

ODF++ Document Checklist

1	General Information
1	Ward wise map of the ULB

2	Notifications and Declaration
1	ODF++ Self- Declaration notification (Two Newspaper)
2	ODF++ Town Head Declarations
3	ODF++ Ward Councilor Declarations(All wards)
4	Self Help Group Declaration of all SHGs in ULB(As per ODF+ Format)
5	School Declaration of all the schools in ULB(As per ODF+ Format)
6	Citizen category ODF++ Declarations ULB has (min 10 citizen category declarations)-5 representative from each category Citizen categories –Resident WelfareAssociations,SchoolPrincipal,Non-GovernmentalOrganisations,PrivateSectorOrganisations,SeniorCentral Government/Public Sector Bank Officials, Hospital Authorities, Primary Health Centre In-Charge, Transport Authorities, Market Association, Hotel Owners/ Managers, Shop Owners, Mall Owners/Managers, Petrol Pump Owners/Managers, Angwanwadi Workers
7	Fines issued and notified against open defecation (either on Newspaper/By- laws)
8	Fines issued and notified against open urination (either on Newspaper/Bye- laws)
9	Fines notified and enforced against desludging operators dumping/discharging untreated faecal waste in drains, open areas or water bodies (either on Newspaper/By- laws)
10	Document of article / declaration from local dailies / newspapers regarding no manual scavenging incident occurs in past 1 year in the ULB
11	Document of a designated site for disposal of treated faecal sludge and/or reuse / recover of waste?
12	Document for evidence of circulation / dissemination of Service Level Benchmarks published by ULB / Development Authority / Cantonment Board, to atleast 10 citizen categories ?
13	Document of Municipal by-laws stating the status of Sanitation service level benchmark
14	Document of Service level benchmark (notified in 2 newspapers)

3	Community /Public Toilets and Standalone Urinals (Fresh)
1	Ward-wise list of all Public and Commercial areas
2	Ward-wise list of all Community Toilets(CTs) (As per SBM Portal)
3	Ward-wise list of all Public Toilets (PTs) (As per SBM Portal)
4	Ward-wise List of CTs/PTs under Best Toilets/Aspirational category (As per SBM Portal)
5	Ward-wise list of all the Standalone Urinals in the ULB (As per SBM Portal)
6	Ward-wise list of stand alone Urinals under Best Urinals/Aspirational category (As per SBM Portal)
7	Document of receipt / logbook of cleaning of septic tank of CT/PT (if CTs/PTs connected with septic tank)
8	Document proving the information on user charges for all community and public toilets
9	Structural Audit report of all CT/PT (Structural audit is an examination of the overall health of a building to ensure that it is safe, risk-free and habitable. The purpose of a structural audit is to correctly identify parts or sections of a building that may be in need of immediate repair, renovation or replacement. Structural audits are performed by licensed consultants who have the required expertise in civil construction and are empanelled with the government authorities.)

10	Structural audit report of all Standalone Urinals
11	Details of maintenance in-charge for all Community and Public toilets ? (Ward-wise)
12	Contract copy of the third party maintenance
13	Document showing proof of penalty clause in the contract
14	Copy of water bills for all community/public toilets of last 3 months
15	Copy of electricity bills for all Community/Public toilets of last 3 months
16	Document with details of cleaning schedule for all Community/Public toilets for a period of last 3 months
17	Document for user feedback mechanism of all Community and Public toilets
18	Document user feedback mechanism of all Standalone urinals
19	Document for Inventory record (purchase slip)of protective gear (Gloves,Mask, Gum boots) provided to all CT/PT operators
20	Document for Inventory record of cleaning equipment (Phenyl, Harpic, Broom etc)provided to all CT/PT and Standalone Urinals
21	Document for target number of public toilets to be constructed in the city/town (considering floating population), calculated as 1 seat/urinal for every 250 users (floating population no less than 5% of total urban population)

3	Community /Public Toilets and Standalone Urinals (Re-Certification)
1	Ward-wise list of all Public and Commercial areas
2	Ward-wise list of all Community Toilets (As per SBM Portal)
3	Ward-wise list of all Public Toilets (As per SBM Portal)
4	Ward-wise list of CTs/PTs under Best Toilets/Aspirational category (As per SBM Portal)
5	Ward-wise list of all Standalone Urinals in the ULB (As per SBM Portal)
6	Ward-wise list of standalone Urinals under Best Urinals/ Aspirational category (As per SBM Portal)
7	Structural Audit report of all CT/PT
8	Structural Audit report of all Standalone urinals
9	Document for target number of public toilets to be constructed in the city/town (considering floating population), calculated as 1 seat/urinal for every 250 users (floating population no less than 5% of total urban population)

4	Type of Sanitation Structure
1	Proof of total households/commercial establishment/CT&PT in the ULB
2	Proof of households/commercial establishment/CT&PT connected with Sewer system (As per SBM Portal)
3	Ward wise List of all the households/commercial establishment/CT&PT connected to sewer system
4	Proof of households/commercial establishment/CT&PT connected with Septic tank
5	Ward wise List of all the households/commercial establishment/CT&PT connected to Septic tank
6	Ward wise List of all the households/commercial establishment/CT&PT connected to Septic tank with soak pit?
7	Proof of Household connected with twin pits
8	Ward-wise list of Household connected with twin pits
9	Households/commercial establishment/CT&PTthat depend on CT/PT

10	Geo tagged photos of households/commercial establishment/CT&PT with no connection disposing faecal matter to open drains/ land
11	PDF file for document of filled MIS

4.1 Document List if ULB has septic tanks or twin pits	
1	Document stating total sludge generated in the ULB (As per SBM Portal)
2	If less than 25% of septic tank connected with soak pit, provide document of action plan that proofs that ULB is planning to install soak pits within a year
3	Geo-tagged septic tanks with soak pits
4	Document of proofing geotagged of septic tanks with soak pits
5	Document of Minimum 25% septic tanks that have been cleaned in the year of application for ODF++.
6	Document for scheduled inspection of septic tank with soak pit
7	Document for Septic tank to confirm the design is as per IS: 2470 Part I.
8	Document for Septic tank to confirm the design is as per IS: 2470 Part II
9	Document that proofs that all new septic tanks being constructed in the ULB are designed as per IS 2470
10	By-laws stating cleaning of septic tanks carried out in every 3 years
11	Logbook of cleaning of septic tanks
12	Ward-wise list of registered and licensed private desludging operators
13	Document stating ULB and / or Third party contract for septic tank cleaning in the ULB
14	Total no. of registered septic tank cleaners operators (ULB / Private)?
15	Contract document with private contractors for septic tank cleaning
16	Document Self-declaration from all Desludging Operator as per ODF++ declaration
17	Document with List of registered desludging vehicles with capacity (used for cleaning septic tanks) and Vehicle number
18	List of registered workforce (used for cleaning septic tanks)
19	Logbook maintained by the agency (private/ULB) of disposal of septage by vacuum emptier
20	Document that states GPS enabled vehicles (live screen of GPS location) (ULB/Private)
21	Document for maintenance for desludging vehicles carried out within 1 year
22	Document for Inventory record of protective gears (Gloves,Gum boots, Mask) provided to staff/workers of septic tank cleaning
23	Document for user charges newspaper notification for septic tank cleaning
24	Receipt for cleaning Septic Tank cleaning per trip
25	Document stating that ULB has Sustainable financing mechanism i.e. operational expenditure of FSSM value chain should be recovered either through dedicated sanitation tax(mentioned in property tax) /Advance remittance of user charges? (Document should be attested by a CA)
26	Document stating any awareness campaigns disseminated by ULB regarding safe desludging and treatment ?

4.2 Document List if ULB has Sewer Network	
1	ULB sewerage network plan
2	Copy of logbook of sewer network maintenance
3	Schedule of cleaning and maintenance of ULB sewage network
4	Inventory record of protective gear (Gloves, Gum boots, Mask etc) provided to staff/workers
5	Logbook/register of complaints related to sewerage network with its resolution time

6	Document providing information of the scheme under which sewerage constructed (ex. AMRUT, JNNURM etc)
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5	Treatment Plant details
1	Document stating Location of all operational STPs and /or FSTPS, Address and distance of the same from the ULB

Treatment Plant Document Checklist

STP	
1	Proof for the Capacity of STP
2	Document stating the capacity of the treatment plant as per CPHEEO Norms (Plan shall able to cater as per 100 LPCD)
3	Current month logbook/ document of daily collection of sewage at STP (MLD)
4	Logbook that contains last three months of daily collection of sewage at STP (MLD)
5	Capacity of treatment plant can treat sewage more than the design capacity
6	Current month logbook that shows the evidence that desludging of septic tanks carried out at STP (If sludge is NOT disposed at the STP, provide declaration for the same)
7	3 months document/ logbook stating sludge collected by desludging of septic tanks (If sludge is NOT disposed at the STP, provide declaration for the same)
8	Document for co-processing at an existing STP where adequate spare capacity is available (as per CPHEEO norms) to treat the content of septic tanks being desludged every day in the city
9	Current month logbook/ document of test reports at inlet point
10	Logbook/ document of last three months of test reports at inlet point
11	Current month logbook/ document of daily treated wastewater at STP (MLD)
12	Upload PDF file for logbook of last three months of daily treated wastewater at STP (MLD)
13	Current month logbook/ document of sludge generated at STP (TPD)
14	Current month logbook/ document of test reports at Outlet point
15	Logbook of last three months of test reports at Outlet point
16	Document Stating treated waste water usage
17	MOU with the user for recycling of treated waste water
18	DPR document that shows design and capital cost
19	DPR Certified as per SHPC norms
20	Geo tagged photos of treatment plant (Primary/ secondary / tertiary process)
21	MoU or contract (signed and stamped of both parties with date)

FSTP	
1	Document of stating capacity of treatment plant (MLD)
2	Document stating the technology of FSTP
3	Current month logbook that shows the evidence that desludging of septic tanks carried out at FSTP
4	Upload PDF for the document/ logbook of last 3 months stating sludge collected by desludging of septic tanks
5	Document stating capacity of treatment plant can treat sludge more than the design capacity
6	Current month logbook/ document of test reports at inlet point
7	Logbook/ document of last three months of test reports at inlet point

8	Current month logbook treated sludge
9	3 months document/ logbook of treated sludge
10	Current month logbook/ document of daily treated wastewater at FSTP (MLD)
11	Logbook of last three months of daily treated wastewater at FSTP (MLD)
12	Current month logbook/ document of test reports at Outlet point
13	Logbook/ document of last three months of test reports at outlet point
14	Document showing the reuse of treated waste water
15	MOU with the user of recycled water
16	DPR document that shows design and capital cost
17	DPR Certified as per SHPC norms
18	Geo tagged photos of treatment plant (Primary/ secondary / tertiary process)
19	MoU or contract (signed and stamped of both parties with date)