T J Waste & Recycling Limited

ENVIRONMENTAL MANAGEMENT SYSTEM

ODOUR MANAGEMENT PLAN (OMP)

FOR

Waste Recycling Facility at Northwood Farm, Burndell Road, Yapton, BN18 0HR

TJ-YAP-OMP

VERSION NUMBER 2

Date 10.07.2026

DOCUMENT CONTROL SHEET

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1	10.07.2026	Permit Variation	ISL

Contents

1 Introduction 1
2 Operations 5
3 Odour Management 6
4 Reporting and Complaints Response 17

1 Introduction

TJ operate a waste management facility at Yapton Waste Recycling Facility, Northwood Farm, Burndell Road, Yapton, West Sussex, BN18 0HR.

The site has two buildings, within which waste is received, stored and processed.

TJ is seeking permission to vary the Environmental Permit to increase the permit boundary, increase the annual throughput from 25,000 tpa to 75,000 tpa and add EWC 191212.

The activities at the site currently include manual sorting, separation and screening of waste.

The operations at the site will involve storing and transferring Household, Commercial and Industrial (HCI) wastes. Separating mixed waste using a screener, picking station and magnets.

The additional tonnage is required to allow TJ to receive waste collected by or on behalf of Local Authorities. Since the introduction of Simpler Recycling, Local Authorities are required to provide separation collection for recyclables, food waste and residual waste. This waste will be stored and transferred only.

The addition of EWC 191212 will allow TJ to receive mixed waste from other wastes and pass through the treatment operation to separate the waste. This waste will only include mixed residual waste (mixtures of plastic, wood, metal, paper, cardboard). It will not include trommel fines. TJ will either store this waste with the residual waste for transfer or pass through its treatment process. This has a low odour potential.

This document will form part of the company's Environmental Management System and has been written in a format consistent with the requirements of the Environmental Permitting Regulations.

As part of the Risk Assessment, the additional tonnage associated with transferring HCI waste may have the potential to release odour. This Odour Management Plan (OMP) has been prepared accordingly.

1.1 Management System

The Management System covers all aspects of operations and aims to effectively manage the impacts of the business on the environment. The key documents include:

a) Documents: Procedures to set out how to undertake operations and checking for any issues.

b) Forms on which to record information and provide evidence of the system functioning properly.

A copy of this OMP will be kept in the site office. A paper copy of the EMS and all supporting documents is available in the site office, as well as an electronic copy. Staff will be shown the documents as part of their induction.

The document control sheet contains the version, and each page has the Version number and date issued. This will correspond to the file name. Any superseded versions will be archived.

This OMP forms part of the Environmental Management System for the site.

The Agency's guidance has been used to develop this OMP.[1]

1.2 The Operator

TJ Waste and Recycling Limited and TJ Transport Limited operate under the banner of TJ. The company specialises in waste management and bulk haulage, serving the construction, building materials and waste industries. The company has over 20 years' experience and operates other waste facilities in the region.

1.3 Site Description

The site is located within the former Ford Aerodrome. Access to the site is via the existing private access road, which joins Yapton Road. TJ operate a waste management facility from the site.

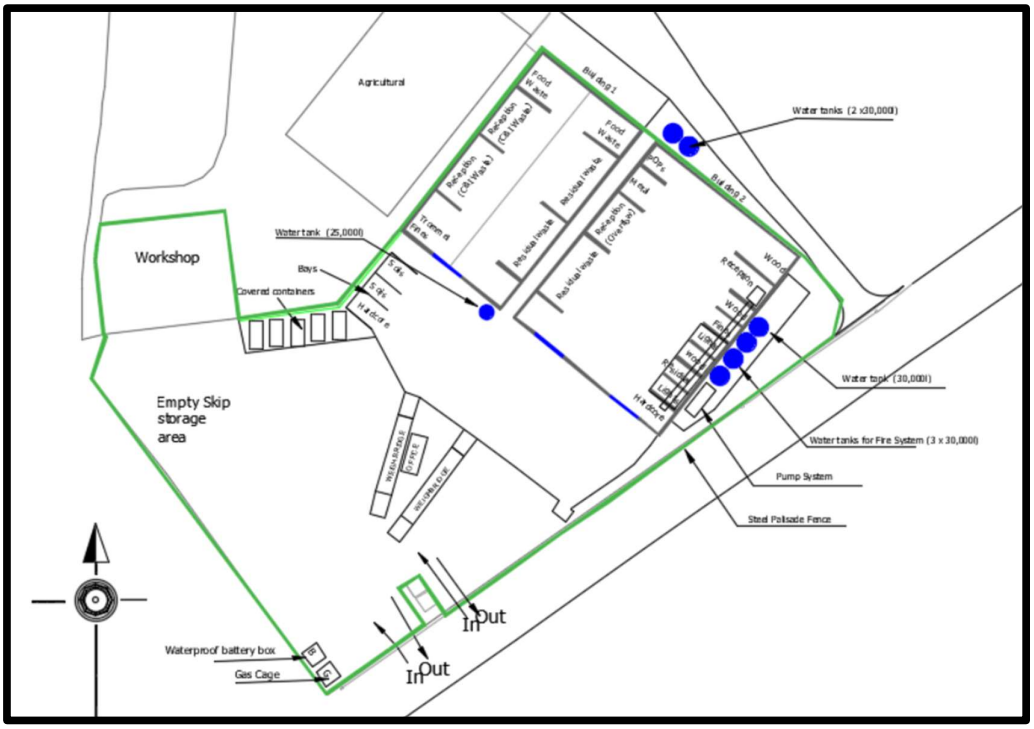
The site layout is indicated on Figure 1.

Building 1 measures approximately 24.6m x 42.7m and is 8m high. It provides an enclosed operational facility.

Building 2 is 35m x 42.7m and is 10m to the eaves. It provides an enclosed operational facility.

[1] Non-hazardous and inert waste: appropriate measures for permitted facilities - 6. Emissions control - Guidance - GOV.UK
Odour management: comply with your environmental permit - Guidance - GOV.UK

Figure 1 –Site Layout



The site is located south of Burndell and is approximately 4km west of Littlehampton.

The former Ford aerodrome occupies a large area, that is now separated by Yapton Road.

The north eastern part of the aerodrome has been redeveloped to include a number of different occupants including, Ford Prison, Rudfield Industrial Estate, Waste Water Treatment Works and other smaller business units.

Within the south western section (which includes the TJ operation), Shots Shooting Range occupy part of the former runway. Planning permission was granted by Arun District Council to use part of the runway for concrete batching. The land in between the rifle range and concrete batching plant is used for lorry parking.

To the immediate south west of the concrete batching plant, the landowner has constructed an agricultural barn.

1.4 Proposed Operations

Waste from the skip hire business will be separated and sorted into different waste types for recycling/recovery. This activity will take place in Building 2.

Building 1 will be used to store and transfer HCI waste and provide additional storage capacity for trommel fines and residual waste produced in Building 2.

The operation in Building 2 was previously carried out in Building 1. There have been no historic odour complaints associated with that use. The use of the site for sorting and separating mixed waste has a low odour potential.

External storage bays will only be used for storing non-hazardous soils and hardcore/aggregates. Containerised wastes will be stored outside pending collection. These will contain wastes that have been separated through the sorting process and may include cardboard, wood, metal for example.

The storage and transfer of HCI waste has a medium odour potential. The following wastes have the potential to generate odour:

EWC 20 01 08 Biodegradable kitchen and canteen waste
EWC 20 03 01 Mixed municipal waste

Both wastes are permitted at the site. The OMP considers the odour risk from these two waste streams only.

There are no known historic complaints relating to odour.

1.5 Roles and Responsibilities

The Directors have the overall responsibility for ensuring that management plans are implemented on the site. The day to day operations will be overseen by the TCM. The TCM is responsible for implementing the procedures and ensuring all staff are trained in these procedures.

The operations of the waste facility will be overseen by a Technically Competent Manager (TCM). The TCM has achieved the correct level of WAMITAB certification, which has to be renewed every 2 years. The requirement for the TCM forms part of the Environmental Permit for the operation and is regulated by the Environment Agency.

2 Operations

2.1 Waste Deliveries to Site

The waste will either be delivered to the site directly from local collection authorities or from the commercial waste collection round. The mixed municipal waste is received in an enclosed vehicle. Food waste is collected in a separate enclosed vehicle.

The waste will arrive at the site using the existing entrance. The vehicle will be weighed using the weighbridge and the waste unloaded into a reception bay within Building 1.

Typically, waste from Local Authorities will arrive at the site from midday – 16.30 Monday to Friday. Arrangements are made to remove the waste from 0800 the next working day. For waste arriving on Friday, it will be removed Saturday morning.

To prevent commercial waste being stored over a bank holiday weekend, such as Easter and Christmas, arrangements will be made to remove the waste at the end of the last working day.

As the deliveries are expected, there will be no queuing. The vehicle will arrive at the site, use the weighbridge and proceed to unload in the storage bay. Any skip vehicles will be bypassed to ensure a smooth entry/exit for the commercial waste vehicle. There are two weighbridges at the site to facilitate fast-tracked entry for Local Authorities.

Food waste will be unloaded into one of the rear bays. Two bays are provided to allow batch receipt/removal. No treatment takes place. No bags are opened. The waste will be unloaded, stored and transferred off site.

General HCI waste will be unloaded into a separate bay. As this waste will have food waste removed, the HCI waste is expected to contain unrecyclable plastic, cardboard/paper, textiles.

The HCI waste will not be treated.

Storage bays constructed using concrete blocks will create defined areas for storing waste. These are located inside the building.

Loads that contain inert wastes only, like soils and hardcore (bricks, glass, ceramics, tiles) are tipped directly into segregated storage bays outside.

Containerised wastes will be stored outside pending collection.

TJ operate a fleet of articulated lorries that will be used to transfer waste off-site and ensure storage capacity remains.

3 Odour Management

3.1 Sources

The waste to be managed at this site will typically include mixed construction waste (wood, plastic, cardboard, hardcore, soil, metal). These wastes are not typically odorous.

The following are potential sources of odour emissions:

- Mixed residual waste from household or commercial properties
- Food waste from households

The commercial waste will arrive bagged in a Refuse Collection Vehicle. Commerical waste is subject to a contractual arrangement. Therefore, customers will be informed to bag all such waste before placement in the wheeled bin.

Bagged waste will not be opened or disturbed on site. It will be unloaded in the reception bay and pushed into the bay by a machine.

At the end of each working day, the Site Manager will check the bay and will ensure that all the waste is pushed inside the canopy area. The waste will be removed either at the end of each working day or first thing the following working day.

Food waste will be delivered in separate vehicles.

Table 1 - Provides the Odorous Materials Inventory

Material	Maximum Storage Volume	Odour Potential	Typical/Max Retention Time	Location	Comments
200301 Mixed Commercial Waste	440m^3 240m^3 in one bay 200m^3 in one bay	High	24 hours / 72 hours	With bays in Building 1. Storage only, no treatment	Commercial waste is collected either weekly or fortnightly. Waste could therefore be 7-14 days old. This waste stream will be removed from the site daily. Expected delivery times based on collection round. First in – First out
EWC 20 01 08 Biodegradable kitchen and canteen waste	360m^3 180m^3 in each bay	High	24 hours / 72 hours 4	With bays located at the rear of Building 1. Storage only, no treatment.	Councils operate weekly food waste collection and waste is transferred to this site once the RCV has completed collection round. Waste could therefore be 7 days old. This waste stream will be removed from the site daily. Expected delivery times based on collection round. First in – First out
EWC 191212 or EWC 170904 Residual Waste	480m^3 240m^3 in one bay 240m^3 in one bay	Low- Medium*	24 hours / 72 hours 4	With bays in Building 1 or 2. Generated from Building 2.	This waste could be 2-4 weeks old on arrival. Waste to be removed daily. First in – First out

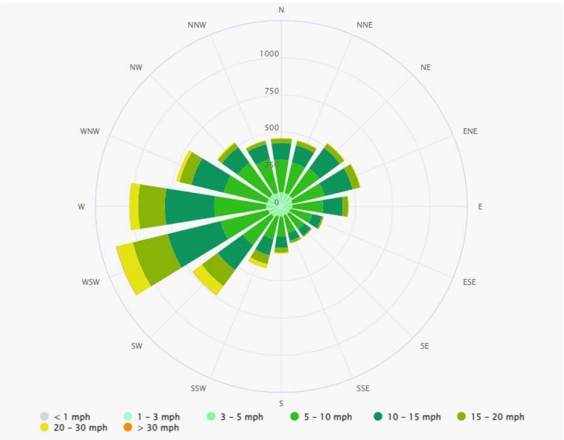
*Residual – mixed plastics, cardboard, paper, wood

3.2 Pathways

With reference to the wind rose for the site, the prevailing wind direction is from the west south west and therefore areas to the east north east of the site are down prevailing wind of the site.

Windrose data has been obtained for Yapton.

Figure 2 - Wind Rose Data[2]



3.3 Receptors

For the purposes of identifying the nearest receptors, a search area of 1km has been used.

In terms of the sensitivity the following has been adopted:

Type of Receptor	Sensitivity
Residential, schools, hospitals, nursing homes	High
Industrial premises, recreational grounds,	Medium
Roads, Industrial premises (waste)	Low

There may be other unique receptors that do not fall within any of the above categories. These have been considered separately depending on the nature of the business and use.

A list of the identified potentially sensitive receptors close to the site is shown in Figure 3 below using a 1km radius and listed in Table 2.

[2] Simulated historical climate & weather data for Yapton - meteoblue

Figure 3 - Closest Sensitive Receptors. Blue line represents 1km for site centre

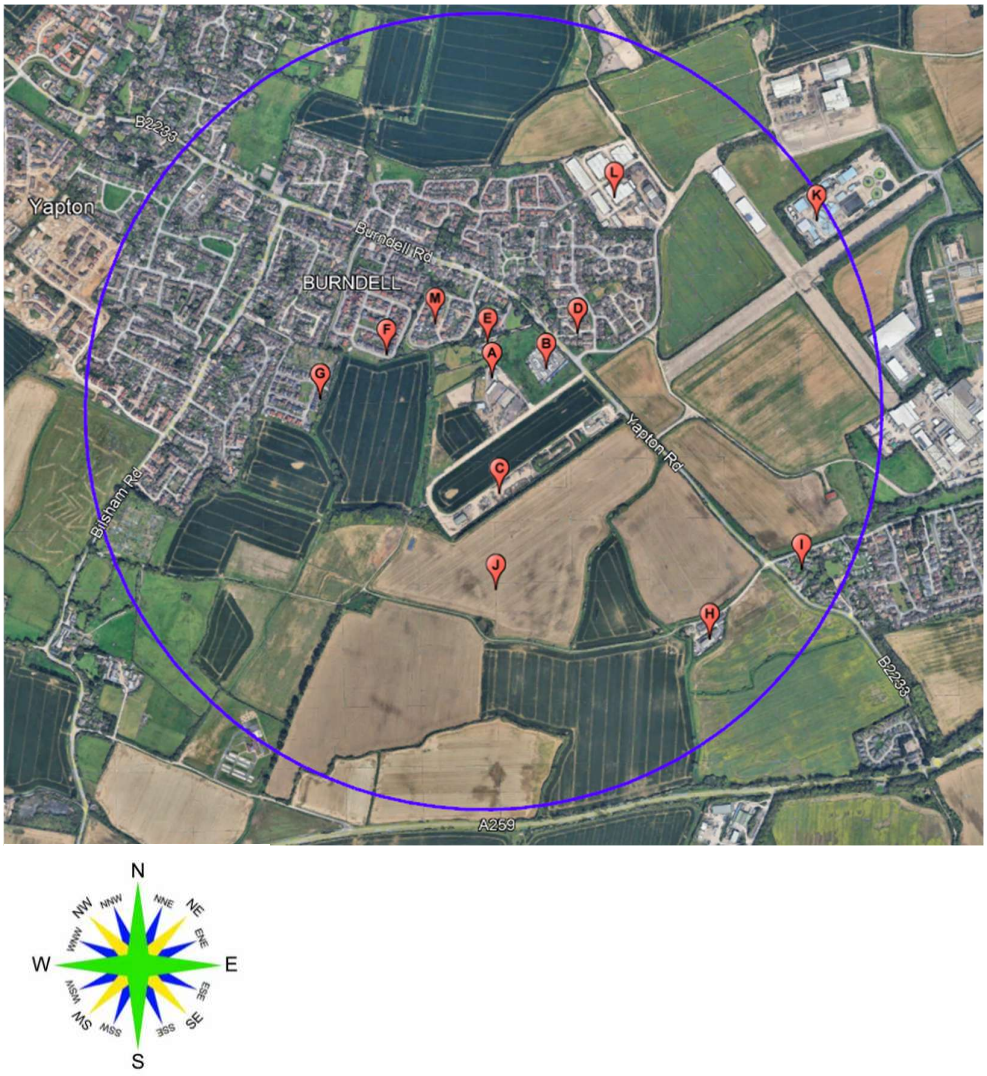


Table 2 - Distances to Selected Representative Sensitive Locations

Reference on Plan	Receptor	Type	Sensitivity	Distance/Direction from New Building
A	Storage Building	Agriculture	Low	Immediately North
B	Storage	Commercial	Low	70m North East
C	Storage	Commercial		100m South East
D	Rollaston Park	Residential	High	175 North East
E	Poynters Croft/Meadow Cottage	Residential	High	90m North
F	Barley Lane	Residential	High	230m North West
G	Charles Square (Cinder Lane)	Residential	High	380m West
H	Storage Building	Commercial	Low	680m South East
I	Horsemere GreenLane	Residential	High	745m South East
J	Fields	Agriculture	Low	5m south
K	Southern Water WWTW	Commercial	Low	820 North East
L	Industrial Estate	Commercial	Low	500m North East
M	Abbots Field	Residential	High	210m North West

There is public right of way located 190m north east of the site on Rollaston Park.

The nearest ecological designation is Climping Beach SSSI. This is 3km south east of the new building.

3.4 Risk Assessment and Control Measures

The waste will be received, treated and transferred inside the building. The building is fully enclosed with steel clad sides and roof.

No treatment of these waste streams will take place.

The RCVs delivering commercial and food waste, will be fast tracked through the weighbridge over the skip waste collection vehicles. The maximum time for RCVs waiting to unload will be 15 minutes. These collection vehicles have prescribed rounds that must be completed within a set time. As the vehicles will be pre-arranged, the driver can confirm their anticipated arrival time with the site manager, who will then arrange for the machine operator to be ready to have clear access to the unloading area and the weighbridge clerk can be ready to ensure that the RCV is prioritised.

There are two weighbridges on site to facilitate this procedure.

The food waste will be emptied into a rear bay on day 1. The waste will be loaded from the site either at the end of the working day or first thing the next working day. Whilst the waste is be loaded for removal, the other bay can be used for receiving the next day's delivery.

These bays are located at the rear of the building, furthest from the entry point.

The collection rounds will typically deliver the waste during the morning. This allows TJ to arrange for transport off site by the end of the day. If there are any delays to this, the waste can be stored and removed the following working day.

This ensures the waste is removed on a first in / first out principle.

The HCI waste will be cleared throughout the day, with an aim to clear the reception bay at the end of each working day. For any waste remaining, it will be loaded out on a first in – first out principle, ensuring that older waste is removed first.

The loading shovel driver will turn the waste as it is loaded.

TJ operate a fleet of articulated lorries. A constant flow of bulk vehicles will be provided to attend the site throughout each day to ensure that waste is removed in a timely manner and to maintain capacity.

An articulated lorry will reverse into the building. All waste will be loaded inside the building.

In the absence of a likely source of odour, the nature of the operations combined with the distance and direction of the nearest receptors, the risk associated with odour is low.

Odour escape is minimised by:

- Pre-booked and fast tracked RCV deliveries.
- Waste delivered in enclosed vehicles.
- RCV to wait no longer than 15 minutes to unload.
- Five deliveries expected each day.
- Waste unloaded inside a building.
- Once unloaded, the waste will be pushed into the correct bay.
- Short duration of storage on site.
- Once loaded, vehicle is sheeted/covered before exiting the building.
- Clean down waste bay

3.5 Operational Controls and Mitigation

The following general procedures will reduce odour emissions at the site.

- Mixed commercial waste will be delivered in enclosed lorries.
- Mixed commercial waste will be unloaded inside the building.

- Mixed commercial waste is removed daily.
- Food waste received in enclosed vehicles under contract.
- Food waste stored in one of two bays for batch rotation.
- All waste will be turned prior to loading to ensure first in – first principle is maintained.
- Transferring waste into a lorry inside the building.

  Once loaded, lorry is sheeted before exiting the building.
- Once loaded, the area will be swept and cleaned to remove any residual waste. Cleaning will take place daily, with a more detailed clean on Saturday.
- Concreted surface allows easier cleaning.
- Any waste identified that is causing a significant odour, the waste will be placed in a container (wheelie bin or Euro bin) and removed the following working day.
- All relevant staff trained in these procedures.

Table 3 shows the control measures against each potential odour generating activity.

Table 3 – Control Measures

Odour Generating Activity	Control Measure	Responsible Person
Receiving commercial or food waste	Unloading to take place within the reception bay, inside a building. The bay will be cleared each morning to allow new waste deliveries.	Site operatives to check waste as it is unloaded and isolate any waste that has a high odour potential. Waste to be placed in Euro Bin. Machine driver to carefully push waste into bay, to minimise risk of damage.
Storing commercial or food waste	Storage volumes monitored. Arrangements to remove waste daily. Check bay at the end of each working day. Waste bay emptied each morning and cleaned.	Site Manager has overall responsibility of checking storage volumes. Site operatives to report if Euro bin container is full. If yes, isolate and provide second container.
Loading commercial or food waste from the site	The artic will reverse inside the building. Turn waste as loaded for first in – first out principle. Artic to be sheeted/covered before leaving site.	Driver Site Manager / Supervisor to oversee.
Cleaning	Bays to be cleaned when emptied. Low risk of odour but any residual waste will be placed in the Euro bin.	Site operators.

3.6 Routine Cleaning

The site is subject to regular cleaning. The site will be cleaned daily by site staff. There will be a more detailed clean on a Saturday.

As one bay is emptied, it will be manually swept.

3.7 Pro Active Monitoring

The site management and all site operatives will check for odour during the routine operations.

This will involve standing at the monitoring points identified below and confirming that no odour is present.

The following monitoring locations are shown on Drawing No. TJ-YWR-OMP-01 and indicated in Figure 4.

The monitoring will involve sniff tests.

Figure 4 - Monitoring Locations

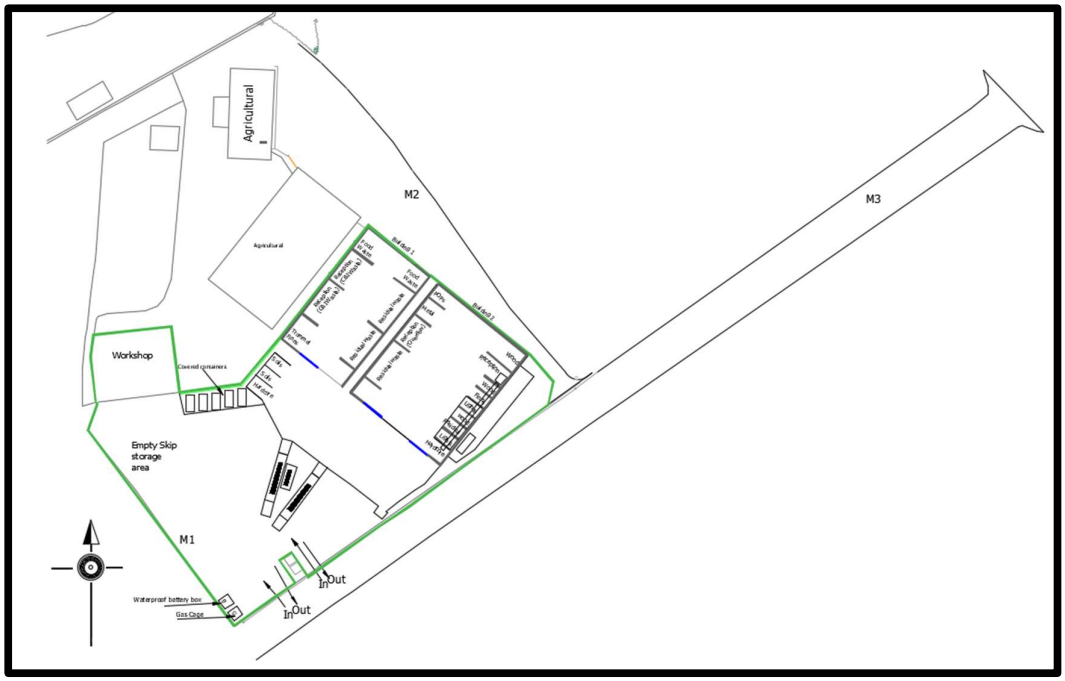


Table 4 – Monitoring Locations.

Monitoring Location	Target Area
M1	To check at the site boundary, in front of the building. This will provide an indication if odour is being released from the building.
M2	To check if odour is being generated and detected outside the site boundary.
M3	To check if odour is being generated and detected outside the site boundary.

To check on any odour release, the Site Manager will monitor for odour during the following times:

- Between 7am – 10am
- Between 10am – 2pm
- Between 2pm – 5pm

The details will be recorded on the form presented in Appendix A.

If the Site Manager detects odour, a record will be made with the following information:

- Date/Time
- Location
- Nature of Odour
- Intensity
- Wind direction and Speed

If the nature of the odour has been caused by a staff action, the Site Manager will carry out further training to prevent a repeat incident. If the odour is being caused by an external source, this will be noted on the form.

If odour is detected, a record will be made in the Site Diary. This will include the following information:

- Who detected the odour
- Name of monitoring point.
- Date and Time
- Operations taking place at the time.

The TCM / Site Manager will be alerted to the odour issue and will investigate the source. The outcome may result in the following actions:

- Machine operator to turn the waste.
- Arrangements made to remove waste from the building.
- If the source can be isolated, it will be placed into a sealed bin and arrangements made to remove from the site.

Following the corrective action, the monitoring will be repeated. If odour continues to be an issue, arrangements will be made to remove all the source waste from the building and to clean the area.

The OMP will be reviewed on an annual basis or sooner if requested by the EA. It will also be updated if the operator changes the operation.

3.8 Reactive Monitoring

Reactive monitoring will take place on receipt of an odour complaint. This will involve:

- Undertake immediate odour monitoring, at the three locations and if the source has confirmed address, attend that location.
- Check waste reception bay for stockpile levels and record if odour is present.
- If possible, isolate odour source and containerise, and arrange to remove off-site.
- The action taken will be reported to the Environment Agency and complainant.

The investigation will consider how the odour was released and if further training is required to prevent recurrence.

All records will be kept in the site office for two years.

3.9 Weather conditions – Contingency Measures

The TCM and site management will check the forecast at the beginning of each week to check for the following weather conditions which could cause a potential on or off-site odour complaint:

• Periods of hot weather exceeding 3 dry days which could lead to odour.

Additional measures may be used during these conditions, as any decomposition will be accelerated during dry conditions. The additional measures will include:

- Increase monitoring throughout the day to check site conditions.
- Stock rotation to bury any odour generating waste within the waste
- Any obvious source of odour will be removed and placed into a sealed bin.

Should these actions not result in an improvement the site manager or TCM will arrange for the waste to be removed from the building and to clean the bays. If for any reason, this

process is delayed, a mobile de-odorising unit will be hired to reduce odour during this period.

3.10 Operational Failure

The site has minimal opportunities for operational failure. TJ carry out routine maintenance and daily checks on process equipment and mobile plant. This will ensure that operations can continue, to prevent accumulating waste.

In the event of any operational failure such as the breakdown of plant, the TCM or site manager will arrange a call-out to establish whether the machine can be repaired quickly. There is more than one loading machine on the site which can be deployed to manage stock levels.

TJ will hire machines if necessary to make sure that operations can continue.

4 Reporting and Complaints Response

The Site Manager has the overall responsibility for this procedure.

The administration staff will all be responsible for handling complaints and recording on the correct form. All complaints must be referred to the Site Manager or TCM.

In this context, a complaint may be received directly from a resident, customer, adjoining business, or from a Regulator.

The TCM will review the activities that may have given rise to the complaint. Other actions will include:

- Review of site diary and check for any unusual regional weather events occurring during the day on which the compliant was made.
- Review site diary and establish what site activities were taking place at the time the complaint even occurred.
- Review waste types currently stored on site.
- Identify whether there were any other activities in the area taking place that could have generated odour.
- If it is established that the emissions were attributable to activities being undertaken at the site, as necessary review the relevant operational procedures and implement improvements and provide additional training to site.

The TCM will aim to provide feedback to each complainant within 48 hours of receiving the complaint.

If the site receives several substantiated complaints, the operator will carry out a detailed assessment of the waste being stored. If the source is determined, the TCM will notify the contractor producing the waste. The contractor will check their procedures and work with Waste Collection Authority to reinforce message about acceptable recyclables.

If necessary, the TCM will consider increasing the frequency of waste removal from the site during the weather periods that increase the risk of odour.

4.1 Engagement with the Community

TJ has an established presence at the site, with no history of odour complaints.

Complaint Form

Customer Details	
Customer Name -	
Address – Postcode -	
Customer Contact Details -	
Tel -	
Email -	
Date -	
Complaint Ref Number -	
Complaint Details -	

Investigation Details	
Investigation carried out by -	
Position -	
Date & time investigation carried out -	
Weather conditions -	
Wind direction and speed -	
Investigation findings -	
Feedback given to Environment Agency and/or local authority -	
Date feedback given -	
Feedback given to public -	
Date feedback given -	

Review and Improve	
Improvements needed to prevent a reoccurrence -	
Proposed date for completion of the improvements -	
Actual date for completion -	
If different insert reason for delay -	
Does the dust management plan need to be updated -	
Date that the dust management plan was updated -	

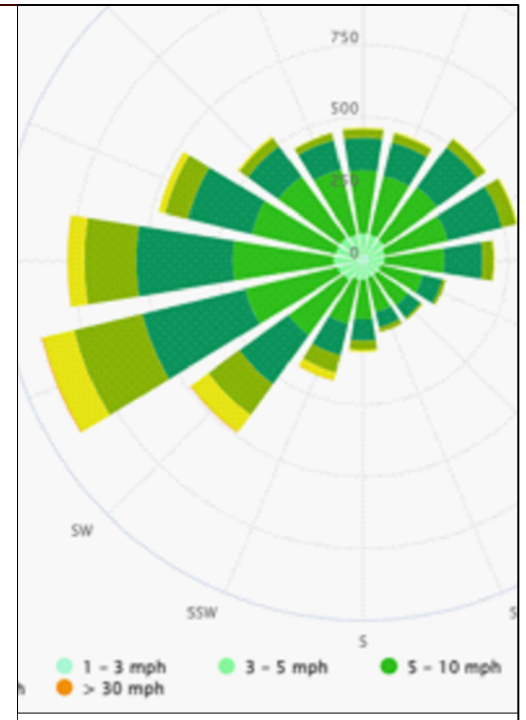
Closure	
Site manager review date	
Site manager signature to confirm no further action required	

Odour report form				Date	
Time of test					
Location of test e.g. street name etc					
Weather conditions (dry, rain, fog, snow etc):					
Temperature (very warm, warm, mild, cold, or degrees if known)					
Wind strength (none, light, steady, strong, gusting) Use Beaufort scale if known					
Wind direction (e.g. from NE)					
Intensity (see below)					
Duration (of test)					
Constant or intermittent in this period or persistence					
What does it smell like?					
Receptor sensitivity (see below)					
Is the source evident?					
Any other comments or observations					

Sketch a plan of where the tests were taken, the potential source(s).

Intensity		**Receptor sensitivity**
0 No odour	4 Strong odour	Low (e.g footpath, road)
1 Very faint odour	5 Very strong odour	Medium (e.g. industrial or commercial workplaces)
2 Faint odour	6 Extremely strong odour	High (e.g. housing, pub/hotel etc)
3 Distinct odour	Ref: German Standard VDI 3882, Part 14	





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SCALE 1:1000

Client: TJ Waste & Recycling Limited

Project: Odour Management Plan
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