



unicef 
for every child

Government of Assam

POCKET BOOK FOR ODF PLUS



Let's Make ODF Plus Assam

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WHAT IS OPEN DEFECACTION FREE (ODF) PLUS?

Sustaining ODF efforts



Always build and use sanitary latrine

Solid Waste Management



Segregation of biodegradable & non- biodegradable waste

Liquid Waste Management



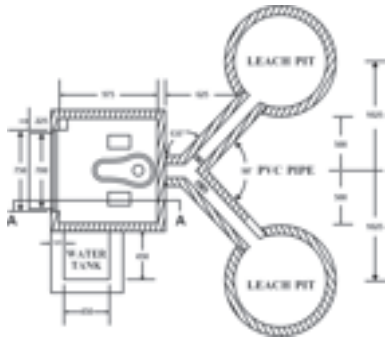
Grey Water and Faecal Sludge Management

Visual cleanliness



80% of visual cleanliness of villages/ GPs

WHAT IS A SANITARY TOILET?



- Water seal
- Leach pit with proper honey combing
- Pan trap
- Y- Junction separator and change over facility
- Availability of water
- However superstructure can be of any material which gives privacy.

Always use a sanitary toilet



WHY NO TO INSANITARY TOILET



=



Insanitary toilet = Open Defecation

What is insanitary toilet?

- No water seal
- No leach pit
- No pan trap/ Y- Junction

Impact



OPERATION & MAINTENANCE OF SANITARY TOILET

DO's

Don't



Clean the toilet regularly with broom & water



Do not use any detergent or harmful chemicals while cleaning the toilet



When one pit is filled up after 3-4 years, switch or turn the key of y-junction or changeover facility to use the second pit



Do not throw any cigarette/ bidi butt, chocolate/ chip wrappers, menstrual pad/ cloth, plastic bags etc. in the toilet



Repair sanitary toilet assets on your own, if found broken

SAFE DISPOSAL OF CHILD FAECES

Do you know what 1 gram faeces contain?



- Child faeces are harmful
- Dispose your child faeces only in sanitary latrine
- Wash hands with soap after disposing child faeces and cleaning the child



SOLID WASTE MANAGEMENT (SWM)



Don't mix wastes.

Segregate solid waste



Biodegradable Waste



Non- Biodegradable Waste

- Always use separate bins for biodegradable waste & non-biodegradable waste at household and community level.
- Source segregation is the only way towards a sustainable solid waste management.

PLASTIC WASTE MANAGEMENT (PWM)

Say no to Single Use Plastic, like shampoo packets, plastic bag, fork, straws etc.



Always carry cloth bag to market



Segregate plastics separately- Plastic bag, plastic bottle, biscuit packet, chocolate wrap, plastic food wrap etc. Waste collector will collect plastic waste which will be further sold to local recyclers



Promote installation of Plastic Waste Management Unit in every block to safely manage plastic in your village



PROCESS OF SOLID WASTE MANAGEMENT UNDER SBM-G



Waste segregation



Household compost of Biodegradable waste



Collection of waste by Vehicle



Safe disposal of collected waste from Material Collection Facility (MCF) in GP/Village



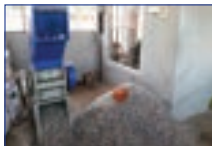
Composting of collected Biodegradable waste in MCF



Selling recyclable non-biodegradable waste to recycler



Transportation of segregated plastic waste from MCF to Plastic Waste Management Unit (PWMU) in each Block



Processing of segregated plastic waste in PWMU

1. Segregate bio-degradable and non bio-degradable waste in your household.
2. Use two separate dustbins.
3. Bio-degradable waste can be turned into manure using compost pit.
4. Non-biodegradable waste of your household will be collected by waste collection vehicle and will be managed at MCF.

KNOW YOUR LIQUID WASTE



Grey Water

Waste water from kitchen, bathroom, cloth wash, utensil wash etc.



Black Water

Waste Water from toilets/ contaminated with faecal matter.



Commercial Waste Water

Waste Water from Dhabas/ restaurants, Hospitals, Slaughter houses, Laundries, Small scale industries etc.



Yellow Water

Human Urine

GREY WATER MANAGEMENT AT HOUSEHOLD

Do you know?

Out of 100 litres of fresh water, 80 litres go as waste water!



Don't discharge household waste water in open areas. It will -

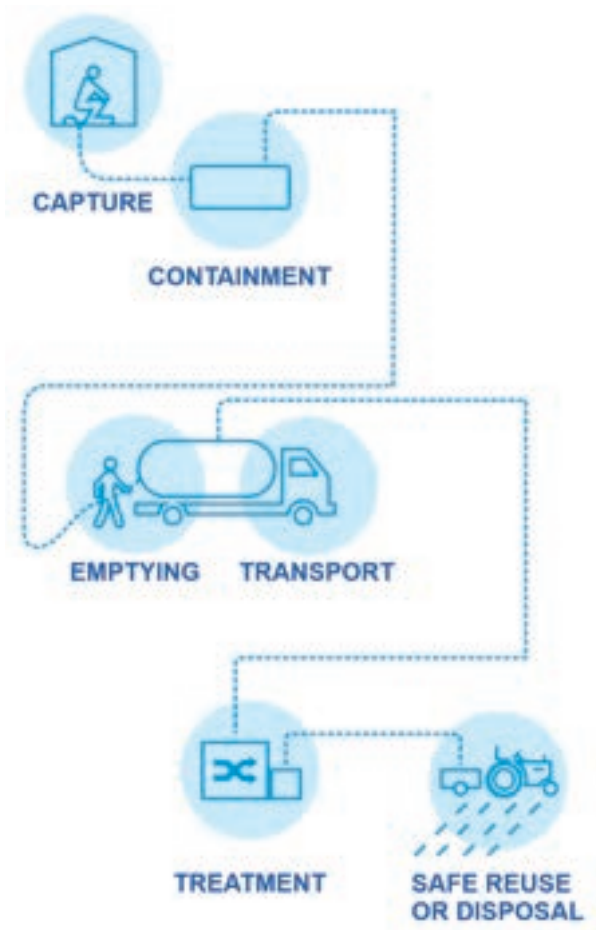
- Pollute the surrounding
- water stagnation near household
- Create breeding ground for mosquitoes



Utilize your household grey water

- by constructing “Soak Pit”
- by creating safe passage for discharge of grey water into kitchen garden

FAECAL SLUDGE MANAGEMENT (FSM)



GALVANIZING ORGANIC BIO-AGRO RESOURCES DHAN (GOBARDhan)



Cattle dung & bio agro waste



Light & cooking gas



Digested slurry for vermin-compost

Installation of Biogas Plant



Connect your biogas digester with your house



Step 1

Cattle dung is mixed with water & fed in the inlet tank



Step 2

When biogas is produced inside the digester, the gas holder rises up



Step 3

After biogas production, digested slurry is produced & comes out from the outlet



Step 4

Produced Biogas from the digester passes through the gas pipe into the house

COMMUNITY MANAGED SANITARY COMPLEX (CMSC)

Keep your CMSC clean



It's for your use

It's your responsibility

- To be constructed only on need basis & in places with maximum public footfall/ public gathering
- Clean it regularly
- Ensure water availability
- Pits to be checked & maintained properly
- Retrofitting when required

HANDWASHING WITH SOAP

Before



Before eating food



Before cooking



Before serving food



Before breastfeeding



Before feeding child

After



After defecation



After handling dirt, waste or carrying out cleaning duties



After carrying out any outdoor activity



After sneezing, coughing, blowing nose or scratching any part of our body



After playing with pets and other animals



After handling child faeces used mask & sanitary napkins of any kind

STEPS OF HANDWASHING

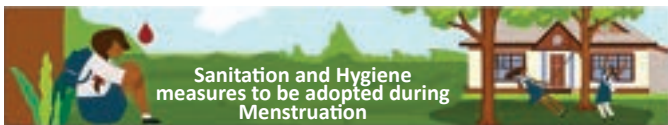
Wash your hands with soap and water with the following steps



Benefits of Handwashing:

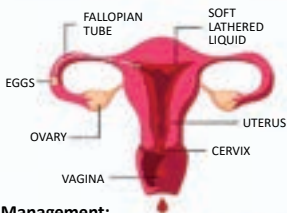
- Protects health and secures lives
- Boosts attendance in school
- Prevent diseases

MENSTRUAL HYGIENE MANAGEMENT



Today, we will discuss about menstruation and menstrual hygiene management.

First, let's learn about female reproductive system and biological processes/changes that take place inside our bodies during menstruation. Second, safe usage, segregation and disposal of sanitary pads. Third, importance of nutrition during menstruation. Fourth, importance of physical exercise and maintaining an active lifestyle. And lastly, local beliefs centered around menstruation.



Points to remember for Menstrual Hygiene Management:



Promote usage of tampon, sanitary napkin, cotton cloth pad, menstrual cup



Segregation of sanitary pads by burning or burying them in a pit, use of electronic or cement-based incinerator



Consumption of food items rich in Iron and Vitamin-C during menstruation such as - Peas, Spinach, Fish, Mutton, Orange, Milk etc



Adopting a healthy and active lifestyle through Yoga, Physical exercise, Sports etc.



Local beliefs about Menstruation such as no consumption of citric foods (pickle, lemon), not entering kitchens, no conversation with males etc.

SBM-G ASSETS IN YOUR VILLAGE/ GRAM PANCHAYAT/ BLOCK

GP will construct the following community assets by utilizing 15th Finance Commission (FC) tied grant (Sanitation) and SBM-G fund



Community Managed Sanitary Complex



Centralize Material Collection Facility



Mini Material Collection Facility



Drainage channel and Community Soak Pit



Community Compost Pit

To be constructed & provided by Swachh Bharat Mission (Grameen)



Plastic Waste Management Unit at Block Level



Waste Collection Vehicle



Community Biogas Plant

OPERATION & MAINTENANCE (O&M) OF COMMUNITY ASSETS IN YOUR VILLAGE/ GRAM PANCHAYAT/ BLOCK



Community Managed Sanitary
Complex



Centralized Material Collection
Facility



Mini Material Collection Facility



Plastic Waste Management Unit



Community Compost Pit

The O&M of community assets to be taken up by Panchayat & community.

INCOME & EMPLOYMENT GENERATION OPPORTUNITIES FOR CMSC & SOLID LIQUID WASTE MANAGEMENT (SLWM)



Pay and use mode - employment generation



Sale of organic manure produced from Biodegradable waste



Sale of recyclable waste from MCF to recyclers



User fees collection for SWM



Income for waste collectors



Income for waste segregator in MCF, PWMU

LET'S MAKE SWACHH CHAH BAGAN



1. Use Sanitary Toilets and repair it if required
2. Clean it regularly
3. Ensure access of toilet for tea garden workers specially in plucking area
4. Sensitize adolescent girls club/group on menstrual hygiene management
5. Segregate Biodegradable & Non-Biodegradable Waste.
6. Manage your Biodegradable waste at your home
7. Follow 5 'R's - refuse, reduce, reuse, repair and recycle for solid waste management
8. Emphasis on grey water management

WASH (WATER SANITATION AND HYGIENE) IN INSTITUTIONS

Support your GP to ensure WASH in Institution by using
15th Finance Commission Tied Fund –



Anganwadi Centre



School



Health Centres

- Availability of water
- Grey water management near water source
- Availability of functional toilets
- Availability of handwashing facility
- Availability of dustbins for waste segregation
- Enhanced capacities of service providers on WASH

MEASURES ON COVID-19

Take precautions beforehand and stay safe. Follow these steps-



Use alcohol based sanitizer in the absence of water



Wear Mask



Wash your hands regularly with soap



Cover your mouth while Coughing/ sneezing



Throw used tissue in covered Dustbin



Don't spit in public places



Maintain social distance



Don't touch your Eyes, nose and mouth



Take advise from doctor when symptomatic

DISASTER RESILIENT TOILET

Disaster resilient toilet can be constructed in flood prone areas. This will help you and your family to practice safe sanitation and hygiene during flood.



STANDARD OPERATING PROCEDURE (SOP) ON COMMUNITY MANAGED SANITARY COMPLEXES (CMSC) AND SOLID LIQUID WASTE MANAGEMENT (SLWM)

SOP_1 on CMSC and SLWM:

Sl. No	Description
STEP I: Preliminary work with GP	<ul style="list-style-type: none"> • P&RD will prepare the list of District wise CMSC requirement and share it to SBM-G through District Water & Sanitation Committee (DWSC). • Based on the requirement, SBM-G will prepare the Annual Implementation Plan (AIP). • SBM-G would then share the list of CMSCs based on approved AIP and share it to the Commissioner and Secretary, P&RD • DWSC of the concerned district would prepare a GP level Solid Waste Management (SWM) plan as per the approved AIP and share it with the GP President. • DWSC will also plan for Liquid Waste Management (Wherever necessary) and share it with the GP President • GP will then carry out site selections in consultation with DWSC for the CMSC and SLWM assets and submit the same (in the form of land documents or NOC for the land obtained, if any) to the Member Secretary DWSC.
STEP II: Execution and Funding	<ul style="list-style-type: none"> • On finalization of site selection, GP would start the construction of the asset by utilizing 30% of their 15th FC tied funds. DWSC will be providing any necessary technical support to them in this regard • For CMSC, once sites are finalised, DWSC would place a fund demand (70% of total fund for CMSC) to, SBM-G State Head quarter, Assam • For SWM, once the site selections are finalised, DWSC would place the fund demand (70% of total SWM budget) required for construction of the SWM asset(s) [Material collection Facilities (MCF)] and waste collection vehicles to the SBM-G Assam. • SBM-G will procure waste collection vehicles for village/GP/Block as per GP SWM plan. • The fund available after procurement of vehicles will be allocated to the DWSC from SBM-G,
STEP III: Transfer and handling of funds with GP	<ul style="list-style-type: none"> • The details of the GP account have to be collected by DWSC from concerned GP and the details of the same may be intimated to SBM-G and mapped in the designated PFMS portal by the concerned DWSC accordingly. • DWSC will transfer the amount (70% of the total cost) to the GP account for the list of CMSCs to be constructed by P&RD under approved AIPs. • For CMSC, initially DWSC will transfer 50% of the SBM-G share to the GP account for maintaining continuity of CMSC construction. • For SWM, DWSC will provide the vehicles to corresponding GPs (SOP for vehicle management included in SOP_2) and transfer 50% of the total SBM-G share to the GP account for maintaining continuity of asset (MCF) construction. • For LWM, fund transfer in similar mode as that of SWM will be executed

STEP IV: UC submission to DWSC	<ul style="list-style-type: none"> The concerned GPs will provide a Utilization Certificate (U/C) to the DWSC providing complete details with particulars regarding all expenses incurred during the construction of CMSC, MCFs, Soak pits etc. A standard format for U/C will be shared by SBM-G to P&RD Representatives of DWSC and GP will conduct a joint monitoring of the asset constructed by the GP and provide a report to the Member Secretary, DWSC. If the asset is found to be constructed meeting all technical specifications, the remaining 50% of the funds for CMSCs and SLWM assets would be transferred to the GP account.
STEP V: Asset Sustainability	<ul style="list-style-type: none"> Operation and Maintenance of CMSCs and SLWM assets are to be undertaken by GPs GP may consider for Pay & Use mode for CMSCs The remuneration/wages of drivers for waste collection vehicles are to be met by GPs for sustainability of waste collection and safe disposal GP may also consider O&M of the CMSC and SLWM assets from 15th FC grants and user fees for SLWM from households, shops, institution etc.

SOP_2 ON VEHICLE MANAGEMENT FOR SLWM:

Background:

Management of solid waste generated in rural areas would not be complete unless the generated waste is treated scientifically and the end product is obtained. In this regard, transportation of the generated waste is an essential step in achieving the idea of source-to-solution.

It was decided in the joint meeting (mentioned above) that the GPs would be provided with tricycles and battery-operated rickshaws for collection of waste and their disposal in Material Collection Facilities. In this regard, an SOP is also developed for Vehicle management as follows:

SOP_2 on Vehicle Management:

Sl. No	Description
STEP I: Demand for vehicles	<ul style="list-style-type: none"> Based on the GP's SWM plan, DWSC would place requirement for vehicles to SBM-G. SBM-G will issue Work-order to empanelled agencies for supply of required vehicles and the agency would supply these vehicles to the concerned DWSC.
STEP II: Vehicle certification & Registration	<ul style="list-style-type: none"> On receiving the vehicles, the DWSC would certify the functionality status of the vehicles received (whether or not are they in good condition, whether or not received as per required demand). A copy of the certificate is also to be sent to SBM-G. The registration of these vehicles would be in the name of the Member Secretary cum Executive Engineer (PHE) of concerned DWSC.
STEP III: Handing over of Vehicles to GPs/Blocks	<ul style="list-style-type: none"> On completion of the registration, the Member Secretary DWSC will hand over the vehicles to the concerned GP President (for GP level asset) and BDO (for block level asset) On receiving the vehicles, the GP President/BDO would certify the functionality status of the vehicles received. A copy of the certificate is also to be sent DWSC. The concerned GP president/BDO will also provide an undertaking to the Member Secretary, DWSC cum Executive Engineer (PHE) for taking over the ownership and responsibility of the vehicles.



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