

Handbook for Uploading Evidences

GARBAGE FREE CITIES



GUIDELINES FOR PREPARING AND UPLOADING EVIDENCES



Guidelines for preparing evidences

1	<p>The evidence and declarations should be in PDF format.</p> <p>E1.1 : Ward wise staff deployment plan/ Log book</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Choose File No file chosen </div> <p>(Valid file types: PDF) (File size: < 10MB)</p>						
2	<p>The size of the file should be below 10MB. The compressor is available on the top right corner of the screen which can be used to compress and upload documents.</p> <div style="display: flex; justify-content: space-between; align-items: center;"> 1 - Sairang 000011 - Prakar </div> <div style="text-align: right; margin-top: 5px;"> Free PDF Compressor Tool </div>						
3	All evidences should be authorized . The documents should be stamped and signed by relevant authorities.						
4	Please upload relevant information only . Be careful to upload the required document where it is asked.						
5	<p>Please highlight the relevant columns/rows in the PDF uploaded.</p> <p>Door to Door Collection</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Ward 1</th> </tr> </thead> <tbody> <tr> <td style="width: 70%;">Number of Households in the ward</td> <td style="text-align: center;">300</td> </tr> <tr style="background-color: yellow;"> <td>Number of households covered under door to door collection</td> <td style="text-align: center;">200</td> </tr> </tbody> </table>	Ward 1		Number of Households in the ward	300	Number of households covered under door to door collection	200
Ward 1							
Number of Households in the ward	300						
Number of households covered under door to door collection	200						
6	Please name the file properly .						
7	Please upload all document required .						
8	Please follow the proper format for uploading declarations . The formats are given in the GFC Toolkit . The template of declarations can also be downloaded from the "Self Declarations" tab on the GFC portal .						
9	<p>Please upload all four types of declarations required:</p> <ol style="list-style-type: none"> City/ town Ward councilors Bulk waste generator (wherever applicable) Citizen representatives 						

LIST OF EVIDENCES

WARD LEVEL EVIDENCES

Door to Door Collection	<ul style="list-style-type: none"> • Ward wise staff/vehicle deployment plan. • Copy of Log Book or any other ward-wise record for waste collection from commercial areas and residential areas • Copy of contract and payment/ activity report if this service has been outsourced.
Segregation of Source	<ul style="list-style-type: none"> • Number of vehicles with partition/separate containers for carrying wet, dry and domestic hazardous waste OR number of vehicles deployed separately for waste collection as per category of waste (wet, dry and domestic hazardous waste) OR separate days are fixed for collection of dry and wet waste (1-2 days in a week is earmarked for dry waste collection; wet waste is collected everyday) • Waste carrying capacity of these vehicles and number of trips Copy • Total quantity of wet/dry/domestic hazardous waste collected daily • Log books of transfer stations/ processing plant (centralized or decentralized) indicating daily tonnage of dry & wet waste received
Sweeping of residential, public and commercial areas	<ul style="list-style-type: none"> • Ward wise list of all commercial areas, public areas and residential areas • Evidence of sweeping commercial areas, public areas and residential areas as per the frequency stated in the specific rating condition, in the form of activity log/roster report/ attendance report of sanitation staff • If work is outsourced to an external agency, the contract document which has a clause for sweeping commercial areas, public areas and residential areas and its stated frequency should be provided • Evidence of mechanism in place for continuous identification and monitoring of visible garbage spots
Litter bins	<ul style="list-style-type: none"> • Number of litter bins required for the quantity of waste generated from the location (conduct an in-house/third party survey to assess number of litter bins required as per floating population, amount of footfall etc.) • Copy of installation log of litter bins or Copy of the document/map showing litter bin numbers & location • List of identification number of all litter bins • Image of litter bins clearly displaying the labels/ stickers regarding segregation
Waste Storage Bins	<ul style="list-style-type: none"> • Number of waste storage bins required for the quantity of waste generated from the location (conduct an in-house/third-party survey to assess number of such waste storage points) • Copy of installation log or Copy of the document/ map showing waste storage bins and location • List of identification number of all waste storage container bins • Image of waste storage bins clearly displaying the labels/ stickers regarding segregation • Frequency of cleaning of waste storage bins to ensure no littering and/or spill over of waste • Copy of the list of public, commercial and non-commercial areas that are covered by door to door collection and directly transfer the collected waste to the processing/ disposal
Bulk Waste Generators	<ul style="list-style-type: none"> • Log books or collection records of BWGs and mechanism in place to identify new BWGs and notification to be sent to them regarding responsibilities of a BWG • List of all BWGs as defined by SWM Rules 2016, including RWAs identified in the city • Copy of official notice issues to all BWGs regarding compliance with SWM Rules 2016 • Total quantity of wet/dry waste generated daily by each BWG • Evidence (in the form of log books, photographs, contract documents, etc.) of BWGs complying with conditions stated in the rating framework • For Level 4: <ul style="list-style-type: none"> ○ List of establishments generating more than 50 kilograms of waste per day ○ Copy of official notice issued to establishments generating more than 50 kgs of waste per day. ○ Evidence of establishments generating more than 50 kgs of waste per day complying with conditions stated in the rating framework. ○ Guidelines to ensure reduction of waste by BWGs such as at community hall/function hall/marriage hall/public gathering etc.
Penalty and Spot Fines	<ul style="list-style-type: none"> • Copy of notification of spot fine/penalty for littering, non-segregation, open burning of waste • Level 2-4: <ul style="list-style-type: none"> ○ Mechanism/Rules/Notification to identify repeat offenders ○ Mechanism/Rules/Notification for making shops and commercial establishments responsible for littering around their establishments ○ Copy of fines collected post release of spot fine/ penalty notification for non-segregation, littering, burning of waste

- Copy of chalaan/ receipt books for collecting spot fines/ penalties for non-segregation, littering, burning of waste
- List of litter spots –cross checked through independent observation and minimum number of spot fine collections in the city must not be less than the sum of litter spots
- For Level 4:
 - Mechanism/Rules/Notification to make sweeping staff responsible/ accountable for littering in drains and water-bodies with sweeping waste

CITY LEVEL EVIDENCES

Waste Processing	<p>M6- Waste Processing -Wet Waste</p> <ul style="list-style-type: none"> ● Total wet waste collected daily ● Total wet waste processed daily ● SWM DPR or action plan indicating processing of wet waste ● Evidence of functional decentralized wet waste processing units in the city –waste processing capacity and waste processed per day ● Evidence of functional centralized wet waste processing facility in the city –waste processing capacity and waste processed per day ● Plant wise details of quantity of wet waste received, processed, compost/bio-gas etc. produced and revenue generated ● Copy of contract and payment/activity report if processing has been outsourced
	<p>M7- Waste Processing Capacity-Wet Waste</p> <ul style="list-style-type: none"> ● Total wet waste processing capacity ● SWM DPR or action plan indicating wet waste processing capacity ● Evidence of functional decentralized wet waste processing units in the city –waste processing capacity ● Evidence of functional centralized wet waste processing facility in the city –waste processing capacity ● Copy of contract and payment/activity report if processing has been outsourced ●
	<p>M8 - Waste Processing -Dry Waste</p> <ul style="list-style-type: none"> ● Total dry waste collected daily ● Total dry waste processed daily ● SWM DPR or action plan indicating processing of dry waste ● Evidence of functional decentralized dry waste processing units in the city –waste processing capacity and waste processed per day ● Evidence of functional centralized dry waste processing facility in the city –waste processing capacity and waste processed per day ● Copy of contract and payment/activity report if processing has been outsourced ● Plant wise details of quantity of dry waste received, stored, recycled, processed, sold and revenue generated ● Details of manpower engaged
	<p>M9 - Waste Processing Capacity -Dry Waste</p> <ul style="list-style-type: none"> ● Total dry waste processing capacity ● SWM DPR or action plan indicating dry waste processing capacity ● Evidence of functional decentralized dry waste processing units in the city –waste processing capacity ● Evidence of functional centralized dry waste processing facility in the city –waste processing capacity ● Copy of contract and payment/activity report if processing has been outsourced
	<p>Grievance Redressal</p> <ul style="list-style-type: none"> ● Log of complaints received on Swachhata App/ equivalent grievance redressal platform ● Evidence of redressal of complaints related to SWM within SLA
<p>Source Segregation at City Level</p> <ul style="list-style-type: none"> ● Details of the wards with 100% segregation at source ● Ward wise details of number of vehicles with partition/separate containers for carrying wet, dry and domestic hazardous waste OR number of vehicles deployed separately for waste collection as per category of waste (wet, dry and domestic hazardous waste) OR separate days are fixed for collection of dry and wet waste (1-2 days in a week is earmarked for dry waste collection; wet waste is collected everyday) ● Waste carrying capacity of these vehicles and number of trips 	

	<ul style="list-style-type: none"> Total quantity of wet/dry/domestic hazardous waste collected daily Log books of transfer stations/ processing plant (centralized or decentralized) indicating daily tonnage of dry & wet waste received
User Charges	<ul style="list-style-type: none"> Copy of byelaws including user charges for waste management. Total number of households, commercial, institutional and industrial establishments, the user charges per each household/establishment for solid waste management and number of households, commercial, institutional establishments user charges are collected from Evidence of user charges being collected in the form of log book, online record etc. City level SWM revenue and operational expenditure details for viable and sustainable user charges calculations Evidence of user charges covering SWM operational costs
Plastic Ban	<ul style="list-style-type: none"> Copy of notification of ban on the use, sale and storage of non-biodegradable plastic bags less than 50 microns in the city Copy of notification on complete ban on the use, sale and storage of non-biodegradable plastic single use/Throw-away Plastic, Styrofoam and thermocol Copy of fines collected post spot fine/ penalty notification for plastic ban Copy of chalaan/ receipt books for collecting spot fines/ penalties for plastic ban
Construction and Demolition Waste	<p>C&D Waste - Collection Facilities</p> <ul style="list-style-type: none"> Quantity of C&D waste generated in the city per month Copy of C&D waste management plan Copy of notification of charges for collection, transportation, processing and disposal of C&D Waste Details of construction and/or modification of buildings approved by ULBs: Ward No./Name, Location, layout, Construction period, Approx. C&D waste generated etc. Evidence of separate collection vehicles for collection of C&D Waste (such as log books –for designated collection points) Evidence of provision of mobile collection unit for collection of C&D Waste (such as log books for on-call basis facility and weekly schedule) Evidence of quantity of C&D waste being collected from premises of retail (non-bulk)/occasional generators OR list/ mapping along with photographic evidence of collection points within reasonable distance (whichever applicable)
	<p>C&D Waste - Storage, Segregation, Processing & Recycling</p> <ul style="list-style-type: none"> Quantity of C&D waste generated in the city per month Copy of C&D waste management plan Details of bulk C&D waste generators: Name, location, generation, storage, segregation, processing and recycling Quantity of C&D waste collected from non-bulk generators Quantity of C&D waste collected from non-bulk generators that is stored, segregated, processed and recycled Details of C&D facilities –storage, segregation (including machineries installed), processing and recycling Facility wise evidence of quantity of C&D waste stored, segregated and/or processed/recycled AND/OR Copy of contract of C&D storage, segregation, recycling facility with evidence of quantity of C&D waste handled at the designated facility (whichever applicable)
	<p>C&D Waste-Use of Materials</p> <ul style="list-style-type: none"> Copy of C&D waste management plan Copy of notification of charges for collection, transportation, processing and disposal of C&D Waste Evidence of use of raw C&D waste in municipal/government/municipality approved construction activities, as per rating condition Evidence of use of material made out of C&D waste in municipal construction activity, as per rating condition Dumping of raw C&D waste in uninhabited/sparsely populated areas without any construction activity will not be considered as use of C&D waste.
Scientific Landfill	<ul style="list-style-type: none"> Evidence of identification of land for landfill in city or other city Details of DPR of Scientific Landfill Details of Environment impact assessment conducted for the scientific landfill Log-book and quantity of waste/process rejects going to land-fill <p><u>Incase city is zero landfill:</u></p>

	<ul style="list-style-type: none"> Evidence showcasing 100% processing of all municipal solid waste and no process rejects/unprocessed waste is going to landfill.
Drains & Water Bodies And Screening of Nallahs	<p>Drains & Water Bodies</p> <ul style="list-style-type: none"> List/Map of all water bodies and storm water drains List of trash cleaners available (level 3 & 4) Placement of screens/filters where drains are connecting other drains/water-bodies to keep out solid waste from entering water-bodies/drains. Cleaning schedule of screens/filters <p>Screening of Nallahs</p> <ul style="list-style-type: none"> List/Map of all Nallahs Placement of screens/filters where nallahs are connecting other nallahs/water-bodies to keep out solid waste from entering water-bodies. Cleaning schedule of screens/filters
Waste Reduction	<ul style="list-style-type: none"> Number and details of waste generators with on-site wet waste processing facilities (composting/bio-methanation) Evidence of the technical support for on-site wet waste processing provided by city Evidence of Community waste reduction measures taken by the city
Dumpsite Remediation	<ul style="list-style-type: none"> List of dumpsites identified Copy of approved plan for remediation of all identified dumpsites Evidence of work commenced (copy of contract, detailed project report, etc.) Evidence of 'X' per cent work completion (copy of completion/ closure report, etc.)
UBL Declarations	
ULB Declarations	<ul style="list-style-type: none"> Declaration to be submitted by City /town Declaration to be submitted by Ward Councillor Self-declaration to be submitted by Bulk Waste Generators (wherever applicable) Self-declaration to be submitted by citizen representatives