

## **TOOL # 4B: MONITORING FORMS**

## Category 2: Self-Reporting by Private sector

### 2a: Self reporting by Septage transporter and Septage treatment plant operator

#### **Methodology**

- The private player has to get forms in template 1 filled on a daily basis.
- If more than one household septic tank is cleaned in one trip, the second household should be noted in a separate form
- Four copies of this form would be created:
  - **1<sup>st</sup> copy** with HHs and septage transporter signatures would be **taken by household**.
  - **2<sup>nd</sup> copy** with HHs, septage transporter and treatment plant operator signatures would be **taken by treatment plant operator**.
  - **3<sup>rd</sup> copy** with HHs, septage transporter and treatment plant operator signatures would be **taken by septage transporter**.
  - **4<sup>th</sup> copy** with HHs, septage transporter and treatment plant operator signatures would be **submitted to the ULB** for payment process.
- At the end of the month, this form along with the progress form (template 3a) needs to be filled and submitted to the ULB.
- The ULB will verify the progress form with form 1 and cross validate with their own findings of random surveys (*forms given as ULB templates*) before making payment.

Template 1: Collection and transport records form / manifest forms filled by transporter and septage treatment plant operator

**Form to be filled by Transporter of Septage and Treatment plant operator**

**i. Identification of Waste:**

- a) Volume \_\_\_\_\_
- b) b) Type: \_\_\_\_\_ Septic Tank \_\_\_\_\_ Others
- c) c) Source: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Restaurant \_\_\_\_\_ Portable Toilet \_\_\_\_\_ Others

**ii. Details of Waste Generator**

- a) Name:
- b) Phone Number:
- c) Address:
- d) Property tax no:
- e) Pin:
- f) Any kind of deficiencies, missing pipes or fittings, improper manholes or access covers, any other cracks or damage observed: \_\_\_\_\_
- g) Access covered placed : Yes / No
- h) Septic tank cleaned : Yes / No

The undersigned being duly authorized does hereby certify to the accuracy of the source and type of wastewater collected and transported.

Date: \_\_\_\_\_, Time: \_\_\_\_\_, Signature- Property owner: \_\_\_\_\_

**iii. Details of Transporter / Operator**

- a) Company Name:
- b) Permit:
- c) Vehicle License:
- d) Truck capacity :
- e) Pump out date:

The above described wastewater was picked up and hauled by me to the disposal facility name below and was discharged. I certify that the foregoing is true and correct:

f) Signature of authorized transport agent and title: \_\_\_\_\_

**iv. Acceptance by \_\_\_\_\_ Municipality's authorized STP**

The above transporter delivered the described wastewater to this disposal facility and it was accepted.

The waste was contaminated with solid waste or other kinds of waste: Yes / No, Details: \_\_\_\_\_

Septage received at treatment plant: Date: \_\_\_\_\_, Time: \_\_\_\_\_,

Signature of authorized treatment plant operator signatory and title: \_\_\_\_\_

NOTE: SUBJECT TO THE TERMS AND CONDITIONS OF \_\_\_\_\_ MUNICIPALITY.



						(Y/N)	
1							
2							
3							
4							
5							

**Template 3b: Monthly form to be filled by septage treatment plant operator**

S. No.	Date of reporting	Was contaminated waste disposed at the treatment site (Y/N)	Number of instances when safety gear not used	BOD levels	COD levels
1					
2					

## Monitoring by ULB

### 1a. ULB Household Survey

#### Methodology

- The ULB should survey at least 10 percent of the households every month; this could be higher depending on the population of the town/city.
- ULB must decide the mechanism for randomly selecting the households.
- The template is to be used by Mukaddams assigned by the sanitation inspector

#### Template 1: Household Survey by ULB

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Was the ST cleaned on the scheduled date?  | <input type="checkbox"/> | <input type="checkbox"/> |
|   | Yes                      | No                       |
| 2. Was there any human contact with sludge?   | <input type="checkbox"/> | <input type="checkbox"/> |
|   | Yes                      | No                       |
| 3. Was there any spillage of septage outside the septic tanks into the street/outside/inside the house? | <input type="checkbox"/> | <input type="checkbox"/> |
|   | Yes                      | No                       |
| 4. Was there any damage to the septic tank?   | <input type="checkbox"/> | <input type="checkbox"/> |
|   | Yes                      | No                       |

\_\_\_\_\_  
**Signature of household**

\_\_\_\_\_  
**Signature of Mukaddam**

## 1b. ULB Inspection Template

### Methodology

- The Sanitation Inspector will use this template based on random visits and information provided by Mukkadam
- The Mukkadam should visit the treatment site at least every alternate day.
- The Mukkadam is supposed to collect monthly samples.
- List of items to be collected in inspections:
  - Photographs: Collect photographic evidence in case contaminated waste is found at the treatment site.
  - Sample: Collect sample of the treated septage to test the BOD and COD levels.
- The ULB should prepare a treatment inspection report on a monthly basis based on the collected samples.

### Template 2: ULB treatment inspection report

<b>Inspection No.:</b> _____		
<b>Inspection date:</b> _____		
1. Is the waste dumped on a daily basis?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
2. Was the sludge in SDBs mixed with solid/ other waste?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
3. Was there any instance of safety gear not being used?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
4. Were the BOD level of the treated septage under permissible limits?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
5. Were the COD level of the treated septage under permissible limits?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
_____		
<b>Signature of SI</b>		





### 3. Grievance redress

- Each household can fill the complaint form available with the private player and also, with the ULB and submit to the SI within two days of the date of service.
- The ULB will conduct an inspection of the septic tank within 2 days of the complaint and direct the private player to take action.
- The Sanitation inspector will fill this template on behalf of the ULB

#### Template 1: Complaint Form

<b>To be filled by household</b>	
1. Occupant name	_____
2. House address	_____ _____
3. Property tax number	_____
4. Contact detail	_____
5. Date of cleaning	_____
6. Kind of complaint	A. Late cleaning B. Inadequate cleaning C. Manual scavenging / Lack of adherence to safety regulation D. Septage spillage E. Structural damage to septic tanks F. Others
7. Details of complaint	_____ _____
<b>To be filled by ULB</b>	
1. Complaint number	_____
2. Action taken by ULB	_____ _____
_____	_____
<b>Signature of HH</b>	<b>Signature of SI</b>

