

**Sundown Straw Products Ltd  
Station Road  
Tilbrook  
Huntingdon  
PE28 3PA**

**Our Ref:** ECS/DJB/EPR/30619

10 July 2008

Dear Mr M Duncan

**The Pollution Prevention and Control Act 1999  
The Environmental Permitting (England and Wales) Regulations 2007**

Reference:

Operator: Sundown Products Ltd

Installation: Station Road, Tilbrook, Huntingdon. PE28 3PA

Thank you for meeting me on site to discuss your site improvements. You advised me that by August 4<sup>th</sup> 2008 you will have completed installing all your alarms these alarms include particulate matter levels, heat and sparks. After the completion you have advised myself that you will conducting another emissions monitoring exercise to help determine trigger levels. Please advise me when you have a date of the monitoring as I would like to be present during it.

We discussed what constitutes a log and would you need two separate logs as the installation has two permits associated with it. A single log covering both sites will be sufficient as long as any information relevant to individual sites is easily identifiable. The information within a log does not have to be kept in a single place but kept near where it is needed for example information on maintenance should be kept with the maintenance department. As long as this information is readily available for inspection by the regulator then this will suffice.

A log should contain the following information.

Maintenance: Records are required to be kept showing what maintenance was undertaken and when. Also a schedule of regular maintenance should be kept.

Monitoring: Monitoring data should include any daily checks as required by any conditions within your permit, details of any alarms from your continuous monitoring including any action taken, details of any emission testing and any abnormal events or releases.

Training and qualification requirements: A record should be kept of what training or qualifications are needed for each role and what training or qualifications staff already have or require in relation their roles.

Procedures: Procedures are required to be kept for operating the different plant including what to do in an emergency should be produced and kept in a readily available place for staff.

If you have any questions please contact myself on the numbers below.

Yours sincerely

**Dave Bass  
Environmental Protection Officer  
Environmental Health Services Division  
Huntingdonshire District Council**

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**Fax: 01480 388361**

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**If you would like a translation of this letter, or would like a large text version or an audio version, please contact the Environmental Health Admin Team on 01480 388302 and we will try to accommodate your needs.**