



STEP BY STEP PROCEDURE IN IDENTIFYING, TRAINING AND REGISTRATION OF THE SANITATION TEAM (MANUAL EMPTIERS)

PROCEDURE

FURTHER INFORMATION

STEP 1 The manual emptiers (Sanitation Teams) are identified by the Public Health Officers (PHOs)

The WSP staff, SafiSan Project task team members, social animators (marketers) can also assist the PHOs in identifying emptiers or registered groups involved in sanitation or solid waste management within the underserved areas

STEP 2 Registration at the WSP for training (minimum of 15 people)

A group can only be registered at the Department of Gender and Social Welfare if it has a minimum of fifteen (15) members.

STEP 3 Theoretical and Practical training by the Water Service Provider (WSP) staff, PHOs, NEMA officials and SafiSan team

Components of the training can be found in the SafiSan toolkit. Please visit www.wstf.go.ke

STEP 4 Certificate of training awarded to the Sanitation Team

Certificate to be awarded by the Public Health Office and the WSP

STEP 5 Registration at the Department of Gender and Social Welfare

The group will be taught how to register themselves during the training

STEP 6 Provision of certificate copy, list of members and ID's to the WSP

For the preparation of the agreement between the WSP and the registered group

STEP 7 Sign lease agreement and Memorandum of Understanding (MoU) between the WSP and the group

The Sanitation Team will be provided with protective and transportation equipment

STEP 8 Seek authorisation from the Public Health Office

With registration certificate, vaccination documents, list of protective equipment and lease agreement

STEP 9 The Sanitation Team applies for the NEMA Transportation Permit

Application form and tracking document required before the work can begin. Forms can be accessed in the SafiSan toolkit

STEP 10 WSP commissions Sanitation Team to begin with emptying of the dry toilets/ UDDTs

STEP 11 List of all registered teams will be in the WSP technical, customer care and pro-poor department

The Sanitation Team will also have posters placed in the low income areas so that the clients are aware of their services

STEP 12 Clients contact the Sanitation Teams directly and pay them for emptying their facility

