
**JAC SKIP HIRE LIMITED
ENVIRONMENTAL MANAGEMENT SYSTEM**

**Operating Procedures
Reference: EMS-OP-01**

Version 4, dated 20 May 2026

**Jac Skip Hire Ltd
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Environmental Permit EPR/FB3109HT

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1 INTRODUCTION

1.1 Roles and Responsibilities

The Technically Competent Manager has responsibility for ensuring these procedures are adhered to which includes communication with staff and contractors, and the provision of adequate training.

The Technically Competent Manager is responsible for updating and re-issuing these procedures as necessary and ensuring all staff are trained in new procedures.

1.2 Purpose

The purpose of these procedures is to guide staff and contractors in the safe conduct of their duties in a manner which controls the environmental impacts of the company's operations. The procedures cover normal operations on site and should be read in conjunction with the Emergency Operational Procedures.

The original permit was issued in 2017. This was a Standard Rules Permit SR2015 No. 6 Household, Commercial and Industrial Waste Transfer Station with Treatment. However, this has been changed to Standard Rules SR2022 No. 4 Non-Hazardous Waste Recycling with asbestos, hazardous batteries, cables and WEEE Storage.

The new Standard Rules (SR2022 No.4) has introduced new rules which are difficult to implement at this site. These include:

- All waste to be stored, treated and handled within an enclosed building, which must have 4 sides.
- The outside storage of soils and hardcore is not permitted with 50m of a Local Wildlife Site or within an Air Quality Management Area.
- Outside storage of waste in containers need to be covered. This would apply to the light waste, wood and metal which are stored in open containers.

The measures set out in this EMS provide appropriate measures for the control of emissions.

1.3 Scope

These Operational Procedures cover:

- Operations involving non-hazardous waste

1.3.1 Permitted Waste Management Operations

The permitted activities will cover those set out in Table 1.

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Table 1 Permitted Activities

Description of specified activity	Limits of specified activity
R3 Recycling/reclamation of organic substances which are not used as solvents	Treatment consisting only of manual sorting, separation, screening, of waste into different components for disposal (no more than 50 tonnes per day) or recovery.
R4 Recycling/reclamation of metals and metal compounds	
R5 Recycling/reclamation of other inorganic materials.	
R13 Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)	
D15 Storage of wastes pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)	
D9 Physico-chemical treatment	

1.4 Management System

These procedures are part of the Management System. The Management System covers all aspects of operations and aims to effectively manage the impacts of the business on the environment including the health and safety of staff. 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.

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2 MANAGEMENT OF OPERATIONS

The following procedures will be implemented by staff and contractors under the responsibility of the Site Manager.

These procedures cover normal operations. See EMS-OP-02 for Emergency Procedures.

2.1 Site Layout and Signage

The boundary of the permitted area is shown on Drawing No. JAC-AR-EP-02. A Site Layout Plan is shown on Drawing No. JAC-AR-LAY-02. All waste treatment will be carried out within a building.

Staff will only conduct operations in the appropriate part of the site, following instructions provided by the Site Manager.

At the entrance to the site a sign board will display the following information:

- Permit holder's and Operator's name
- An emergency contact name and the Operator's telephone number
- A statement that the site is permitted by the Environment Agency
- The permit number
- Environment Agency national numbers, 03708 506506 and 0800 807060 (incident hotline)

The sign will be kept in good order to ensure it is legible.

A copy of the Environmental Permit and this document will be kept in the site office.

2.2 Site Infrastructure

The site infrastructure consists of:

- Fully enclosed building with 3 sides. Each side and the roof is constructed from prefabricated steel panels.
- The front elevation benefits from butcher flaps to reduce the area of the opening.
- There is a steel panelled wall along the northern boundary, topped with litter netting to create an overall height of 5m.
- There is a steel panelled wall along the southern boundary.
- Site is fully concreted with sealed drainage.

2.3 Security

The site will be secured when not manned. The site is secured by a combination of:

- The covered building provides a solid barrier on the eastern boundary.

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- There is a steel panelled wall along the northern boundary, topped with litter fencing. Beyond which is a building.
- The southern boundary is delineated by the adjoining building.
- The western boundary is gated with a steel gates.

The site has one access point via a gated entrance which is closed when the site is not manned. A night time security guard is provided at the site.

The site fencing and gates will be checked daily. Daily Checks Form EMS-FR-04.

2.4 Incidents and non-conformances

All incidents and non-conformance will be reported to the Site Manager who will investigate the incident and complete an Incident Report Form EMS-FR-05. Non-conformances relating to non-permitted waste will be specifically recorded on the Non-Permitted Waste Form EMS-FR-03.

Incidents include complaints from the public, any observations that mean procedures are not being adhered to or accidents such as spillages. This procedure does not replace the reporting of health and safety incidents which fall under the scope of the Health & Safety.

2.5 Technical Competence and Training

2.5.1 Site Operations

The overall operations will be overseen by a Technically Competent Manager (TCM). There will also be a Site Supervisor to oversee the day to day operations. The TCM will be responsible for ensuring the requirements of continued competency is met. A copy of the Certificate will be kept in the site office. The TCM and Site Supervisor will both carry out similar functions on site, with the TCM providing the overall management to ensure compliance.

The Site Management will be responsible for the control of incoming and outgoing vehicles, checking Duty of Care documentation, keeping and maintaining all computerised records, checking in all visitors to the site, issuing Health & Safety instructions and reporting any complaints to the management.

Other site personnel will include administrative staff and site operatives.

All personnel will have access to a copy of the Environmental Permit and these Operational Procedures.

All sub-contractors will be notified of the site rules and records will be kept of all sub-contractors using form EMS-FR/07.

2.5.2 Site Management Responsibilities

The Site Management will be responsible for:

- Investigating any incidents or non-conformances or complaints in accordance with the relevant procedures and reporting forms.
- Ensuring that required data is provided to the Environment Agency at the agreed frequency.
- Daily site checks in using EMS FR 04 Daily Checks Form
- Ensuring site maintenance is completed in accordance with these procedures.

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- Ensuring all drivers are familiar with the site rules.
- Ensuring all operational staff have a suitable induction to the site and have had the relevant training.
- Ensuring all staff are familiar with safe operation of all necessary aspects of the site, relevant to their specific roles.

2.5.3 Site Operative Responsibilities

It is the responsibility of Site Operatives to:

- Act in accordance with the instruction given to them from the TCM or Site Supervisor.
- Follow these operational procedures for all stages of waste handling.
- Report any incidents or non-conformances to the TCM or Site Manager.
- Ensure all equipment used on site is checked before use each morning for signs of wear and tear which could compromise health and safety or environmental protection. Use Daily Vehicle Check Form EMS-FR-06. All issues noted with equipment or the condition of the site must be reported to the Site Manager immediately, before the equipment is used.
- Ensure process equipment (picking station) is clean and in good working order. Report any damage or malfunction to TCM or Site Manager.
- Ensure site is clean and report any amenity issues to the TCM or Site Manager.

2.5.4 Training

All staff will be trained to a standard which enables them to perform the responsibilities described above and the detailed role as set out in job descriptions.

A record of staff training will be kept for each staff member which includes inductions to new processes and procedures as needed. EMS-FR-02.

The following training matrix will be adopted to guide training needs.

Training	TCM	Site Manager	Site Operative
Induction	x	x	x
Accidents and Emergency	x	x	x
Fire Prevention	x	x	x
Amenity Management	x	x	x
Plant Training	x	x	x
Vehicle marshalling	x	x	x
Waste handling	x	x	x
Environmental Permitting	x	x	x
Complaints and Incidents	x	x	x
Spillage Procedure	x	x	x

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2.6 Site Records

The TCM is responsible for ensuring the maintenance of site records.

2.6.1 Security and Availability of Records

A record of the types, quantities and dates of wastes deposited on the site will be maintained and provided to the Environment Agency at three-monthly intervals, within one month of the end of each period.

A copy of all records including transfer notes, consignment notes (if necessary) and weighbridge will be maintained in the site office.

2.6.2 Site Diary

The site diary will be maintained and updated to include the following: -

- Construction work
- Start and finish of daily waste management activities on site (operational hours)
- Maintenance
- Breakdowns
- Emergencies
- Problems with waste delivered and action taken
- Site inspections and consequent actions carried out by the operator
- Technically competent management attendance on site; the date and the time onto site and the time left site
- Despatch records
- Weather conditions
- Complaints about site operations and actions taken
- Environmental problems and remedial actions

The site diary will be kept in the site office and updated daily.

2.7 Inspection and maintenance

The Site Management will be responsible for inspecting the storage areas and preventative maintenance will be undertaken according to the Site Inspection Daily Checks Form EMS-FR-04.

Plant and machinery on site is visually inspected by the operator before it is used as part of management of their own risks and health and safety. This is covered in training for staff and operatives. In addition, an equipment check is made by the Site Manager daily as part of Daily Checks and recorded on Daily Checks Form EMS-FR-06.

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In addition to scheduled preventative maintenance of equipment and machinery, in accordance with legal requirements or manufacturer's recommendations, reactive maintenance will be carried out if needed in accordance with inspection findings. This will be recorded in the site diary.

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3 WASTE HANDLING PROCEDURES

3.1 Pre-Acceptance Procedures

3.1.1 Waste Types

All customers will be required to provide details for collection purposes. At the time of booking, the customer will be advised of the waste that are permitted to be deposited within the skip. They will be advised that wastes including asbestos, waste electrical items, fluorescent tubes, gas cylinders, hazardous waste, oils and paints, solvents and tyres, are not permitted to be placed in the skip/container.

The operator works for a limited number of customers who provide repeat business. The customers therefore have a full understanding of the waste acceptance procedures.

3.2 On Site Waste Acceptance

The driver will arrive at the site, drive onto the weighbridge and report to the site office. Waste Transfer Notes will be provided to the site office and the driver will then be directed to the reception area to the rear of the property. As the waste is unloaded a visual check will be carried out to ensure that the waste is acceptable.

Any incidents of non-conformance will be recorded in the Non-Permitted Waste Form EMS-FR-03 and corrective action taken.

3.3 Non-Permitted Waste

If waste arrives on site which is not acceptable under the EPR Permit:

- a) The waste will not be deposited at the site;
- b) The Site Manager will be informed;
- c) The customer will be informed of the breach and charged for the additional handling costs associated with transferring to another authorised facility;
- d) A Record will be maintained of the non-permitted waste, quantity, source, date and client/source of waste

If waste arrives on site which is tipped then non-permitted wastes are found:

- a) The Site Manager will be informed.
- b) The waste will be separated into the quarantine area pending off-site removal
- c) The customer will be informed of the breach and charged for the additional handling costs associated with transferring to another authorised facility
- d) Record maintained of non-permitted waste, quantity, source, date and client/source of waste.

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3.4 Waste Storage

3.4.1 Capacity

The maximum quantity of materials that will be handled per year will be 25,000 tonnes.

The storage limits are set out in Table 2.

Table 2 Storage Limits Permitted Area

Waste Type	Storage Area	Max. Height	Max. Volume	Comments	Storage Time (Maximum)
Reception Area	7x5m 35m ²	4m	90m ³	This will be a bay, with concrete push walls on two sides. The third side is free standing against the feed hopper. The dividing wall separating this area from the light waste bay is 4.8m high.	24-48 Hours
Light waste bay	4x4m 16m ²	3.8m	40m ³	Walls on three sides. Waste kept 1m below the dividing wall.	24-48 Hours
Residual (separated, not processed)	6x2.44m 14.6m ²	2.7m	26.9m ³	This will be in a separate container.	24-48 Hours
Metal (separated, not processed)	3.7x1.78 6.5m ²	1.8m	9m ³	This will be in a separate container.	24-48 Hours
Wood (separated, not processed)	6x2.44m 14.6m ²	2.1m	27m ³	This will be in a separate container.	24-48 Hours
Soil/Hardcore	10x8m 80m ²	4m	100m ³	These are non-combustible.	1 Week
Hardcore	6x2.4m 14.6m ²	1.8m	13m ³	This will be in a separate container	1 Week
Cables	1x1m 1m ²	1m	1m ³	Cables will be removed from the mixed waste load and placed into a lidded container	1-2 Weeks
Lead acid batteries	1x1m 1m ²	1m	1m ³	If found in a skip, these batteries will be stored in a lidded container which is leak proof.	1-2 Weeks

Note: volumes based on stockpiles not uniform block dimensions. Reception area not based on uniform dimensions

Waste stored in containers outside will be covered when not in use. The covers will be removed to load the container on to a vehicle, and the container covered again on the back of the vehicle.

Hardcore will be transferred to a storage container. Dust suppression will be activated when loading and during storage when the conditions are dry. The container will be covered when not in use.

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Any loads containing soil will be unloaded into the storage bay. This bay will only store 2-3 loads before being removed from the site. Dust suppression will be activated when unloading, loading and during storage when the conditions are dry.

Abnormal conditions may exist whereby there are problems with any process phase. This operation is manually intensive. A loading shovel is used to load the trommel, place waste into containers, and clear storage bays.

The only processing equipment includes the screener and picking station. If these stop working, the waste will be manually sorted without disrupting the process.

If there is a fault with the mobile plant which cannot be resolved within 48 hours. Waste acceptance will cease at the site until the machine has been repaired or a replacement plant hired.

3.4.1 Quarantine Area

The site will have visual checks to minimise the incidents of receiving non-compliant waste.

Quarantined waste will be stored in a separate container which will be checked daily. If the wastes are considered to be problematic, i.e. biodegradable or odorous, arrangements will be made to remove the container within 48 hours, otherwise arrangements will be made to remove the container on a weekly basis.

A separate container will be provided for storing lead acid batteries. This will be a leak proof container.

Any household batteries encountered will be placed in the office battery recycling box.

3.4.2 Fuel

No fuel will be stored in the permit boundary.

Any fuel on site will be stored in accordance with the Oil Storage Regulations. The fuel will be stored in a bunded tank, capable of storing 110% of the total capacity. The tank will be checked daily as part of the site checks.

All staff will be trained in the safe refuelling of plant.

The tank will be replenished using contractors that will be required to complete form EMS-FR-07.

3.5 Waste Treatment

The waste treatment process involves manual and mechanical sorting to separate materials such as wood, metal, hardcore and soil. A trommel and picking station are used to separate materials include wood, residual waste (mixed plastics, textiles, cardboard etc) and hardcore.

Containers will be positioned on site to store the separated items. When a container is 80% full, as checked daily by the site supervisor, arrangements will be made to transfer the load to an authorised recycling facility.

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3.5.1 Waste avoidance, recovery and transfer off site

The operation seeks to maximise the separation of recyclable materials. These are then transferred to specialist facilities for recycling.

3.6 Planned Preventative Maintenance

The operation may use the following equipment:

- Telehandler x2
- Loading Shovel x1

A programme of routine planned maintenance is provided for each item of plant and machinery, as well as the processing equipment in order to prevent breakdown and faults.

All faults which require corrective action will be reported to the Site Manager to be implemented.

The plant and equipment will be subject to service agreements with the manufacturer and/or supplier. Where appropriate, these agreements will include a 24 hour call out facility.

3.6.1 Contingency

Jac Skip Hire Ltd recognises that even with well planned maintenance, contingency plans must be in place in the event of a serious breakdown.

In order to ensure all permitted waste quantities are adhered to, before the operation commences Jac Skip Hire Ltd will ensure it has:

- Contacted relevant plant hire companies to source alternative equipment and spare parts if required.
- A list of alternative facilities to take the waste.
- A number of outlets for the separated materials.

3.7 Routine Cleaning

The cleanliness of the site will be checked as part of the daily site checks. The Site Manager will check the site at the start of each working day and instruct operatives to carry out any cleaning required.

At the end of each working day, the site will be cleaned to remove any debris or dust from the working area.

On a weekly basis, the plant and equipment will be cleaned to remove any dust or debris.

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4 EMISSIONS MANAGEMENT AND MONITORING

4.1 Introduction

An Environmental Risk Assessment has been prepared for all operations at the site. These procedures are based on the risks identified in the Risk Assessment. See Appendix A.

4.2 Fugitive Emissions to air – dust, mud and litter

Procedures for preventing emissions to air from waste handling.

- The waste will be received, stored and treated within a covered area. This is a purposed built construction using steel posts and panels. It has 3 sides and a roof.
- The front open elevation has been minimise to be as small as possible with the use of butcher flaps.
- The external area benefits from enclosed boundaries to minimise wind whip.
- The southern boundary which protects from the predominant south west wind, is bordered by a large building. The northern boundary has a total boundary of 5m high, comprising both steel panels and litter netting.
- Litter picking will be checked daily and carried out daily.
- Vehicles leaving the site will be checked and if necessary a hose and brush will be used to clean the wheels.
- The internal access will be regularly cleaned.
- Speed restrictions on site limit dust arising from waste vehicles
- As part of the site daily checks, the Site Manager will check the entire site for evidence of any debris and arrange cleaning as required.
- Regular cleaning of the site to prevent any waste accumulating at the site.
- Dust suppression system within the covered area and over soils and hardcore

A Dust Management Plan is provided.

4.3 Odour

The site will not accept biodegradable waste such as food or other waste which are typically odorous. The following procedures will reduce odour emissions escaping from the site boundary.

- Vehicles will only be unsheeted when ready to discharge.
- Regular cleaning of the site to prevent any waste accumulating at the site.
- Any waste that is particularly odorous will be placed into a container and covered with soil. Arrangements will be made to remove the load within 24 hours.
- Waste is received in the building, which is enclosed on 3 sides with a roof.

Noise

The site is remote from sensitive receptors. The nearest residents are over 280m from the site, separated by large industrial buildings. The site is in River Road industrial estate, which

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includes aggregate processing sites, several waste management facilities and storage warehouses. River Road is used by main haulage firms with HGVs.

The site operations are low scale, with minimum treatment and mobile plant.

Procedures for preventing noise:

- Vehicles will not be allowed to idle on site and drivers will be requested to turn engines off if they are waiting for inspection or unloading instructions.
- Any complaints from neighbours regarding noise will be dealt with through the Incident Reporting Form and management will be informed.
- All waste handling will be carried out within the covered area.

4.4 Fugitive emissions to groundwater

There will be no fugitive or point source emissions to groundwater.

This section details the procedures for preventing fugitive emissions to groundwater.

- The waste will be stored and treated within the building which is concreted with sealed drainage.
- All fuels stored on site will be bunded.
- All staff will be trained on the Emergency Procedures (EMS-OP-02) and understand the actions to be taken in event of a spill.
- Procedure for checking drainage; this will form part of daily site checks (EMS-FR-04).

4.5 Pests, Vermin and Birds

A pest contractor will be contracted to assess any infestations and advise on appropriate action.

4.6 Point Source Emissions to air

There are no point source emissions to air.

4.7 Point Source Emissions to Surface Water

There will be no point source emissions to surface water.

4.8 Point Source Emissions to Foul Sewer

The waste operation will be carried out within a covered area which benefits from a sealed drainage system. This comprises a sealed tank which will be emptied by a third party. The tank will be checked daily and when 80% full, arrangements will be made for the tank to be emptied.

4.9 Monitoring

No monitoring is proposed for the operation.

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5 ADDITIONAL MEASURES

5.1 Raw material inputs

There are no raw material inputs to consider.

5.2 Waste Minimisation Audit

The operation is primarily waste storage and treatment. The treatment process is specifically designed to separate waste for recycling purposes.

5.3 Waste Recovery or Disposal

The operator will continue to consider making efficiencies in its processes to ensure the diversion of waste from disposal and movement up the waste hierarchy. This will be linked to the Environmental Management System.

5.4 Water Use

Water will be used for dust suppression.

5.5 Energy Efficiency

Energy efficiency measures will be incorporated where possible into the day to day activities of the operations. However, the energy requirements are essential to the continued operation of the installation to prevent pollution and minimise environmental risks.

There are potential energy efficiency improvements to be made including basic energy awareness measures such as energy saving light bulbs, insulation and switching off lights when rooms are not in use. The latter can be applied to all energy-consuming appliances providing that the measure does not compromise safety or essential operating needs.

The operator will ensure the continual improvement of techniques used on site, as well as the long-term monitoring of innovative techniques that appear on the market during the life of the site. These may include further energy efficient measures, potential 'cleaner' fuel options and energy efficient systems for environmental protection.