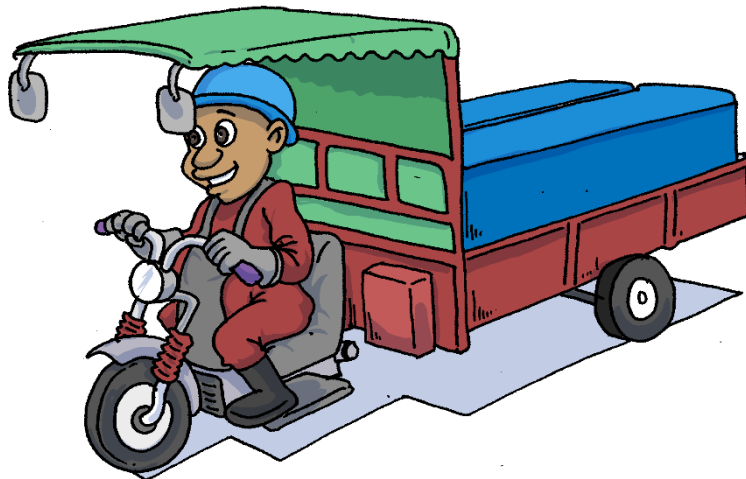


# Sanitation Team Guidelines

## *how to conduct UDDT Emptying & Transport activities*



### 1 How to form a sanitation team

**Step 1** Identify a team of people interested in making a business from the UDDT emptying and transport activities. Favour the existing group such as local organisation or CBOs already engaged in similar activities (solid waste management). Another option is to select a number of WSP staff.

**Step 2** Register the team at the Department of Gender and Social Welfare as a group (minimum for registration approx. 14 members).

**Step 3** Support the Sanitation team in applying for a Waste Transportation Permit:

- Application forms for the Waste Transportation Permit can be obtained from the County Environment Officer or downloaded from the National Environment Management Authority (NEMA) website.
- Fill application forms in triplicate and attach the requested documents. Pay prescribed application fee through NEMA's Kenya Commercial Bank (KCB) Revenue Account (233971386) or Cash payment of Kshs 3,000 at NEMA headquarters.
- NEMA official receipt will be issued on evidence of payment such as bank deposit slips or copy of banker's cheque.
- Return the duly filled application forms and documents to the County Environmental Officer who will then forward them to the NEMA Headquarters, waste management section for reviewing.
- The application will then reviewed within 21 working days. An approval for licensing will be given with relevant conditions or a decline stating the reasons.



- Upon fulfilment of application requirements and payment of the kshs 5,000 license fees, a license will be issued within 30 working days.
- The license is renewed annually upon adherence to all conditions provided.

**Step 4** Provide the Sanitation team with Personal Protective Equipment, the working tools, the NEMA tracking document, the SaniGo and the posters to market their activities.

**Step 5** Train the sanitation team on:

- introduction to the UBSUP project and the DTF
- how to empty UDDT toilets
- how to fill the NEMA tracking document
- how to treat dry sludge through co-composting
- how to operate and maintain the SaniGo
- how to manage their activities and promote their business
- clarification and definition of roles and responsibilities among members
- partnership conditions and obligations towards the WSP

**Step 6** Seek authorization from the Public Health Department (normally they would like to make sure that the team has the protective equipment, SaniGo and are registered at the Department of Gender and Social Welfare). They will then provide a letter of approval.

**Step 7** Once above documents are on the table, WSP commissions the Sanitation teams to start their work and both parties sign the Memorandum of Understanding defining the bilateral agreement between the WSP and the Sanitation Team. The MoU must state clearly the conditions of use of the SaniGo by the Sanitation team.

## 2 What to do upon reception of the SaniGo

**Step 1** You will get a logbook and the registration of the SaniGo from the manufacturer.

**Step 2** Transfer the logbook to the name of the WSP on the NTSA webpage.

**Step 3** Get an insurance cover and your number plate.

## 3 How to manage emptying and transport activities on a day-to-day basis

**Step 1** Request the name and telephone number of

- the main contact person for communication purposes
- the SaniGo's driver(s)

**Step 2** Provide the Sanitation team with the NEMA tracking document to remain in line with NEMA policies at all time. Provide also the work tickets for the team members to be able to perform their duties and report to the WSP regularly.

**Step 3** Assist and empower the Sanitation team to create awareness and encourage beneficiaries to maintain and use their toilet properly (c.f. providing posters).

**Step 4** Develop and implement an independent monitoring plan to assess the performance of the Sanitation. The collected data will also help WSTF/UBSUP to assess the efficiency of the activities and determine the relevance of the Sanitation team concept.