**How to complete and submit this form**

* To complete and submit the hard copy form, complete this form and return it to the following reply-paid address (you do not need to attach a postage stamp):
EPA Victoria
Reply Paid 4395
MELBOURNE VIC 8060
* To complete and submit the form for multiple sites in one report,visit [www.epa.vic.gov.au/upss](http://www.epa.vic.gov.au/upss).

For further information, please visit [www.epa.vic.gov.au/upss](http://www.epa.vic.gov.au/upss). Alternatively, you can email contact@epa.vic.gov.au or phone EPA’s customer service team on 1300 372 842.

## Company information(For the company which has primary responsibility for managing and maintaining the site’s UPSS)

|  |
| --- |
| Company name:       |
| Street address:       |  |
| Suburb:       | State:      | Postcode:       |
| Contact person:       | Contact phone #:       |
| Contact email:       |

## Service stations

At how many service stations in Victoria is your company responsible for managing and maintaining a UPSS?

*Please list the details of all of these sites*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Service stations name | Street address | Suburb | Postcode | Year oldest UPSS in use was installed |
| e.g. Melbourne City Friendly Servo | 1 Collins St | Melbourne | 3000 | 2004 |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

## Self-evaluation from ‘Monitoring for leaks checklist’

Did self-evaluation using the ‘Monitoring for leaks checklist’ identify any service stations that did not meet the requirements in
EPA’s publication *Guidelines on the design, installation and management requirements for underground petroleum storage systems (UPSSs)*?

[ ]  Yes [ ]  No

If ‘Yes’, list the service stations address, the relevant question number from the self-evaluation checklist, and any corrective action you are taking (attach extra sheets if necessary).

|  |  |  |  |
| --- | --- | --- | --- |
| Service stations address *Street and suburb* | Question number from checklist  | Corrective action(s)/comments | Expected completion date |
| e.g. 1 Collins St, Melbourne | 14 | We are establishing a SIRA leak detection system and have contracted Cripton Consultants to advise and assist | November 2018 |
|       |       |       |       |
|       |       |       |       |
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EPA inspections are currently targeting service stations. For any corrective actions that will take more than 90 days (from your self-evaluation date) to complete, please identify what EPA should be aware of prior to inspecting your premises.

|  |  |  |  |
| --- | --- | --- | --- |
| Service stations address *Street and suburb* | Question number from checklist  | Corrective action(s) | Comments |
| e.g. 1 Collins St, Melbourne | 25 | Removal and replacement of faulty UPSS | Work has commenced and is expected to be complete by January 2019 |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

Have you contacted any organisations for support relating to issues identified in the self-evaluation?

[ ]  Yes [ ]  No

If ‘Yes’, list the relevant question number from the self-evaluation checklist, the organisation and any comments.

|  |  |  |
| --- | --- | --- |
| Question number from checklist | Organisation | Comments |
| e.g. 9 | Cripton Consultants  | Sought advice on investigating ‘inconclusive’ SIRA reports |
|       |       |       |
|       |       |       |
|       |       |       |
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|       |       |       |

Would you like to be listed as having completed the ‘Monitoring for leaks checklist’ self-evaluation on EPA’s website? Being included on this list signals your commitment to responsible UPSS management.

[ ]  Yes [ ]  No

Are you a member of an industry association?

[ ]  Yes [ ]  No

If ‘Yes’, which one/s?

|  |
| --- |
|       |
|       |
|       |

If you are not a member of an industry association but would like more information about the UPSS management services they provide, we suggest that you contact the industry associations listed below.

|  |  |
| --- | --- |
| **Industry Association** | **Contact** |
| Victorian Automobile Chamber of Commerce (VACC) | Occupational Health, Safety and Environment Unit Phone: (03) 9829 1111 |
| Australasian Convenience and Petroleum Marketers Association (ACAPMA) | Phone: 1300 160 270 |

Summary Report continues overleaf

## EPA guidance and support

EPA provides guidance and support to industry. To help us improve our services, please provide your honest feedback on the following products and activities:

* Monitoring for leaks checklist
* ‘Victorian UPSS – A guide to preventing and managing leaks and spills’ (better known as the ‘UPSS Flipchart’)
* EPA inspections
* Other communications about UPSS

Q1. Which of the following describes your opinion about the Monitoring for leaks checklist? (*select all that apply*)

[ ]  The checklist has not been helpful

[ ]  The checklist has helped us become more aware of our responsibilities relating to UPSS

[ ]  The checklist has helped us comply with the rules and regulations relating to UPSS

Q2. Have you received the UPSS flipchart in the mail at your service station address(s)? (*only select* ***one***)

[ ]  Yes

[ ]  No

[ ]  Not sure

Q3. Which of the following describes your opinion about the UPSS flipchart? (*select all that apply*)

[ ]  We are not aware of the flipchart

[ ]  The flipchart has not been helpful

[ ]  The flipchart has helped us become more aware of our responsibilities relating to UPSS

[ ]  The flipchart has helped us comply with the rules and regulations relating to UPSS

Q4. Which of the following describes your opinion about EPA inspections? (*select all that apply*)

[ ]  We have not had an EPA inspection of our UPSS in the past three years

[ ]  EPA inspections of our UPSS has not been helpful

[ ]  EPA inspections have helped us become more aware of our responsibilities relating to UPSS

[ ]  EPA inspections have helped us comply with the rules and regulations relating to UPSS

Q5. Which of the following best describes your opinion of other EPA communication to you about UPSS? (*only select* ***one***)

[ ]  We do not receive enough communication

[ ]  We receive enough communication, but the information provided is not helpful

[ ]  We receive enough communication and the information provided is helpful

Use the space below to add any comments or recommendations you may have.

|  |
| --- |
|       |

**Thank you for taking the time to provide the EPA project team with your valuable feedback.**

Remember:

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EPA Victoria
Reply Paid 4395
MELBOURNE VIC 8060
* To complete and submit the form for multiple sites in one summary report,visit [www.epa.vic.gov.au/upss](http://www.epa.vic.gov.au/upss).