

S. No.	Water+ List of Documents
1. Notifications and Declaration	
1	Water+ Self-Declaration notification (Two Newspaper)
2	Water+ Town Head Declarations
3	Water+ all Ward Councilor Declarations
4	Water+ Declaration for all Households stating that all is discharging the wastewater into a sanitary outlet i.e. a covered sewer or a septic tank with soak pit (STS) or a twin pit latrine (TPL) in case of fringe areas or is using a community toilet (one seat per 25 persons) connected to sewer system
5	Declaration stating that after treatment, minimum 25% wastewater is being reused at city level, viz. horticulture, agriculture, industrial use, cleaning roads etc.
6	Document stating that the ULB/Development Authority/Cantonment Board have a designated site for disposal of treated faecal sludge and/or reuse / recover of waste
7	PDF file for document of filled MIS
2. Community /Public Toilets	
8	Document for Ward-wise list of all Public and Commercial areas
9	Ward-wise list of all Community Toilets (As per SBM Portal)
10	Ward-wise list of all Public Toilets (PTs) (As per SBM Portal)
11	Document of CTs/PTs under Best Toilets/Aspirational category (As per SBM Portal)
12	Ward-wise list of all the Stand-alone Urinals in the ULB (As per SBM Portal)
13	Ward-wise list of all the Stand-alone Urinals under Best Urinal/Aspirational category in the ULB (As per SBM Portal)
14	Document mentioning safe connection of Standalone urinals to Sewer network/Septic tank with soak pits/septic tanks
15	Document of receipt/logbook of cleaning of septic tank of CT/PT (if CTs/PTs connected with Septic Tank)
16	Document of Structural Audit report of all CT/PT
17	Document for structural audit report of all Stand-alone Urinals
18	Document of details of maintenance in-charge for all Community and Public toilets
19	Contracts copy of the third-party maintenance
20	Documents proofing the penalty clause in the contract
21	Documents of Cleaning schedule of all CT/PT and Standalone Urinals
22	Document of user feedback mechanism available in all CT/PT and Standalone Urinals
23	Water/Electricity bills for all CT/PT and Standalone Urinals
3. Type of Sanitation Structure	
24	Document proofing number of Households/Commercial establishments/CT/PTs in the ULB
25	Ward-wise list of number of Households/Commercial establishments/CT/PTs in the ULB jurisdiction
26	Document proofing number of households/commercial establishment/CT & PT connected to sewerage network (As per SBM Portal) and to Septic Tank
27	Ward-wise list of number of households/commercial establishment/CT & PT connected to Sewer system and to Septic Tank
28	Document showing the proof of households/commercial establishments/CT/PTs connected with Septic tank with soak pit (As per SBM Portal)
29	Ward wise List of households/commercial establishments/CT/PTs connected to Septic tank with soak pit
30	Document showing the proof of Household connected with twin pits
31	Ward -wise list of Household connected with twin pits
32	Document of households/commercial establishments/CT/PTs with no connection
3.1 On site sanitation Structure (Only applicable if ULB has septic tanks)	
33	Document stating amount of sludge generated in the city (in MLD)
34	Documental proof of geotagging of at least 25% of total septic tanks connected with soak pits
35	Document of Minimum 25% septic tanks should have been cleaned in the year of application for Water+ Note: At least 1/3rd septic tanks to be cleaned annually. Minimum 25% septic tanks should have been cleaned in the year of application for Water+
36	Document for scheduled inspection of septic tank with soak pit as per the design IS:2470
37	Document for Septic tank design should conform to IS: 2470 – Part I

38	Document Soak pits/soak wells should conform to IS :2470- Part –II
39	Documents for all new septic tanks being constructed need to be in conformity of design
40	Document of by-laws stating cleaning of septic tanks carried out every 3 years.
41	Schedule/logbook of septic tank cleaning of Households
42	Documents that provide information showing septic tanks cleaned every 3 years
43	Document for all households with septic tanks + soak pit in the fringe areas is mapped to a treatment/co-treatment plant
44	Document stating ULB and/or Third-party contract for septic tank cleaning
45	List of ward-wise desludging operators registered. (ULB / Private)
46	Contract with private contractors for septic tank cleaning in the ULB
47	Self-declaration from all Desludging Operator as per ODF++ declaration
48	Total capacity of desludging vehicles (in MLD)
49	List of registered desludging vehicles with capacity (used for cleaning septic tanks)
50	List of registered workers (used for cleaning septic tanks)
51	Document for Inventory record of protective gears (Gloves, Gum boots, Mask) provided to staff/workers of septic tank cleaning
52	Declaration stating Septic tank should be cleaned mechanically only (any manual entry done only with adequate PPE and due approval, supporting documents to be maintained)
53	Copy of logbook maintained by the agency (private/ULB) of disposal of septage by vacuum emptier
54	Proof of GPS enabled vehicles (live screen of GPS location)
55	Document of maintenance for desludging vehicles
56	User charges notification for septic tank cleaning
57	Receipt for cleaning Septic Tank cleaning per trip
58	Declaration of Sufficient suction and haulage capacity exists with the city in terms of desludging vehicles to meet the requirement of emptying septic tanks and management of their contents at an interval of 3 years)
59	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)
60	Document stating any awareness campaigns around safe desludging and treatment should be disseminated (for example- newspaper, public awareness programs, etc.)
61	Document for Swachhata/Local app complaints pertaining to, septic tank cleaning is being addressed within SLA
3.2 Sewer Network documents (Only applicable if ULB has Sewerage system)	
62	ULB sewerage network plan
63	Document stating the scheme under which sewerage constructed
64	Declaration stating all the Manholes are covered and no garbage has been dumped
65	Declaration stating no sewage overflow from wastewater conveyance system- manholes, pumping stations.
66	Document for Sewers and manhole chambers are being cleaned at least once in a year
67	Copy of logbook of sewer network maintenance
68	Document for all Swachhata/Local app complaints pertaining to choked sewers, leakage of sewage, water logging, uncovered manholes within SLA
69	O & M (Sewerage) Rs per Lakh year
70	Revenue Generation Rs per Lakh year
71	Document stating that ULB has Sustainable financing mechanism i.e. operational expenditure of Sewerage should be recovered either through dedicated sanitation Tax (mentioned in property tax)/Advance remittance of user charges (Document should be attested by a CA)
72	Document of maintenance for vehicles used for cleaning of sewer lines
73	List of registered workforces (used for cleaning Sewer cleaning)
74	Document for Inventory record of protective gears (Gloves, Gum boots, Mask) provided to staff/workers of septic tank cleaning

75	Document for sewer should be cleaned mechanically only (any manual entry done only with adequate PPE and due approval) Supporting documents to be maintained
3.3 Drains and nallahs (collecting grey water and / or black water)	
76	Document justifying grey water and/or black water does not run through drains and nallahs
77	ULB Drains plan (drains which are only collecting grey water and / or black water)
78	List of primary, secondary, and Tertiary drains (As per MIS)
79	Document stating a schedule exists to repair, clean, and desilt all municipal drains both pre- and post-monsoon (Supporting documentation needs to maintain)
80	Document for Bar Screens is placed at laid down intervals in all open municipal drains which receive sullage at every 500m Interval for X-section >10 Sq. ft. (At all junctions of major secondary to primary drains and primary drains and major water bodies/rivers).
81	Document for Swachhata/Local app complaints pertaining to, water logging, drain cleaning -are being addressed within SLA
82	Document for Inventory record of protective gears (Gloves, Gum boots, Mask) provided to staff/workers of septic tank cleaning
83	Relevant documents (Plan) that states, grey water from drains dispose at Treatment Plant (document should mention which STP and its capacity)
4. Treatment Plant details	
84	Document stating Location of all operational STPs and /or FSTPS, Address and distance of the same from the ULB (As per SBM Portal)
85	Documents with list of STPs, Capacity, sewage collected from each STP, sewage treated from each STP, Sludge disposed at STP (Co-treatment)
86	List of all the decanting points with Locations, Address, and distance of the same from same from the ULB (As per SBM Portal)
87	List of all the Reusing and Recycling point with Locations, Address, and distance of the same from the ULB (As per SBM Portal)
4.1 Sewage treatment plant (STP) (If ULB has 2 STPs, two forms of STP will be filled)	
Sewage treatment plant (STP) No. 1	
88	Document that proofs the Capacity of STP
89	Document stating the capacity of the treatment plant as per CPHEEO Norms. (Plan shall be able to cater as per 100 LPCD)
90	Year of the commencement of treatment plant (Select Year)
91	Current month logbook/ document of daily collection of sewage at STP (in MLD)
92	Logbook of last six months of daily collection of sewage at STP (in MLD) Note: If STP is recently constructed, provide declaration for the same
93	Document that states capacity of treatment plant can treat sewage more than the design capacity (if capacity is less than sewage collected at STP)
94	Current month logbook/document of test reports at inlet point
95	Logbook/ document of last six months of test reports at inlet point Note: If STP is recently constructed, provide declaration for the same
96	Current month logbook/document of daily treated wastewater at STP (in MLD)
97	Logbook of last six months of daily treated wastewater at STP (in MLD) Note: If STP is recently constructed, provide declaration for the same
98	Current month logbook/document of test reports at Outlet point
99	Logbook of last six months of test reports at Outlet Point Note: If STP is recently constructed, provide declaration for the same
100	Current month logbook/ document of treated sludge at STP (KGD) Note: If ULB does not have any logbook, provide declaration for the same
101	Document that proofs this STP can treat sewage more than the designed Capacity (if amount of sewage collected is more than the designed capacity)
102	Document for treated wastewater is reused for the purpose

103	Logbook 6 months of recycled/reused treated wastewater
104	Document for MOU with the user of recycled water
105	Detailed Project Report (DPR) for STP(s)
106	Copy of DPR document that shows design and capital cost
4.2 Co-Treatment at STP (If ULB has 2 co-treatment, two forms of co-treatment will be filled)	
<i>Note: Co-treatments are those STP plants where Sludge from desludging of septic tanks is disposed</i>	
Co -Treatment Plant No. 1	
107	Document that proofs the Capacity of STP
108	Document stating the capacity of the treatment plant as per CPHEEO Norms. (Plan shall be able to cater as per 100 LPCD)
109	Year of the commencement of treatment plant
110	Current month logbook/ document of daily collection of sewage at STP (in MLD)
111	Logbook of last six months of daily collection of sewage at STP (in MLD) Note: If STP is recently constructed, provide declaration for the same
112	Document that states capacity of treatment plant can treat sewage more than the design capacity (if capacity is less than sewage collected at STP)
113	Current month logbook/ document of test reports at inlet point
114	Logbook/ document of last six months of test reports at inlet point Note: If STP is recently constructed, provide declaration for the same
115	Current month logbook/ document of daily treated wastewater at STP (MLD)
116	Logbook of last six months of daily treated wastewater at STP (MLD) Note: If STP is recently constructed, provide declaration for the same
117	Current month logbook/ document of test reports at Outlet Point
118	Logbook of last six months of test reports at Outlet Point Note: If STP is recently constructed, provide declaration for the same
119	Current month logbook proofs that desludging of septic tanks carried out at STP. (If sludge is NOT disposed at the STP, provide declaration for the same.) {Note: Name of the ULB, Vehicle number, operator name, amount of sludge dispose, timing, trips, signature of desludging operator, sign stamp by both parties (in case ULB is sharing STP)}
120	Six months document/logbook stating sludge collected by desludging of septic tanks
121	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
122	Current month logbook/ document of treated sludge at STP (MLD) Note: if ULB does not have any logbook, provide declaration for the same
123	Document that proofs this STP can treat sewage more than the designed Capacity
124	Document for treated wastewater is reused.
125	Logbook 6 months of recycled /reused treated wastewater
126	Document for MOU with the user of recycled water
127	Logbook six months of recycled /reused treated wastewater
128	Detailed Project Report (DPR) for FSTP(s)
129	Copy of DPR document that shows design and capital cost
130	DPR Certified as per SHPC norms
4.3 FSTP (If ULB has 2 FSTP, two forms of FSTP will be filled)	
FSTP No. 1	
131	Document of stating capacity of treatment plant
132	Document of year of the commencement of treatment plant
133	Document stating the technology of FSTP
134	Current month logbook proofs that desludging of septic tanks carried out at STP (Note: Name of the ULB, Vehicle number, operator name, amount of sludge dispose, timing, trips, signature of desludging operator, sign stamp by both parties (in case ULB is sharing FSTP))
135	Document/ logbook of last six months stating sludge collected by desludging of septic tanks
136	Document that states capacity of treatment plant can treat sludge more than the design capacity (if capacity is less than sewage collected at STP)
137	Current month logbook/ document of test reports at inlet point

138	Logbook/ document of last six months of test reports at inlet point Note: If FSTP is recently constructed, provide declaration for the same
139	Current month logbook/ document of daily treated wastewater at FSTP (MLD)
140	Logbook of last six months of daily treated wastewater at FSTP (MLD) Note: If FSTP is recently constructed, provide declaration for the same
141	Current month logbook/ document of test reports at Outlet point
142	Logbook/ document of last six months of test reports at outlet point Note: If FSTP is recently constructed, provide declaration for the same
143	Current month logbook treated sludge
144	Six months document/ logbook treated sludge
145	Current month logbook/ document of daily treated wastewater at FSTP (MLD)
146	Logbook of last six months of daily treated wastewater at FSTP (MLD) Note: If FSTP is recently constructed, provide declaration for the same
147	Document treated wastewater is reused.
148	Document for MOU with the user of recycled water
149	Logbook 6 months of recycled /reused treated wastewater
150	Detailed Project Report (DPR) for FSTP(s)
151	Copy of DPR document that shows design and capital cost