

JM/NM

2nd July 2008

~~Mr D Bath~~
Pathfinder House
St. Marys St,
Huntingdon,
PE29 3TN

ATTN D. BASS

Dear Mr Bath

Re: Permit to Operate Dry Cleaning in Timpson Ltd, c/o Sainsbury's, Huntingdon.

Timpson Ltd has recently taken over Persil Service Ltd which operated a large number of dry cleaning shops / concessions within Sainsbury's Supermarkets.

We are currently undertaking a large refit programme to upgrade these, and in a number of these units we will be adding dry cleaning machinery to the site, our Huntingdon branch being one.

As such we need to obtain a permit to operate these units; therefore please find enclosed the application with relevant documents and fee payment required.

We aim to start shopfitting this unit on 9th August 2008 and we are currently working through the approval process with Sainsbury's part of which is to provide a copy of your permit. Your prompt attention in dealing with this application would therefore be most appreciated.

I look forward to receiving the permit soon, although if you do have any queries please do not hesitate to contact me.

Yours sincerely

John Monks
Shopfitting Project Manager

0161 9466245
john.monks@timpson.com



Timpson Limited Established 1903

Appendix 2: Outline Application Form

Local Authority Pollution Prevention and Control

Pollution Prevention and Control Act, 1999

Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended)

When to use this form

Use this form if you are applying for a permit to a Local Authority to operate a dry cleaning installation as defined in Schedule 1 of The Solvent Emissions (England and Wales) Regulations, 2004 SI 107.

The appropriate fee must be enclosed with the application to enable it to be processed further. When complete send the form and fee and any additional information to:

Insert local authority address

A1.1. Name of the premises

TIMPSON LTD, C/O SAINSBURY'S

A1.2. Please give the address of the premises

ST. GERMAIN WALK, NURSERY ROAD,
HUNTINGDON,

Postcode PE29 3FG Telephone 01480 455939

Ordnance Survey national grid reference 8 characters,

(for example, SJ 123 456) TL23847186 there are a number of internet mapping sites which will convert a Post Code to a grid references

A1.3. Do you have an existing permit for a dry cleaning installation? NO

A2.1. **The Applicant** - Please provide the full name of company or corporate body or the name of the sole trader or the names of the partners

TIMPSON LTD

Trading/business name (if different)

TIMPSON LTD

Registered Office address

TIMPSON HOUSE
CLAVERTON ROAD, WYTHENSHAW
MANCHESTER, M23 9TT

Postcode M23 9TT Telephone 0161 946 6200

A2.2. Holding Companies

Is the operator a subsidiary of a holding company within the meaning of Section 736 of the Companies Act 1985?

~~NOT~~ YES

Yes? Name of ultimate holding company..... TIMPSON LTD

Ultimate holding company Registered office address

TIMPSON HOUSE
CLAVERTON ROAD, WYTHENSHAW,
MANCHESTER

Postcode M23 9TT Telephone 0161 946 6200

B. About the installation

B1.2. A plan of the premises showing the location of:

- (a) the premises - Doc 1
- (b) where the dry cleaning machine(s) will be installed - Doc 2
- (c) where the dry cleaning solvents will be stored - Doc 2
- (d) where the dry cleaning residue will be stored - Doc 2
- (e) any drains within the installation and in the immediate area of the installation which may be affected as a result of any potential Volatile Organic Compound (VOC) release from the dry cleaning operations - Doc 2

must be attached.

B1.3. A description of the location and methods of storage of:

- (a) dry cleaning solvents - Doc 2
- (b) dry cleaning residue - Doc 2

must be supplied.

B1.4. Make, model name/number, serial number, load capacity, date of installation and type of dry cleaning solvent used.

Make	Model	Serial Number	Load Capacity	Date of Installation	Dry Cleaning Solvent
<u>MAESTRELLI</u>	<u>COMPACT</u>	<u>1610</u>	<u>16kg</u>	<u>09.08.08</u>	<u>PERC</u>

B1.5. Provide details, including a schedule, of checking and maintenance procedures for each machine. This should include the machine manufacturers' recommended operating procedures, checking and maintenance requirements and any other additional procedures undertaken by the operator. (This should be submitted in a form of a list of the activities carried out and there frequencies, for additional guidance see Section 3, paragraph 3.14) - Doc 3 & 4

B1.6. Provide details of any other activities carried out within the dry cleaning installation which involve the use of organic solvents in particular spot clean solutions, water-proofing solutions and any other solvents or solvent borne preparations

B1.7. Provide details on the training and relevant qualifications regarding operating and maintaining the dry cleaning machine in accordance with this guidance. - Doc 3 & 5

B1.8. Specify how the product will be weighed and recorded weekly and annually. - Doc 6

B1.9. Provide details how the mass or volume of solvent used will be determined and recorded weekly and annually (due to the low use spot cleaning solvents they need only to be determined annually). - Doc 6

B2.0. **Risk Phrase Solvents** At the time of writing and in the future it is believed unlikely that these materials will be used within the dry cleaning industry. (Details of the risk phrases of the materials used can be found on the original suppliers packaging and in the Materials Safety Data Sheet (MSDS) for the product)

Are any substances or preparations which because of their VOC content are required carry one or more of the following risk phrases used within the installation:

- R45 - May cause cancer
- R46 - May cause heritable genetic damage
- R49 - May cause cancer by inhalation
- R60 - May impair fertility
- R49 - May cause harm to the unborn child.

Yes	No
	✓

If Yes, provide full details of how and why these risk phrase materials are used and how the requirements of the amendment 1C of Schedule 1 of The Solvent Emissions (England and Wales) Regulations, 2004 SI 107, substitution, control and limiting of emissions of risk phrase materials will be met.

C1. Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

C1.1. Please state the amount enclosed as an application fee for this installation.

£ 142.00

Cheques should be made payable to:

We will confirm receipt of this fee when we write to you acknowledging your application.

C1.2. Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2. Annual charges

If we grant you a permit, you will be required to pay an annual subsistence charge. If you don't pay, your permit can be revoked and you will not be able to operate your installation.

C2.1. Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges.

TIMPSON LTD TIMPSON HOUSE
 CLAVERTON ROAD WYTHENSHAW
 MANCHESTER
 Postcode M23 9TT Telephone 0161 946 6200

C3. Commercial confidentiality

C3.1. Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

Yes	No
	✓

If **Yes**, please provide full justification, considering the definition of commercial confidentiality within the PPC regulations (See the general guidance manual).

C4. Data Protection

The information you give will be used by the Local Authority to process your application. It will be placed on the relevant public register and used to monitor compliance with the permit conditions. We may also use and/or disclose any of the information you give us in order to:

- consult with the public, public bodies and other organisations,
- carry out statistical analysis, research and development on environmental issues,
- provide public register information to enquirers,
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- assess customer service satisfaction and improve our service.

We may pass on the information to agents/ representatives who we ask to do any of these things on our behalf.

It is an offence under Regulation 32 of the PPC regulations, for the purpose of obtaining a permit (for yourself or anyone else) to:

- make a false statement which you know to be false or misleading in a material particular,
- recklessly make a statement which is false or misleading in a material particular.

If you make a false statement
 we may prosecute you, and
 if you are convicted, you are liable to a fine or imprisonment (or both).

C5. Declaration

C5.1. Signature of current applicant(s)*

I / We certify that the information in this application is correct. I / We apply for a permit in respect of the particulars described in this application (including supporting documentation) I / We have supplied.

Please note that each individual applicant must sign the declaration themselves, even if an agent is acting on their behalf.

For the application from:

Premises
name: TIMPSON LTD

Signature: Jack Martin

Name: MR JACK MARTIN

Position: PRODUCT MANAGER

Date: 02.07.08

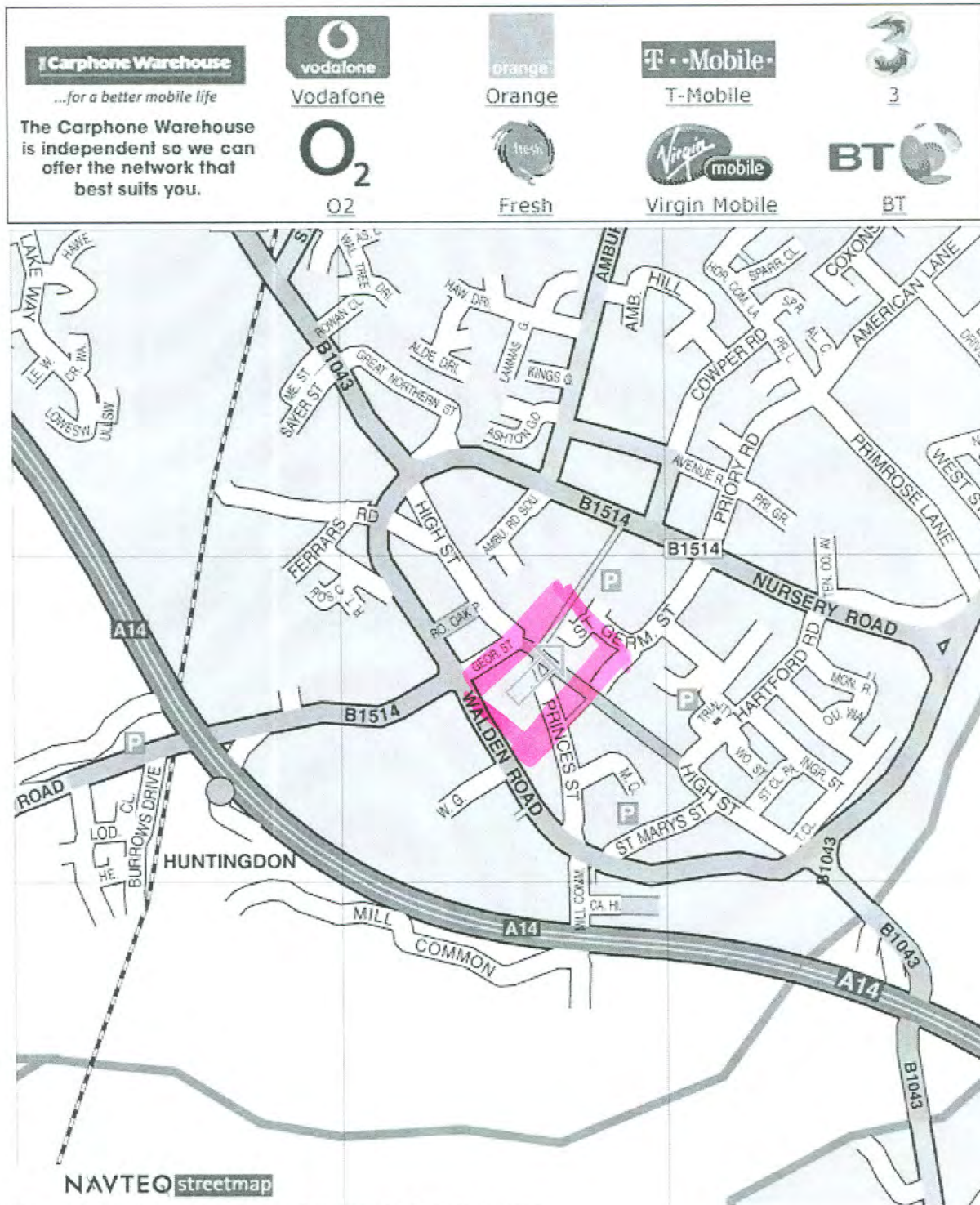
Signature: [Signature]

Name: JOHN MONKS

Position: SHOPFITTING PROJECT MANAGER

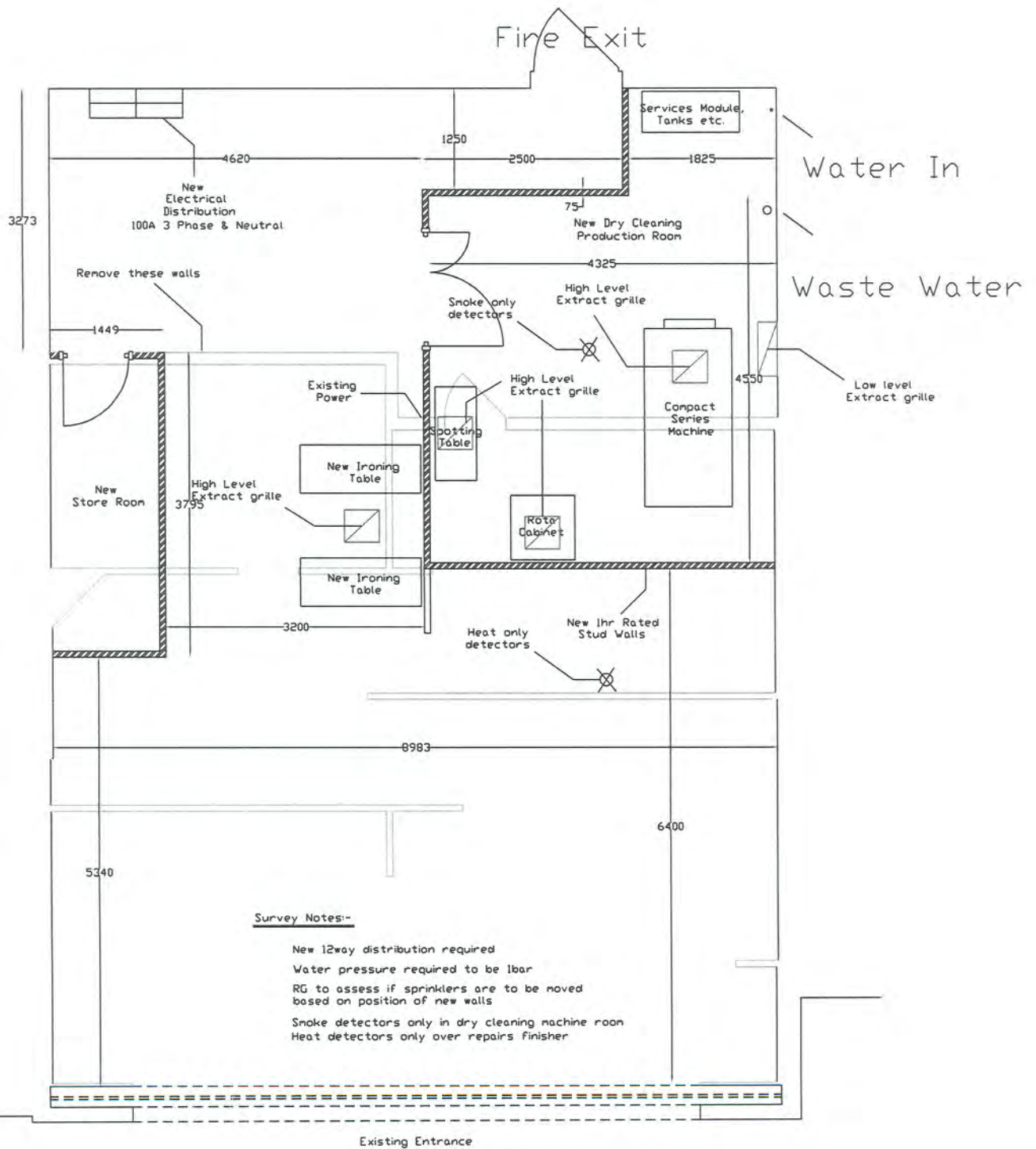
Date: 02.07.08

* Where more than one person is defined as the applicant, all should sign. Where a company or other body corporate - an authorised person should sign and provide evidence of authority from the board of the company or body corporate.



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HUNTINGDON



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.....

MAESTRELLI PROGRAMS

CLEANING PROGRAMS

Program No.	Type	Still
1	Two Baths Dark Very Dirty (with Soap)	Yes
2	One Bath Dark Not Very Dirty	No
3	Two Baths White Very Dirty (with Soap)	Yes
4	One Bath Whites Not Very Dirty	No
5	One Bath Coloured Garments (with Soap)	Yes
6	Two Baths Light Very Dirty (with Soap)	Yes
7	One Bath Lights Not Very Dirty	No
8	One Bath Dark Delicates	No
9	One Bath White Delicates	No
10	One Bath Curtains (with Soap)	Yes
11	Solvent From Tank One to Tank Two	**
16	Still Sludge Drying	**
18	Clean Filter One	
19	Clean Filter Two	**
20	Good Morning Cycle	
21	Standard Dry	
22	Long Dry	

**These items are only on selected machine.

DEC 15

DRY CLEANING PERSONAL SKILLS PROFILE

REVISION 1

Name : _____ Branch : _____

	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/Monitoring								
	* D/C Productivity								
	* Engineering Fault Reporting								
LEVEL 2	* Production Fault Finding								
	* Laundry Operation & Hand Ironing								
	* Supercrease Application/Removal								
	* Finishing Ironing/Pressing								
	* Cabinet Operation/Maintenance								
	* Steinguard								
	* Solvent Usage Log								
	* Chemical Residue Disposal/Reke out								
	* D/C Machine Maintenance								
	* D/C Machine Operation								
	* Stain Identification & Removal								
	* Garment Classification								
	* Boiler Operation/Maintenance								
	* Water Softener Maintenance								
	* Compressor Operation/Maintenance								
	* Product Knowledge (Technical)								
	* Spillage Drill								
	* Advanced Health & Safety								
LEVEL 1	Carpet Cleaner								
	Specialist Services								
	Uncollected Work								
	Storage & Collection								
	Piecing Up								
	Examination after finishing								
	Quality and Presentation Standards								
	Delivery Collection Log and Despatch Log								
	Pinning/ Taping / Bagging								
	Completion of Ticket Book								
	Completion of Owner's Authority								
	Reception & Garment Inspection								
	Complaint Handling								
	Customer Care								
	Till Operation								
	Add on Sales								
	Merchandising								
	Pricing								
	Product Knowledge (Counter)								
	Service Times								
	Care Labels								
	Basic Health & Safety								

- For Production Shops Only

DRY CLEANING MATRIX

Level	Matrix	Where To Look - ✓ = Practice Pack		Progress Review
	Module	In Technical Pages	In Practice Pack	
LEVEL 3	* Manual Operation of D/C Machine	Separate Hand-out from Training Department		
	* Quality Audit	Chapter 12 The Final Examination "DC Manual"		
	* Finishing Equipment Settings	Chapter 8 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 8 pg 8 "DC Manual"		
	* Solvent Usage/Monitoring	Solvent Usage/Emission Log		
	* D/C Productivity	Through Experience		
	* Engineering Fault Reporting	Through Experience		
LEVEL 2	* Production Fault Finding	Fault Finding Checklist		
	* Laundry Operation & Hand Ironing	Chapter 15 Laundry "DC Manual"		
	* Supercress Application/Removal	Chapter 11 Supercress "DC Manual"		
	* Finishing Ironing/Pressing	Chapter 10 The Hoffman Press "DC Manual"		
	* Cabinet Operation/Maintenance	Chapter 9 The Rotor Cabinet, Dolly & Suzi "DC Manual"		
	* Stainguard	Chapter 2 Reception pg 29 + Chapter 8 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"		
	* D/C Machine Operation	Chapter 8 Dry Cleaning Machines "DC Manual"		
	* Stain Identification & Removal	Chapter 6 Stain Removal "DC Manual"		
	* 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 Softener 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 8 Dry Cleaning Machines pg 14 "DC Manual"		
	* Advanced Health & Safety	"Revised Chapter 6 Practical Health & Safety" "H&S Manual" + Chapter 8 Dry Cleaning Machines pg 11-13 "DC Manual"		
LEVEL 1	Carpet Cleaner	Chapter 3 The Carpet Cleaning Machine "DC Manual"		
	Specialist Services	Chapter 1 What We Do "DC Manual"		
	Uncollected Work	Chapter 13 Picking, Package & Storage "DC Manual"		
	Storage & Collection	Chapter 4 Collection & Complaints + Chapter 13 Picking, Packing & Storage "DC Manual"		
	Picking Up	Chapter 13 Picking, Package & Storage "DC Manual"		
	Examination after finishing	Chapter 12 The Final Examination "DC Manual"		
	Quality and Presentation Standards	Chapter 12 The Final Examination "DC Manual"		
	Delivery Collection Log and Despatch Log	Chapter 2 Reception "DC Manual"		
	Pinning/ Taping / Bagging	Chapter 13 Picking, Package & Storage "DC Manual"		
	Completion of Ticket 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 4 Collection & Complaints "DC Manual"		
	Pricing	As per Branch Pricing Policy		
	Product Knowledge (Counter)	Chapter 5 Guide To Cleaning Labels & Fabrics "DC Manual"		
	Service Times	Chapter 1 What We Do "DC Manual"		
	Care Labels	Chapter 5 Guide To Cleaning Labels & Fabrics "DC Manual"		
	Basic Health & Safety	"Revised Chapter 6 Practical Health & Safety" "H&S Manual"		

- For Production Shops Only

TIMPSON SOLVENT USEAGE LOG FILE

DAILY

- (a) Complete log after weighing each load.
- (b) Total weight in columns at end of day.
- (c) Enter any solvent added to machine onto the log.
- (d) Enter any residue removed onto log.

WEEKLY

- (a) Enter start and end solvent reads.
- (b) Work out kilo's to litres and enter on log.
- (c) Manager to check log is completed and then sign.
- (d) Transfer totals onto quarterly log.

QUARTERLY

- (a) Total last 13 weeks and transfer onto quarterly log.
- (b) Manager to check and sign.

SOLVENT SAVING TIPS

1. CHECK/CLEAN BUTTON TRAP & LINT SCREEN BEFORE EACH LOAD AND ALWAYS KEEP DOORS CLOSED WHEN NOT IN USE.
2. CHANGE LINT SCREEN WEEKLY & WASH IN WASHING MACHINE
3. CHECK & WIPE DOOR SEALS ON FRONT & REAR DOORS WEEKLY
4. TRY TO ACHIEVE MAXIMUM LOADS WHEN EVER POSSIBLE
5. SPOT CHECK ALL GARMENTS & REDUCE RE-CLEANS
6. RECORD ALL LOADS ON SOLVENT EMISSIONS LOG
7. LOG ALL DRUMS REMOVED BY WASTE CARE (120Lts)
8. ENSURE ALL SOLVENT HAS STILLED OVER TO CLEAN TANK BEFORE SWITCHNG THE MACHINE OFF AFTER STILL PROGRAM (P3) AT NIGHT. THIS CAN BE DONE BY CHECKING SIGHT GLASS ON SIDE OF WATER SEPERATER
9. DO REGULAR STILL RAKE OUTS TO ACHIEVE MAXIMUM EFFICIENCY
10. IF GARMENTS ARE DAMP OR STRONG WITH PERC ODOUR RE-DRY
11. REPORT ANY SPILLAGES AND LOG ANY SOLVENT DUMPED FOR ANY REASON IN ADDITIONAL INFORMATION
12. WHEN TOPPING UP WITH SOLVENT ENSURE CONTAINER IS COMPLETELY EMPTIED AND SOLVENT IS LOGGED

If you have any questions regarding the above please do not hesitate to contact myself or Heather.

Jack: 07951737169
Heather: 07920725666

Timpson Weekly Solvent Usage Log

Branch Name:

Branch Number:

Machine Serial Number:

Week Commencing:

Load Number	Friday Weight in Kg	Saturday Weight in Kg	Sunday Weight in Kg	Monday Weight in Kg	Tuesday Weight in Kg	Wednesday Weight in Kg	Thursday Weight in Kg
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
Daily Weight							
* Total Weight For The Week:							Kg

(1) Start
Solvent Read: Litres

Plus

(2) Solvent
Additions: Litres

Minus

(3) End Solvent
Read: Litres

(4) Weight *
for Week: Kg

Divide

(5) Solvent
Used: Litres

=

(6) Kg per Litre:

(7) Residue
Removed: Litres

(1) Plus (2) Minus (3) = Solvent Used (5)

(4) Divide (5) = Kg per Litre (6)

(7) Residue removed should be completed when waste drum is emptied by authorized carrier.

File this document in date order for future Reference/Inspection.

Manager's Signature _____

Week Commencing:

Week	Total	Total	Total	Total Residue
Commencing	(4) Weight in Kg	(5) Solvent Used	(6) Kg per Litre	(7) Removed
Quarterly Total				

Additional Information	
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Target for weight cleaned per litre of solvent =
80kg for Perklone or 50kg for Hydrocarbon

File this document in date order for future Reference/Inspection

(4) Divided by (5) Equals Kg per Litre (6)

Manager's Signature _____

Timpson Annual Solvent Useage Log

Branch Name:

Branch Number:

Serial Number:

Period Ending:

Quarter	Total	Total	Total Solvent	Total Residue	Total
Ending	Weight in Kg	Solvent Used	Received	Removed	Other Losses
Annual Total					

Additional Information