? | * Incident log kept in FSOP? | * Steps to mitigate spill/leak? | * Corrective actions to prevent reoccurrence are recorded. |
| **Section E – Maintenance schedule** | | | |
| Schedule in place showing general systems maintenance and maintenance of all gauges, indicators, probes, sensors, and any other measuring instruments (Y/N): | | | |
| * Indicates maintenance actions | | * Indicates maintenance frequency | |
| * Indicates where maintenance records kept | |  | |

|  |
| --- |
| **Comments, areas for action/improvement:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section F - Forecourt design operation and maintenance** *(Yes/No/NA) or* (*✓🗶* ***-***) | | | |
| Stormwater drains free of pollution |  | Stormwater drains protected from spills |  |
| Forecourt area sealed and free from cracks |  | Oil water separator (or alternative) |  |
| Forecourt area has canopy with overhang |  | Oil/water separator appropriately maintained |  |
| Trade waste agreement/permit |  | Wastewater discharged to sewer |  |
| Forecourt area bunded for collecting surface runoff |  | Wastewater treated prior to discharge |  |
| Licensed waste contractors used (planned to be used) to dispose of spill and leak waste |  | Wastes stored in a manner to prevent a pollution incident |  |
| **Section G - Spill response and chemical storage** | | | |
| Spill kit present, accessible, adequate |  | Spill kit regularly checked and refilled |  |
| Sweep/vacuum/absorbent materials used to clean small spills and surface areas |  | Relevant Material Safety Data Sheets at site |  |
| Up to date register of chemicals at site |  | Staff trained in spill clean-up procedures and incident response. |  |
| Employees aware of who to contact in event of spill |  |  |  |
| **Comments, areas for action/improvement:** | | | |

**Appendix 2 - Notification and Self Assessment Letter**

Name

DATE

[UPSS *Person Responsible* NAME]

[Business name]

ADDRESS

**TOWN NSW PC**

Dear Sir/Madam,

**Underground Petroleum Storage Systems (UPSS) Inspection Program**

I am writing to you as you are identified as the person responsible for the site at [enter location] which potentially has an Underground Petroleum Storage System (UPSS). If this is the case, then you may be affected by changes to legislation regarding UPSS. From [date], XXX\_XXX Council will be routinely inspecting sites with UPSS to ensure compliance with the legislation and EPA guidelines and practice notes.

Inspections will review compliance with the *Protection of the Environment Operations Act 1997* and *Protection of the Environment Operations Underground Petroleum Storage Systems (UPSS) Regulation 2019*. This includes site management, loss monitoring procedures, record keeping, leak detection system, spill response procedures, waste management, staff knowledge, and chemical storage. These inspections attract a fee in accordance with Council’s adopted schedule of fees and charges.

Staff from Council’s [relevant team name] will contact you over the upcoming months to arrange a time to inspect your premises. This is to ensure there is someone available onsite to provide Council with the required information and access across the site during the inspection.

These inspections and changes have come about due to a change made on 1 September 2019, when the NSW Environment Protection Authority (EPA) transferred their regulatory functions for most UPSS back to Local Government to administer.

To assist you with these changes, you will find enclosed a copy of the inspection form that Council will use during the inspection. More information on UPSS systems, including practice notes can be found on the NSW EPA website [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)/your-environment/contaminated-land/upss.

Should you require any further information please contact me on XXXX XXXX.

Yours sincerely

Name XXXX XXXX

**[Position]**

**[Team]**

##### Appendix 3 – Post Inspection Compliance / Non-Compliance Letter

Name

DATE

[UPSS *Person Responsible* NAME]

Business Name

ADDRESS

**TOWN NSW PC**

Dear Sir/Madam,

**Re: Underground Petroleum Storage Systems (UPSS) – (insert address of UPSS)**

Council staff undertook an inspection of the UPSS at the abovementioned premises on (**insert date**). As you would be aware the inspection revealed that the following matters are not in compliance with the *Protection of the Environment Operations (UPSS) Regulation 2019* (UPSS Regulation) and hence are required to be rectified:

1. *List the non-compliance here with reference to the section of the UPSS regulation.*

Council requests that these issues are rectified within 21 days of the date of this letter.

Find attached some fact sheets and information regarding your obligations under the UPSS Regulation and how you can become compliant with the UPSS Regulation.

Council will contact you regarding a follow up inspection to understand your progress with these matters. In the interim, should you require any further information please contact me on (02) XXXX XXXX.

Yours sincerely

Name XXXX XXXX

**[Position]**

**[Team]**

##### Appendix 4 – UPSS Leak Notification Form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Leak Notification Form **Underground Petroleum Storage Systems (UPSS)** | | | | | | |
| **Notification of a pollution incident to the relevant authority under Part 5.7 of the *Protection of the Environment Operations Act 1997* (POEO Act)**  The person responsible for the UPSS must, immediately after becoming aware of a pollution incident, notify the relevant authority. Where the notification was verbal, a written notification using this form must be submitted within seven days. The person responsible is the person who has management and control of the UPSS. | | | | | | |
| This form should be completed where at least one of the following scenarios apply to the UPSS site (tick where appropriate):  A leak from a UPSS, verified in accordance with loss detection or incident management procedures, that is causing or threatens material harm to human health or the environment.  There is evidence on the site of free-phase hydrocarbons in surface water and/or groundwater.  There is evidence that offsite migration of hydrocarbons could occur, is occurring, or has occurred. | | | | | | |
| **Section A: UPSS site details** | | | | | | |
| Site name (or name of business): | | | | ABN/ACN (if applicable): | | |
| Local Government Area (Council): | | | | Lot and DP Number: | | |
| Street address: | | | | | | |
| Nature of activity at the site: | | | | | | |
| Environment Protection License number (if applicable): | | | | | | |
| Dangerous Goods License/Notification Number and date of expiry (if applicable): | | | | | | |
| **Section B: Details of the incident** (Attach additional papers if necessary) | | | | | | |
| Date incident occurred or leak identified: | | | | Duration of incident (or date leak stopped): | | |
| Nature of incident: | | | | | | |
| What aspects of the environment are affected? (tick all that apply): | | | | | | |
| Air  Groundwater | Surface water  Stormwater | | | Soil  Sediments | | Other (please specify) |
| Pollutants involved: | | | | | | |
| Unleaded petrol  Lead replacement  Diesel | | Kerosene  Waste oil  Additives | | | Other (please specify) | |
| Estimated quantity or volume of pollutants involved: | | | | | | |
| Action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution: | | | | | | |
| Any additional information (e.g. adjoining land uses, other possible source(s) of pollution):    Location of the incident (maps and/or diagrams attached) | | | | | | |
| **Section C: Person responsible for the UPSS site** | | | | | | |
| If the ‘person’ responsible is a corporation, an individual who is authorised to act on the organisation’s behalf must be nominated. | | | | | | |
| Name: | | | Phone number: | | | |
| Contact person (if person responsible is not a natural person): | | | Postal Address: | | | |
| **Section D: Details of person who submitted notification** | | | | | | |
| Name: | | | | Position: | | |
| Address: | | | | Phone number: | | |
| Signature:  Shape  Description automatically generated with low confidence | | | | Date: | | |
| Please send a completed version of this form to the appropriate regulatory authority.  Visit the EPA’s [UPSS webpage](https://www.epa.nsw.gov.au/your-environment/contaminated-land/upss) for more information on who the appropriate regulator is. Visit the [Office of Local Government](https://www.olg.nsw.gov.au/find-my-council) to find your local council and their contact information. | | | | | | |

Form last updated: September 2019.

EPA 2019P1875

If you require more information about what is required in this form, please contact your [local council](https://www.olg.nsw.gov.au/find-my-council) or the NSW EPA at [UPSSREG@epa.nsw.gov.au](mailto:UPSSREG@epa.nsw.gov.au).

Downloaded from the NSW EPA website in May 2021: [**UPSS Regulation leak notification form**](https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/clm/19p1875-leak-notification-form.docx)

##### Appendix 5 – Example Register of UPSS Sites

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site Classification(Active, New, Decommissioning, Exempt, (Other, Legacy) etc.) | Site Name | Site Address | Lot/DP | Site Contact (name) | Operational Status | Risk RankingHighMediumLowDate | Risk Profile | Critical Risk Drivers | ComplianceCompliantPartially CompliantNon-CompliantUnknown (Non-Compliant)Exempt | Comments, Notes, Options for Risk Mitigation, Risk Management | Responsible Person Contact detailsEmailPhone | Site phone number |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

1. <https://www.epa.nsw.gov.au/your-environment/contaminated-land/upss> [↑](#footnote-ref-2)
2. <https://www.epa.nsw.gov.au/publications/contaminatedland/managing-run-off-from-service-station-forecourts> [↑](#footnote-ref-3)
3. <https://www.fire.nsw.gov.au/page.php?id=143> [↑](#footnote-ref-4)
4. <https://www.epa.nsw.gov.au/your-environment/air/reducing-motor-vehicle-emissions/vapour-recovery-service-stations> [↑](#footnote-ref-5)