**Format for Annual Report on Solid Waste Management**

**to be submitted by the local body**

|  |  |
| --- | --- |
| **CALENDAR YEAR:** | **DATE OF SUBMISSION OF REPORT:** |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (1) | Name of the City/Town and State: | | | | |  | | | | | |
| (2) | Population | | | | |  | | | | | |
| (3) | Area in sq. kilometres | | | | |  | | | | | |
| (4) | Name & Address of Local body | | | | |  | | | | | |
| Telephone No. | | | | |  | | | | | |
| Fax No. | | | | |  | | | | | |
| E-mail: | | | | |  | | | | | |
| (5) | Name of officer in-charge with solid waste management (SOLID WASTEM) | | | | |  | | | | | |
| Phone No: | | | | |  | | | | | |
| Fax No. | | | | |  | | | | | |
| E-mail: | | | | |  | | | | | |
| (6) | Number of households in the city/town | | | | |  | | | | | |
| Number of non-residential premises in the city | | | | |  | | | | | |
| Number of election/ administrative wards in the city/town | | | | |  | | | | | |
| (7) | Quantity of Solid waste | | | | | /tpd | | | | | |
| Estimated Quantity of solid waste generated in the local body area( in metric tons per day) | | | | | /tpd | | | | | |
| Quantity of solid waste collected per day | | | | | /tpd | | | | | |
| Per capita waste collected per day | | | | | /gm/day | | | | | |
| Quantity of solid waste processed | | | | | /tpd | | | | | |
| Quantity of solid waste disposed at dumpsite/landfill | | | | | /tpd | | | | | |
| (8) | **Status of Solid Waste Management service** | | | | | | | | | | |
| (A) Segregation and storage of waste at source | | | | |  | | | | | |
| (B) Whether SOLID WASTE is stored at source in domestic/commercial/ bins, if Yes | | | | | Yes/No | | | | | |
| 1. Percentage of households practice storage of waste at source in domestic bins | | | | | % | | | | | |
| 1. Percentage of non-residential premises practice storage of waste at source in commercial/institutional bins | | | | | % | | | | | |
| 1. Percentage of households dispose or throw solid waste on the streets | | | | | % | | | | | |
| 1. Percentage of non-residential premises dispose of throw solid waste on the streets | | | | | % | | | | | |
| 1. Whether solid waste is stored at source in a segregated form, If yes, | | | | | Yes/No | | | | | |
| 1. Percentage of premises segregating the waste at source | | | | | % | | | | | |
| **(C)Door to Door Collection of solid waste** | | | | | | | | | | |
| Whether door to door collection (D2D) of solid waste is being done in the city/town (if Yes) | | | | | Yes/No | | | | | |
| 1. Number of wards covered in D2D collection of waste | | | | |  | | | | | |
| 1. No. of households covered | | | | |  | | | | | |
| 1. No. of non-residential premises including commercial establishments, hotels, restaurants educational institutions/ offices etc. covered | | | | |  | | | | | |
| 1. Percentage of residential and on-residential premises covered in door to door Collection through : | | | | |  | | | | | |
| 1. Motorized vehicle | | | | | % | | | | | |
| 1. Containerized tricycle/handcart | | | | | % | | | | | |
| 1. Other device | | | | | % | | | | | |
| If not, method of primary collection adopted | | | | |  | | | | | |
| **(D) Sweeping of streets** | | | | |  | | | | | |
| 1. Length of roads, streets, lanes, bye-lanes in the city that need to be cleaned | | | | | Km | | | | | |
| 1. Frequency of street sweepings and percentage of population covered | Frequency | | Daily | | Alternate days | | | | Twice a week | Occasionally |
| % of population covered | |  | |  | | | |  |  |
| 1. Tools used |  | | | | | | | | | |
| 1. Manual sweeping | % | | | | | | | | | |
| 1. Mechanical sweeping | % | | | | | | | | | |
| 1. Whether long handle broom used by sanitation workers | Yes/No | | | | | | | | | |
| 1. Whether each sanitation worker is given handcart/tricycle for collection of waste 2. Whether handcart/tricycle is containerized | Yes/No | | | | | | | | | |
| 1. Whether the collection tool synchronizes with collection/waste storage containers utilized | Yes/No | | | | | | | | | |
| **(E) Secondary Waste Storage facilities** | | | | | | | | | | |
| 1. No. and type of waste storage depots in the city/town | No. | | | Capacity in m3 | | | | | | |
| 1. Open waste storage sites |  | | |  | | | | | | |
| 1. Masonry bins |  | | |  | | | | | | |
| 1. Cement concrete cylinder bins |  | | |  | | | | | | |
| 1. Dhalao/covered rooms/space |  | | |  | | | | | | |
| 1. Covered metal/plastic containers |  | | |  | | | | | | |
| 1. Upto 1.1 m3 bins |  | | |  | | | | | | |
| 1. 2 to 5 m3 containers |  | | |  | | | | | | |
| 1. Above 5 m3 containers |  | | |  | | | | | | |
| 1. Bin-less city |  | | |  | | | | | | |
| 1. Bin/population ratio |  | | | | | | | | | |
| 1. Ward wise details of waste storage depots (attach) : | | | | | | | | | | |
| 1. Ward No.: |  | | | | | | | | | |
| 1. Area: |  | | | | | | | | | |
| 1. Population: |  | | | | | | | | | |
| 1. No. of bins placed |  | | | | | | | | | |
| 1. Total volume of bins placed |  | | | | | | | | | |
| 1. Total storage capacity of waste storage facilities (in cubic meters) |  | | | | | | | | | |
| 1. Total waste actually stored at the waste storage depots daily |  | | | | | | | | | |
| 1. Give frequency of collection of waste from the depots   No. bins Number of bins cleared | **Frequency** | | | | | | **No. of Bins** | | | |
| Daily | | | | | |  | | | |
| Alternate day | | | | | |  | | | |
| Twice a week | | | | | |  | | | |
| Once a week | | | | | |  | | | |
| Occasionally | | | | | |  | | | |
| 1. Whether storage depots have facility for storage of segregated waste in green, blue and black bins | Yes/No | | | | | | | | | |
| (if yes, add details) | | | | | |  | | | |
| No. of green bins: | | | | | |  | | | |
| No. of blue bins: | | | | | |  | | | |
| No. of black bins: | | | | | |  | | | |
| **(F) Whether lifting of solid waste from storage depots is manual or mechanical.**  **Give percentage** | | | | | | | | | | |
| 1. (%) of Manual Lifting of solid waste | % | | | | | | | | | |
| 1. (%) of Mechanical lifting | % | | | | | | | | | |
| If mechanical – specify the method used | Front – end loaders/Top loaders | | | | | | | | | |
| 1. Whether solid waste is lifted from door to door and transported to treatment plant directly in a segregated form | Yes/No  (if yes, specify) | | | | | | | | | |
| 1. Waste transportation per day | No. | Trip made | | | | | | waste transported | | |
| Type and Number of vehicles used |  |  | | | | | |  | | |
| Animal card |
| Tractors |  |  | | | | | |  | | |
| Non tipping Truck |  |  | | | | | |  | | |
| Tipping Truck |  |  | | | | | |  | | |
| Dumper Placers |  |  | | | | | |  | | |
| Refuse collectors |  |  | | | | | |  | | |
| Compactors |  |  | | | | | |  | | |
| Others |  |  | | | | | |  | | |
| JCB/loader |  |  | | | | | |  | | |
| 1. Frequency of transportation of waste | Frequency | | | | | (%) of waste transported | | | | |
| Daily | | | | |  | | | | |
| Alternate day | | | | |  | | | | |
| Twice a week | | | | |  | | | | |
| Once a week | | | | |  | | | | |
| Occasionally | | | | |  | | | | |
| 1. Quantity of waste transported each day (in TPD) | /tpd | | | | | | | | | |
| 1. Percentage of total waste transported daily | % | | | | | | | | | |
| **(G) Waste Treatment Technologies used** | | | | | | | | | | |
| 1. Whether solid waste is processed | Yes/No | | | | | | | | | |
| If Yes, Quantity of waste processed daily | /tpd | | | | | | | | | |
| 1. Whether treatment is done by local body or through an agency |  | | | | | | | | | |
| 1. Land(s) available with the local body for waste processing   (in Hectares) |  | | | | | | | | | |
| 1. Land currently utilized for waste processing |  | | | | | | | | | |
| 1. Solid waste processing facilities in operation |  | | | | | | | | | |
| 1. Solid waste processing facilities under construction |  | | | | | | | | | |
| 1. Distance of processing facilities from city/town boundary |  | | | | | | | | | |
| 1. Details of technologies adopted |  | | | | | | | | | |
| 1. Composting | Qty. raw material processed | | | | | | | | | |
| Qty. final product produced | | | | | | | | | |
| Qty. sold | | | | | | | | | |
| Quantity of residual waste to landfilled | | | | | | | | | |
| 1. Vermi composting | Qty. raw material processed | | | | | | | | | |
| Qty. final product produced | | | | | | | | | |
| Qty. sold | | | | | | | | | |
| Quantity of residual waste to landfilled | | | | | | | | | |
| 1. Bio-methanation | Qty. raw material processed | | | | | | | | | |
| Qty. final product produced | | | | | | | | | |
| Qty. sold | | | | | | | | | |
| Quantity of residual waste to landfilled | | | | | | | | | |
| 1. Refuse Derived Fuel | Qty. raw material processed | | | | | | | | | |
| Qty. final product produced | | | | | | | | | |
| Sold quantity of residual waste to landfilled | | | | | | | | | |
| 1. Waste to Energy technology Such as incineration, gasification, pyrolysis or another technology (given details) | Qty. raw material processed | | | | | | | | | |
| Qty. final product produced | | | | | | | | | |
| Sold quantity of residual waste to landfilled | | | | | | | | | |
| 1. Co-processing | Qty. raw material processed | | | | | | | | | |
| 1. Combustible waste supplied to cement plant |  | | | | | | | | | |
| 1. Combustible waste supplied to Solid Waste based Power Plants |  | | | | | | | | | |
| 1. Others | Qty. | | | | | | | | | |
| **(H) Solid waste disposal facilities** | | | | | | | | | | |
| 1. No. of dumpsites available with local body |  | | | | | | | | | |
| 1. No. of sanitary landfills sites available with the local body |  | | | | | | | | | |
| 1. Area of each such sites available for Waste disposal |  | | | | | | | | | |
| 1. Area of land currently used for waste Disposal |  | | | | | | | | | |
| 1. Distance of dumpsite/landfill facility from city/town | kms | | | | | | | | | |
| 1. Distance from the nearest habitation | kms | | | | | | | | | |
| 1. Distance from water body | kms | | | | | | | | | |
| 1. Distance from state/national highway | kms | | | | | | | | | |
| 1. Distance from Airport | kms | | | | | | | | | |
| 1. Distance from important religious places or historical monument | kms | | | | | | | | | |
| 1. Whether it falls in flood prone area | Yes/No | | | | | | | | | |
| 1. Whether it falls in earthquake fault line area | Yes/ No | | | | | | | | | |
| 1. Quantity of waste landfilled each day | tpd | | | | | | | | | |
| 1. Whether landfill site is fenced | Yes/No | | | | | | | | | |
| 1. Whether Lighting facility is available on site | Yes/No | | | | | | | | | |
| 1. Whether Weigh bridge facility available | Yes/No | | | | | | | | | |
| 1. Vehicles and equipment used at landfill (specify) | Bulldozer, Compactors etc. available | | | | | | | | | |
| 1. Manpower deployed at landfill site | Yes/ No  (if yes, attach details) | | | | | | | | | |
| 1. Whether covering is done on daily basis | Yes/No | | | | | | | | | |
| 1. If not, Frequency of covering the waste deposited at the landfill |  | | | | | | | | | |
| 1. Cover material used |  | | | | | | | | | |
| 1. Whether adequate covering material is available | Yes /No | | | | | | | | | |
| 1. Provisions for gas venting provided | Yes/ No  (if Yes attach technical data sheet) | | | | | | | | | |
| 1. Provisions for leachate collection | Yes /No  (if Yes attach technical data sheet) | | | | | | | | | |
| (9) | Whether an Action Plan has been prepared for improving solid waste management practices in the city | Yes/No  (if Yes attach Action Plan details) | | | | | | | | | |
| (10) | What separate provisions are made for : | Attach details on Proposals, Steps taken, | | | | | | | | | |
| Dairy related activities : | Yes/No | | | | | | | | | |
| Slaughter house waste : | Yes/No | | | | | | | | | |
| C&D waste (construction debris) | Yes/No | | | | | | | | | |
| (11) | Details of Post Closure Plan | Attach Plan | | | | | | | | | |
| (12) | How many slums are identified and whether these are provided with Solid Waste Management facilities : | Yes/No  (if Yes, attach details) | | | | | | | | | |
| (13) | Give details of :  Local body’s own manpower deployed for collection including street sweeping, secondary storage, transportation, processing and disposal of waste |  | | | | | | | | | |
| (14) | Give details of :  Contractor/concessionaire’s manpower deployed for collection including street sweeping, secondary storage, transportations, processing and disposal of waste |  | | | | | | | | | |
| (15) | Mention briefly, the difficulties being experienced by the local body in complying with provisions of these rules |  | | | | | | | | | |
| (16) | Mention briefly, if any innovative idea is implemented to tackle a problem related to solid waste, which could be replicated by other local bodies |  | | | | | | | | | |

Dated: Signature of CEO/Municipal Commissioner/

Patna: Executive Officer/Chief Officer