

URBAN FAECAL & SEPTAGE SLUDGE MANAGEMENT POLICY FOR PORT BLAIR CITY



PORT BLAIR MUNICIPAL COUNCIL

PORT BLAIR

2019

Index

Sl. No	Particulars	Page No.
1	Introduction	1
2	Terminology	
3	Objectives Of The FSSM Policy	4
4	Legislative And Regulatory Context	6
5	Roles And Responsibilities	7
6	Implementation Approach	8
7	Partnership Building	8
8	Funding And Financing Of FSSM	9
9	Monitoring And Evaluation	9
10	Implementation Support And Service Delivery	9
11	Capacity Building And Training	
12	Schedule-I- REGULATORY FRAMEWORK	10
13	Schedule-II- ROLE AND RESPONSIBILITIES	11
14	Schedule-III- PENALTIES & FINES	12
15	Schedule-IV- REGISTRATION FORM FOR OBTAINING DESLUDGING OPERATIONS	14
16	Schedule-V- FORMAT FOR CLEANING OF SEPTIC TANK BY ENGAGING CESSPOOL EMPTIER/ SEPTAGE TRANSPORT VEHICLE	18
17	Schedule-VI- Format For Maintaining Up-To-Date Logs, Manifest And Report	24

1. INTRODUCTION

1.1. Current sanitation status in the Port Blair city:

Port Blair Municipal Council is the lone urban body having a population of 1 lakh 50 thousand (including floating population), as the urban population increased by 38.8% Since 2011 (on par with India's urban growth rate of 32.15%, as per Census 2011).

It is incumbent on these ULBs to implement and manage urban services including safe sanitation, faecal sludge and septage management.

1.2. Further, as per Census 2011, 97% of urban Households, in Port Blair city were having septic tanks and on consequent implementation of Swachh Bharat Mission the rest of 3% households were targeted for construction of toilets to make the city ODF free as well as having toilets connected with septic tanks. In Urban areas under SBM, and while it is expected to eliminate the undignified practice of open defecation, it only addresses the first component of the sanitation value chain. The pertinent issue of proper collection, conveyance, treatment and disposal of the faecal sludge/septage is likely to remain.

Thus, keeping the consideration in absence of sewerage system treatment facilities and prominence of on-site sanitation as the primary sanitation system in urban areas faecal Sludge and Septage Management (FSSM) is expected to assume the central role in providing safe, hygienic and sustainable sanitation services in Port Blair City. Rightly so FSSM has also been identified as central challenge in achieving the vision of an Open Defecation Free India and Port Blair city In sprit of the draft National Policy on Urban Faecal Sludge Management Policy for Port Blair city, identifies issues of safe sanitation in urban areas and provides an outline for establishing and effectively operationalising FSSM at State and City level in Port Blair City.

1.3. Key issues and challenges

The road ahead for Port Blair city in operationalizing FSSM across the Andaman & Nicobar Islands will be a challenging one. It is estimated that around 5.25 lakh liters of faecal sludge is produced daily from septic tanks, public latrines. The issues and challenges have been summarized under three broad categories:

1.4. Limited Awareness and Capacities

Uniform lack of awareness and capacities for faecal Sludge and Septage Management in urban areas of Port Blair city especially among the residents, service providers and the ULBs.

Active participation and organization is missing among the residents- limited knowledge on FSSM practice, no community level monitoring of existing operations, untimely desludging of septic tanks by households, prevalence of undesirable toilet hygiene and usage construction of on-site systems not at par with standards etc.

.ULBs not properly introduced to planning for FSSM, technologies, standard procedures management framework, manpower requirements etc. and thus are unable to take necessary action/initiatives. Insufficient capacities and coordination between ULBs and state government ULBs often lack capacities to mobilize resources (funds, manpower, expertise, equipment etc.) on their own to deliver effective services while the transfer of resources from the state govt. to Local Govt. becomes a tedious process.

- 1.5. Lack of Proper Planning, Design & Implementation of Sanitation Infrastructure
Most stakeholders (Such as various state government departments, ULBs, residents, desludging operators, service providers etc) are not up to date on latest developments in FSSM modern technologies, standard construction techniques operating procedures safety and hygiene safeguards etc. Toilet systems- such as septic tanks, single twin pit pour flush latrines etc. are not constructed as per design specifications BIS/IS:2470-Part-1&2 and NBC and thus there are frequent incidents of leaks, breakages, failures and contamination of soil air and water.

Desludging operators and service providers are not properly trained and do not use safety equipment during operations.

Currently there is a absence of any Wastewater/ Septage Treatment facility in Port Blair city. Although new STPs are being proposed.

- 1.6. Weak Institutional Framework:

.Ambiguity in delineation of responsibilities and overlapping mandate among various government agencies at state and city level.

.Absence of dedicated service level benchmarks of FSSM.

.Limited availability of Standard Designs, Operating Procedures, Guidelines, manuals, dedicated norms etc for city wide FSSM to aid the ULBs for effective planning and implementation.

.Insufficient funds available for creating/O&M of city wide FSSM infrastructure

.They are further unaware of various suitable service delivery mechanisms for financially viable operations.

.ULBs are not empowered to collect sanitation taxes, service charges etc required to maintain a steady revenue stream and sustaining FSSM infrastructure.

2. TERMINOLOGY

- 2.1. Faecal Sludge:

“Faecal Sludge” is raw or partially digested, in a slurry or semisolid form, the collection, storage or treatment of combinations of excreta and black water, with or without grey water. It is the solid or settled contents of pit latrines and septic tanks. The physical, chemical and biological qualities of faecal sludge are influenced by the duration of storage, temperature, soil condition, and

intrusion of groundwater or surface water in septic tanks or pits, performance of septic tanks, and tank emptying technology and pattern. Faecal sludge is the solid or settled contents of pit latrines and septic tanks. Faecal sludge (FS) comes from onsite sanitation systems. Examples of onsite technologies include pit latrines, non-sewered public ablution blocks, septic tanks, aqua privies, and dry toilets.

2.2. Septage:

“Septage” is the liquid and solid material that is pumped from a septic tank, cesspool, or such onsite treatment facility after it has accumulated over a period of time. Usually, septic tank retains 60% - 70% of the solids, oil, and grease that enter it. The scum accumulates on the top and the sludge settles to the bottom comprising 20% - 50% of the total septic tank volume when pumped. Offensive odour and appearance are the most prominent characteristics of Septage. It is a host of many disease-causing organisms along with the contamination of significant level of grease, grit, hair, and debris.

Septage is the combination of scum, sludge, and liquid that accumulates in septic tanks. The effluent from the septic tank can be collected in a network of drains and/or sewers and treated in a treatment plant designed appropriately. The accumulating sludge at the bottom of the septic tank however, has to be also removed and treated once it has reached the designed depth or at the end of the designed desludging frequency whichever occurs earlier. Such a removal is possible only by trucks. While sucking out the sludge, the liquid in the septic tank will also be sucked out. Such a mixture is referred to as septage.

2.3. Septic tank:

An underground tank that treats sewage by a combination of solids settling and anaerobic digestion. The effluents may be discharged into soak pits or small-bore sewers, and the solids have to be pumped out periodically. The Septic Tank design shall be as per IS:2470-Part-1&2 norms.

2.4. Sewage:

Sewage is defined as the wastewater containing human body waste matter (faeces and urine etc), either dissolved or undissolved, discharged from toilets and other receptacles intended to receive or retain such human body wastes. The effluent coming out of septic tanks or any such facility is also sewage.

2.5. Sewerage System:

The underground conduit for the collection of sewage is called Sewer. A network of sewer appurtenances intended for the collection and conveyance of sewage generated from each of the properties to a sewage pumping

station for pumping to sewage treatment plant for further treatment and disposal is called sewerage system.

3. OBJECTIVES OF THE FSSM POLICY

3.1. Policy Vision

“To ensure improved quality of life for the urban population, specially the vulnerable sections of the society, through sustainable Faecal Sludge and Septage Management services, by taking a holistic and participatory approach, while protecting precious environmental resources.”

3.2. Policy Goals

The Primary aim of this policy is to establish FSSM as a central component in delivery of safe sanitation service in Andaman & Nicobar Islands by creating a favorable environment for its effective implementation across all urban areas in a pragmatic, sustainable and participatory manner. The policy will strive for:

3.3. Ensuring timely collection & Treatment

Encouraging a shift towards scheduled desludging of septic tanks (periodically within 2-3 years) in all ULBs, while generating awareness and incentivizing households for the same, household may give their requisition for cleaning of septic tank by engaging cesspool emptier/ septage transport vehicle to PBMC as per the prescribed proforma at Schedule-IV. All collected faecal sludge should reach the treatment facility (without arbitrary and illegal disposal) and treated as per standards for safe disposal/reuse. Greater emphasis on technologies that consume very less power, use biological processes.

3.4. Ensuring optimum resource recovery

The treatment facility would maximize reuse of treated wastewater and sludge for various public and commercial purposes. This will contribute in part towards cost recovery and even profit generation.

3.5. Greater Awareness and Active Participation

The residents would become active participants in the implementation and monitoring process, while all stakeholders would be sensitized and sufficiently made aware of the processes, procedures, components etc of FSSM. Multiple channels (digital, broadcast, print, physical) for communication, learning and stakeholder engagement would be used.

3.6. Creating an enabling institutional and regulatory framework

The mandate, roles & responsibilities of all government departments and other stakeholders would be clearly defined and necessary steps taken for augmenting their capacities. Appropriate institutions, management & monitoring systems and standard procedures would be put in place at state and city level that incrementally strengthen FSSM operations in urban areas.

The institutional framework would also enable an environment conducive for greater participation of private.

3.7. Innovation in service delivery and management

Improving service delivery, management and monitoring by introducing technological interventions such as I.T. enabled single window system, GIS/GPS aided planning and operations, custom MIS modules etc and greater emphasis on private participation in service delivery.

3.8. A strong Partnership network

Multi sector partnership of government agencies/ULBs with other public/Private organizations, groups and institutions for collaborating won knowledge improvement, funding, improved services, business opportunity, research & innovation, peer learning etc. Formal and informal platforms would be established for networking among various ULBs, service providers, associations, etc.

3.9. Expected Outcomes

While the goals set out broad aspirations and intention of the policy, the expected outcomes are tangible end results if the goals are achieved.

- **Safe handling and complete containment of Faecal Sludge and Septage during collection, conveyance, treatment and disposal.**
- **Greater progress in transition from reactive on-call service to periodic & scheduled service along with formalization of service providers (masons, operators, tankers etc).**
- **Significant reduction in contamination of soil and water (surface and underground) due to human waste.**
- **Noticeable improvement in public health indicators including morbidity, and mortality rates across urban areas in the state- reduced incidences of water-borne diseases.**
- **New opportunities and avenues emerge where sanitation and FSSM services emerge, based on cost recovery and profit generating business models.**
- **Augmented capacities across institutions (State and city level) that could possibly be replicated in other sectors.**

4. LEGISLATIVE AND REGULATORY CONTEXT

4.1. Legislative Framework

The existing national and state level framework in term of legislation, policy, programs, standards, guidelines etc. has been presented below at **Schedule-I**. This provides a brief background on current regulatory regime, important considerations and priorities, setting a context for this policy.

The Policy Documents tries to build upon the existing legislative, policy and regulatory framework, and amalgamates it into a single cohesive document, that would guide FSSM implementation in the Urban area of A&N Islands.

5. ROLES AND RESPONSIBILITIES

Ministry of Urban Development, Ministry of Environment, Forest and Climate Change, Ministry of Social Justice and Empowerment, Urban Development Department, Social Welfare Department, Other State Government Department, Andaman & Nicobar Pollution Control Committee (ANPCC), State Transport Department, Port Blair Municipal Council (PBMC), Urban Local Bodies, Ward Councilor, Household, Desludging Operators, Service Provider – Masons Designers, Private Sector, Financial Institution, Multilateral and Bilateral and other International Institutions, Academic Research and Civil Societies Organizations, areas covered include development of State and ULB level Implementation Strategy and Guidelines on FSSM, formation of rules and regulation on FSSM, awareness generation and behavior change, training and capacity building, funding sources and mechanisms, enabling environment for the participation of the private sector in providing FSSM services, monitoring and evaluation, and implementation of the FSSM strategy and action plan. Clear delineation of responsibilities for each area is detailed at Schedule-II

6. IMPLEMENTATION APPROACH

6.1. Strategic Policy Actions : IEC & Stakeholders Engagement

A rigorous awareness campaign should be undertaken to educate various stakeholders about faecal sludge and septage management. ULBs can be tasked with spreading awareness among residents about govt. schemes scheduled desludging, various incentives, good sanitation practices and monitoring of FSSM operations. This would be done with the involvement of ward councilors, community leaders, local registered groups etc. State government can identify institutions and agencies to undertake awareness and communication operations at state and ULB level. Multiple channels may be used for the same- such as media (social, print, broadcast etc) advertising, flyers/broachers/booklets, workshops, road shows, rallies, announcements etc.

6.2. Institutional and Regulatory Framework

A dedicated FSSM cell can be set up within UDD, Andaman & Nicobar Administration and further UT- level FSSM rules and guidelines would be formulated that will include Standard Operating Procedures and training material for ULBs. Manuals for service providers, models drawings/DPRs/Bid Documents, model Septage Management rules for ULBs, technological options, etc. All informal FSSM operations (by masons, desludging operators, cleaners etc) would be formalized via appropriate channels such as licensing By ULBs, formal training, access to formal finance etc, roles of various stakeholders including government departments, ULBs, residents, service providers and private sector partners shall be clearly defined for reducing ambiguities and overlap of functions.

7. PARTNERSHIP BUILDING

A strong network of partners in various sectors and of various background would be established, including renowned specialist/experts, Corporate, Research/Academic Institutions, Civil Societies/NGOs, private sector provider, Donor agencies, Bilateral/Multilateral agencies, etc. for bolstering capacities and knowledge in the sector. There is an increased need to encourage greater private participation in delivery AND FINANCING OF FSSM activities by creating opportunities.

8. FUNDING AND FINANCING OF FSSM

New and innovative modalities for financing FSSM would be explored, which may include PPP, CSR funds, Guarantee funds, Donor grants , WSPF, etc. greater emphasis would be given to FSSM models that ensure Cost Recovery and profit generation, especially through reuse of treated end product (waste water and sludge). ULBs would be empowered to collect service charges, tipping fees, sanitation taxes, etc to maintain a steady revenue stream for OBM of FSSM assets and services. Synergy would be ensured between fund and goals of various Central Government programs such as AMRUT, SBM, Smart Cities, etc.

9. MONITORING AND EVALUATION

The UT will evaluate FSSM operations of city level through dedicated service level benchmark (such as San-Benchmark Framework suggested in Draft National FSSM Policy for all ULBs . A performance based system of incentives and penalties as defined at Schedule-III, may be devised for rewarding high performance ULBs and encouraging ULBs with poor performance to improve. Local Communities and Registered Group would be involved in monitoring and compliance of FSSM operations, with encouragement by the ward councilors.

10. IMPLEMENTATION SUPPORT AND SERVICE DELIVERY

Andaman & Nicobar Administration will play a facilitating role in implementing of FSSM at state city level. Necessary support will be given to ULBs, for timely preparation and implementation of city level FSSM plans, strategy and rules. A system of incentives and penalties may be devised to encourage greater participation among residents, compliance by service provider (heavy penalties for illegal waste disposal, while monetary incentives for disposal are designated site). And better performance of ULBs. Resident who get their septic tank cleaned as per schedule or in timely manner can be given a discount in the service charge/municipal taxes, while other would have to pay a higher amount for the same.

11. CAPACITY BUILDING AND TRAINING

Capacity assessment should be carried out across state government department and ULBs, and necessary measures to be taken to fill the gaps. External agencies would be engaged and proper modules would be prepared for training government officials, service providers, ULBS, etc. on relevant FSSM Practices, technologies, operating procedures, techniques, financial assessment.

SCHEDULE-I

REGULATORY FRAMEWORK

Legislation	Brief
Environment (Protection) Act, 1986 and the Water (Prevention and Control of Pollution) Act, 1974	This acts applies principle to every establishment, agency, or individual discharging any pollutant into the environment. "Pollutant" includes treated or untreated sewage. It provides a framework for control of effluent. Wastewater and septage discharge
74 th Constitutional Amendments Acts, 1992	Responsibilities for the planning and delivery of urban service, including sanitation, lies with urban local bodies under local Municipal Laws and the 74 th Constitutional Amendments Acts, 1992
The Solid Waste Management (SWM) Rules, 2016	Disposal and treatment of faecal sludge and septage, before or after processing, at landfills and for use as compost; and final and safe disposal of post processed residual faecal sludge and septage, to prevent contamination of the ground water, surface water and ambient air.
The Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993	Ban on dry Latrines, i.e latrines with no water seal or flushing mechanism, and the employment of the person for manually carrying human excreta.
Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013	It intend to power "District level survey committee" State Level Survey Committee" towards the complete abolition manual scavenging without obligations." Hazardous cleaning" In relation to sewers and septic tank is banned and that manual cleaning sewers and septic tanks, if necessary, may be carried out only in a very controlled situations, with adequate safely precautions, and in accordance WITH Specific rules and protocols
National Urban Sanitation Policy, 2008	It intend to make all Indian cities and town become totally sanitized, healthy and liveable and ensure and sustain good public health and environment outcome for all citizens with the special focus on hygiene and affordable sanitation facilities for the urban poor women.

<p>PBMC-Solid Waste (Handling & Management) Bye laws, 2017</p>	<p>Disposal and treatment of faecal sludge and septage, before or after processing, at landfills and for use as compost; and final and safe disposal of post processed residual faecal sludge and septage, to prevent contamination of the ground water, surface water and ambient air.</p> <p>The compost out of the FSTP shall comply with the specifications of compost & any relevant conditions.</p>
<p>Guidelines for Swachh Bharat Mission (Urban), 2014</p>	<p>It intend to eliminate open defections, eradication of Manual Scavenging and to effect behavioral change regarding healthy sanitation practice in urban area.</p>
<p>National Mission on Sustainable Habitat (NMSH),2014</p>	<p>National Mission on Sustainable Habitat (NMSH) is a competent of the action plan for climate change in focus on waste recycling.</p>
<p>Atal Mission for Rejuvenation and Urban Transformation (AMRUT)</p>	<p>Improving basic services (water supply, sewage, septage, urban transport) in cities through reforms in urban governance, augmentation of basic establishing a sound institutional framework for effective delivery, through an incremental approach.</p>
<p>National Building Code of India (NBC) 1983 & 2005</p>	<p>Code governs the design, installation and maintenance of the toilets, septic tanks, and sewers. It gives an overview of size of drainage, sewerage include design of the septic tanks, sewers toilets, and other sanitation devices. The NBC also suggested that the use of septic tanks without follow up treatment is not permitted.</p>
<p>Manual on Sewerage and Sewage Treatment , (PHEEO in collaboration with JICA, 2013</p>	<p>Guidelines for - design planning and providing advice on the selection for technologies options for urban sanitation (for on-site, off-site, sanitation and both decentralized & Centralized treatments options); Operation and Maintenance of the Sanitation System & resource mobilization, management, administration, project delivery , etc.</p>
<p>Advisory on Septage Management in Indian Cities, MoUD,2013</p>	<p>Outlines the contents and steps of developing a septage management sub-plan (SMP) as a part of the city sanitation plans (CSP) being prepared and implemented by the cities which supplement the NUSP, Septage here refers not only the faecal Sludge</p>

	from septic tank, but also from the pit latrines and on-site toilets.
National Policy on Faecal Sludge and Septage Management (FSSM) February 2017	National Policy on Faecal Sludge and Septage Management induces and sensitizes national, state and local bodies to decentralized sanitation approaches, and propositions such approaches as a viable alternative to centralized sewerage systems where appropriate.
Primer on Faecal Sludge and Septage Management , MoUD,2016	Supplementary of document to the Advisory on Septage Management in Indian Cities,2013.Stresses the need for State wide operative guidelines , city level toolkits, operational manual management/financing/operating FSSM, and FSSM plan for the city.

SCHEDULE-II

ROLE AND RESPONSIBILITIES

Agency	Role and Responsibilities
Ministry of Urban Development	<ul style="list-style-type: none"> • Technical and planning support to states and ULBs • Training and capacity-building of state level officials/ ULBs • Funding through specific schemes and plans • National level awareness and behaviour change campaign • Support research and capacity building in the sector • Create enabling environment for participation of the private sector, NGOs and • CBOs in provision of FSSM services including to the poor and marginalized households and areas • National-level monitoring and evaluation
Ministry of Environment, Forest and Climate Change	<ul style="list-style-type: none"> • Enforce compliance of the relevant environmental laws and rules during the collection, transport, treatment and disposal of faecal sludge and septage • Support and build capacity of State Pollution Control Boards/ UT Pollution Control Committees towards enforcement of relevant laws and rules
Ministry of Social Justice and Empowerment	<ul style="list-style-type: none"> • Strive towards elimination of manual scavenging and rehabilitation of manual scavengers • Monitor and evaluate progress at the National Level • National level awareness campaign
Urban Development Department	<ul style="list-style-type: none"> • Overall supervision and coordination of FSSM operations in Urban areas of Andaman & Nicobar Islands. • Formulating a roadmap for realization of the State FSSM Policy • Nodal agency for managing FSSM operation from Port Blair city and other urban areas. • Responsible for preparation of the State FSSM Guidelines, Standard Operating Procedure, Users Manual Model, FSSM Rules for ULBs, drafting state act and policy to urban sanitation and FSSM, etc. • Responsible for building partnership with stakeholders
Social Welfare Department	<ul style="list-style-type: none"> • Ensuring compliance of provision under 'The Prohibition of Employment Laws Manual Scavengers and Rehabilitation Act, 2013
Other State Government Department	<ul style="list-style-type: none"> • Sufficiently incorporating the provision of this policy in their projects, scheme program, policy, plan, guidelines, activities, etc. • Provide Necessary Spectral Input towards State

	FSSM Strategy , rules acts, guidelines etc.
Andaman & Nicobar Pollution Control Committee (ANPCC)	<ul style="list-style-type: none"> • Provide Consent to Establish/ Operate/ NOC for construction of Sewage Treatment Plants (STP)/ Faecal Sludge Treatment Plants (FSTP). • Enforce compliance of the relevant environment laws and rules during the conveyance, treatment and disposal of faecal sludge and septage – through inspection, environmental monitoring, etc. • Address grievances related to environment hazardous due to FSSM operations. • Assist in formulations of relevant advisories, guidelines manuals, etc. to ensure environmental Compliance of FSSM operations. • Provide workshops, training to the STP/ FSTP Operators for compliance of environmental standards.
State Transport Department	<ul style="list-style-type: none"> • Separate commercial registrations of desludging trucks, whenever applications come.
Port Blair Municipal Council (PBMC)	<ul style="list-style-type: none"> • Coordinating among various stakeholders like Andaman & Nicobar Pollution Control Committee, Social Welfare Department, Ward Councilor, Household & De-sludging Operators, etc.
Urban Local Bodies	<ul style="list-style-type: none"> • Formulating City wide FSSM Strategy Design, develop, plan and implement ULB level FSSM strategy. • Set up and ensure operation of systems for 100% safe and sustainable collection, transport, treatment and disposal of faecal sludge & septage. • Develop expertise, in-house and outsourced, to provide safe and effective FSSM services • Awareness and behavior change campaign to engage diverse stakeholders • Develop training programmes for masons to build requisite skills in construction of quality septic tanks as per BIS/IS:2470-Part-1&2 / NBC norms • Set up systems to ensure financial sustainability in provision of FSSM services • Achieve objectives of FSSM Policy in a time-bound Manner • Design and implement plans to eliminate manual scavenging and rehabilitate manual scavengers • Funding through specific schemes and plans • Monitor and evaluate FSSM strategy and implementation plan • Implement Municipal Byelaws • Timely Preparation of city FSSM plan • Notification of city wide FSSM regulations/operative

	<p>guidelines to regulate all FSSM operations in all city.</p> <ul style="list-style-type: none"> • Create an enabling environment for private sectors participation in city wide- FSSM. • Ensuring overall O&M of FSSM operations in the city involvement of the private sector. • Creation of city of sanitation cell within all ULB to oversee the FSSM related operation and management at city/ward level. • Registration of all private desludging operators, existing & upcoming applications based on determined eligibility criteria with registration fees as prescribed by the Competent Authority, as per prescribed proforma at Schedule-IV. • Design on appropriate tariff structure to fund FSSM operations and its timely collections – service charges, sanitation taxes, tipping fee from operator etc. • Ensure financially and environmentally sustainable operation - reduce reliance on state and central government Act. • Incorporation of model; septic tank design location, zoning effluent disposal standard, toilet design etc. into building bye laws. • Undertake Awareness generation and behavior change campaign and regular public to ensure active participation by the residents. • Ensure capacity building and training manpower, financial, equipment, exposure visit etc. • Overall Monitoring and Evaluation of FSSM operation, benchmarking, ensuring compliance, performance monitoring of desludging operators, etc.
Ward Councilor	<ul style="list-style-type: none"> • Lead the Ward Level awareness generations and behavior change campaigns. • Inspection during construction of the building to ensure compliance with byelaws. • Encourage house hold towards scheduled desludging and active participation. • Represent ward Level/ Community Level issues related to sanitation. • Assign a “Swachhta Mitra” in every neighborhood for community scale monitoring.
Household	<ul style="list-style-type: none"> • Periodic Cleaning and desludging of Septic Tank as per the Schedule. • Timely payment of service charge/sanitation tax/other fees, if any towards FSSM service • Regular Maintenance and monitoring of Septic Tank.

Delsudging Operators.	<ul style="list-style-type: none"> • Timely Collection of Waste from household as per the schedule and disposing waste at designated locations only. • Strict adherence to code of conduct/standard operating procedure as per city/state rules and guidelines. • Implement the urban faecal & septage sludge management policy for Port Blair city. • Regular maintenance of equipments and vehicles • Maintaining up-to-date logs, manifest and report and submit to PBMC whenever requested as per the prescribed proforma at Schedule-VI.
Service Provider – Masons Designers.	<ul style="list-style-type: none"> • Acquire requisite skills through training and capacity building to design and construct quality septic tank as per ISO Norms.
Private Sector	<ul style="list-style-type: none"> • Active Participation in service delivery of FSSM of state and city level.
Financial Institution	<ul style="list-style-type: none"> • Providing Financial assistance to desludging operators for purchasing new vehicles or upgrading existing equipment's. • Extending low interest loans to household for construction and repair of toilets and septic tanks. • Possible Source of finance for creation of community or city level assets -community toilets, treatment plants ,transfer stations , etc.
Multilateral and Bilateral and other International Institutions	<ul style="list-style-type: none"> • Integrated provisions of FSSM policy into the programs, projects and activities.
Academic Research and Civil Societies Organizations	<ul style="list-style-type: none"> • Undertake primary research to further safe and sustainable FSSM. • Develop models for safe and sustainable delivery of FSSM service to all. • Support implementation of FSSM activities at ground level. • Raise awareness and sanitization on the importance of ASSM among the general Population. • Provide monitoring support to ULBs on any unsafe practice that impact effective FSSM. • Set up require interaction with ULBs to discuss additional issue and be the part of the solutions.

SCHEDULE-III
PENALTIES & FINES

Sl. No.	Description	Regulations	Penalty (In Rupees) or any other penal action	Indicative fines (in Rupees)
1	Unscientific design and construction of containment unit	4		200
1.1	Continuing breach 2nd instance (after 30 days from the first penalty)	4		200
1.2	Continuing breach 3 rd and subsequent (after 15 days from the second penalty)	4	6000	Additional 30 per day
2	Direct discharge of sewage into drain or road or open area	4		200
2.1	Continuing breach 2nd instance (after 30 days from the first penalty)	4		200
2.2	Continuing breach 3 rd and subsequent (after 15 days from the second penalty)	4	8000	Additional 30 per day
3	Plying of septage transport vehicle without registration	8		200
3.1	Continuing breach 2nd instance (after 30 days from the first penalty)	8		200
3.2	Continuing breach 3 rd and subsequent (after 15 days from the second penalty)	8	Seizure of STV	Additional 30 per day
4	Noncompliance to attend	13		200

	accidental spillage			
4.1	Continuing breach 2nd instance (after 30 days from the first penalty)	13		200
4.2	Continuing breach 3 rd and subsequent (after 15 days from the second penalty)	13	Seizure of STV	Additional 30 per day
5	Discharge of untreated septage from treatment plant	14		200
5.1	Continuing breach 2nd instance (after 30 days from the first penalty)	14		200
5.2	Continuing breach 3 rd and subsequent (after 15 days from the second penalty)	14	100000	Additional 30 per day
6	Plying of septage transport vehicle without valid certification	6(5)		200
6.1	Continuing breach 2nd instance (after 30 days from the first penalty)	6(5)		200
6.2	Continuing breach 3 rd and subsequent (after 15 days from the second penalty)	6(5)	Seizure of STV	Additional 30 per day

SCHEDULE-IV

REGISTRATION FORM FOR OBTAINING DESLUDGING OPERATIONS

A. CHECK LIST:

1. Name of the applicant (owner of STV): _____
2. Address: as per RTO Registration. _____
3. RTO Registration No. of Vehicle: _____
4. Vehicle Model: _____
5. Vehicle Capacity: _____ (Litres)
6. Road tax paid up to: _____
7. Pollution certificate of the vehicle valid up to: _____
8. Insurance of the vehicle valid up to: _____
9. Fitness of the vehicle valid up to: _____
10. Vehicle, whether fitted with GPS (Yes/No): _____
11. Firm's registration details, like Regd. No. with Industries Department/ Udyog Aadhaar Number
12. Drivers Aadhaar Card, valid License.
13. No. of persons engaged in desludging operations with their Aadhaar Card details & phone number
14. Personal Protective Gear set for 01 year per person (02 gum boots, 06 hand gloves, 06 nose mask, 02 eye glasses)
15. Correspondence address, with contact number of Firm.

**B. REGISTRATION CERTIFICATE FOR SEPAGE TRANSPORT VEHICLE/
CESSPOOL EMPTIER**

1. Name of the applicant (owner of STV): _____
2. Nationality: Indian _____ Other _____
3. Address: as per Registration. _____
Address for correspondence: _____
4. Copy of PAN card of the Owner.....
5. Copy of Aadhaar card of the Owner (Only in case of individuals)
6. Telephone No.: (O) _____ Mobile No. and Email ID _____
7. Registration No. of Vehicle: _____ (Attach copy)
8. Vehicle Type: _____ (Cesspool Vehicle/Vacutug, etc.)
9. Vehicle Capacity: _____ (Litres)
10. Period for which the pollution certificate of the vehicle is valid:
(Attach copy)
12. Period for which the insurance of the vehicle is valid: _____ (Attach copy)
13. Fitness of the vehicle valid up to: _____ (Attach copy)
14. Whether STV fitted with GPS (Yes/No): _____
15. Details of the vehicles indicating model, type, capacity, leak proof, odour and spill proof having proper vacuum/ suction and discharging arrangement (Document proof of any may been closed). (Please mention for all the cesspool / desludging vehicles)
16. Processing fee (In Rupees) _____ /- (Non-refundable)
D.D. No. _____ Date _____ Bank _____

I/We certify that information given by me/us in column 1 to 14 are true to the best of my knowledge and belief. I also certify that I have read and understood the attached terms and conditions of RFA, all the Regulations, policies and guidelines of septage and agree to abide by them. I agree that I will ensure safe disposal of sludge or septage at designated site. I agree that if any information given by me is found wrong the application for license will be liable for penalties / suspension / cancellation at any time.

Place:

Date:

*Signature(s) of the applicant(s)

NB: * In case of joint ownership, any one of the owner may apply.

Checklist of documents attached: _____ Date: _____

C. APPLICATION FOR LICENSE TO DESLUDGING OPERATIONS

To
Commissioner
<<Insert name of Corporation>>

Self-attested copy
of recent passport
size photograph to
be attached

Madam/Sir,

I hereby apply for issue of license for operation of the following
(strike out whichever not applicable):

- (i) Septage Transport Vehicle
- (ii) Septage Treatment Plant/Faecal Sludge Treatment Plant

Particulars to be furnished by the applicant

- 1. Full name: _____
- 2. Son/Daughter/Wife of: _____
- 3. Permanent address (in case of individual): _____

- 4. Mobile No.: _____
- 5. E-mail ID: _____
- 6. Current address: _____

- 7. Date of birth (proof to be enclosed): _____
- 8. Educational qualification: _____
- 9. Proof of identity: _____
- 10. Fee paid towards processing of application: _____

Note: Strike out whichever is not relevant

I hereby certify that the information provided herein is true to the best of my knowledge. Any modification shall be informed by me to the Corporation, within ten working days of any such change.

Place: _____

Date: _____

Signature of applicant

SCHEDULE-V

FORMAT FOR CLEANING OF SEPTIC TANK BY ENGAGING CESSPOOL
EMPTIER/ SEPTAGE TRANSPORT VEHICLE

Name of applicant :.....

Address of the applicant :.....

Contact:.....

Land Mark if any :.....

Location of septic tank :.....

Distance of septic tank from road in meters :.....

(From where septic tank work can ply)

DECLARATION

I declare that the Septic Tank to be cleared is situated within the limit of 25 Mtrs. from road and the cesspool shall be ply on the approach road. I further understand that if the above declaration identified false/ incorrect the amount paid will be forfeited and will not claim for the refund of the same.

Date:/...../.....

Place: Port Blair

(Name and signature of applicant)

Shri./Smti./ Ms.

SCHEDULE-VI

FORMAT FOR MAINTAINING UP-TO-DATE LOGS, MANIFEST AND REPORT

A. Schedule for emptying of containment unit

(1)	(2)	(3)	(4)	(5)	(6)
1		Septic Tank	3 years		

B. Register on disposal of Faecal Sludge<<insert name of Municipal Council>>

Vehicle No. : _____

Registration Certificate No. (issued by Corporation) : _____

Date	Time at which collected	Location from which Septage collected	Quantity of Septage collected (in Litre)	Name address and signature of customer	Time at which disposed	Location where Septage is disposed	Name & ID number sanitary worker	Name and Signature of Driver	Name and Signature of operator	Remark
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(ix)