

BIJNOR NAGAR PALIKA PARISHAD

NOTIFICATION

Bijnor the __ (Date) __, 2019

No. _____ — In exercise of powers conferred by Uttar Pradesh Municipalities Act, 1916, the Department hereby makes the following Regulations, for collection, transportation and disposal of waste of onsite sanitation systems (faecal sludge, septage & wastewater) and for matters connected therewith and incidental or ancillary thereto namely.

CHAPTER – I

PRELIMINARY

1. Short - Titles and Commencements

- (i). These Regulations may be called **'Bijnor Faecal Sludge, Septage & Wastewater Management (FSSWM) Regulations, 2019'**
- (ii). These Regulations shall come into force on the date of their publication in the _____ Gazette and shall be applicable within the administrative boundary of Bijnor Nagar Palika Parishad.

2. Definitions

- (i). **“Access Cover”** means an opening used to access an Onsite Sanitation System for inspection, cleaning and other maintenance operations, fitted with a suitable cover;
- (ii). **“BNPP Registered Vacuum Tanker”** means a Vacuum Tanker, duly registered by the Transport Authority of the State to perform the designated purpose, having being inspected and registered by BNPP for desludging, transportation, and disposal of Faecal Sludge & Septage (FSS) in BNPP area;
- (iii). **“Decentralised Wastewater Treatment System (DWWT)”** is an approach which includes collection, treatment and disposal/reuse of wastewater from individual homes, residential societies, isolated communities, industries, institutions or near the point of generation. DWWTs cater to both – liquid and solid components of wastewater.
- (iv). **“Designated Officer”** means an officer of BNPP authorized by Executive Officer to issue License or any other work assigned to him;
- (v). **“Desludging”** refers to the operation of removing FSS from Onsite Sanitation Systems by a Licensed Operator or trained sanitary workers of BNPP;
- (vi). **“Disposal”** refers to Transportation and discharge / transfer of FSS to the Notified Location;
- (vii). **“Effluent”** is the supernatant (liquid) discharged from a septic tank. The liquid separated out from the septage is also referred to as effluent;
- (viii). **“Faecal Sludge”** refers to the settled contents of onsite sanitation systems. The characteristics of faecal sludge can differ widely from household to household, city to city, and country to country. The physical, chemical and biological qualities of faecal sludge are influenced by the duration of storage, temperature, soil conditions, intrusion of groundwater or surface-water into onsite sanitation systems, performance of systems, desludging technology and pattern;
- (ix). **“Faecal Sludge & Septage Treatment Plant (FSSTP)”** is an independent FSS treatment facility for remediating the solid and liquid components to prescribed standards for safe disposal and reuse. **This may also refer to a Sewage Treatment Plant, wherein Faecal Sludge / Septage is being co-treated with sewage;**

- (x). **“License”** means a written permission granted to any Person, that intend to carry out the services of Faecal Sludge & Septage Management (FSSM) having mentioned the purpose, period, name and address, route etc. under the signature of the authorized signatory of the Bijnor Nagar Palika Parishad (BNPP);
- (xi). **“Licensed Operator”** means any person holding License to carry out Desludging / Emptying and Transportation of FSS to the Notified Location;
- (xii). **“Notified location”** means the location of delivery and disposal of FSS, as defined and earmarked by BNPP;
- (xiii). **“Onsite Sanitation System (OSS)”** is a sanitation system that is wholly contained within the plot occupied by a private dwelling and its immediate surroundings. Commonly, on-plot sanitation is equivalent to ‘household latrine’, but may also include facilities shared by several households living together on the same plot;
- (xiv). **“Operator”** means Person engaged in the business of Desludging & Transportation of FSS or Faecal Sludge Treatment Plant;
- (xv). **“Person”** includes an individual, an agency, a trust, a society, a firm or a company incorporated under relevant laws, an association of persons or a body of individual whether incorporated or not
- (xvi). **“Scheduled Desludging”** refers to regular emptying of OSSs at an interval of 2 – 3 years based on the recommendations of Central Public Health & Environmental Engineering Organisation (CPHEEO).
- (xvii). **“Septage”** is the faecal sludge desludged from a well-designed septic tank;
- (xviii). **“Sewage”** is the wastewater that is transported through the sewers.
- (xix). **“Sewers”** means conduits provided for the purposes of carrying the liquid waste (wastewater) of the community, otherwise known as sewage;
- (xx). **“Sewage Pumping Station”** means the pump-house of the sewer network in Bijnor, from where sewage is pumped to a desired location;
- (xxi). **“Sewage Treatment Plant”** means the place where Sewage is treated to prescribed standards for safe disposal and reuse;
- (xxii). **“Taskforce”** means the City Sanitation Taskforce constituted in the city headed by the Executive Officer and Chairperson; the Members of the Committee may be co-opted by them from Government Departments, Public Undertakings, educators, among other eminent people of society.
- (xxiii). **“Trained Sanitary Workers of BNPP”** means BNPP staff or contracted / hired workers engaged and trained by BNPP for the purpose of Desludging / Emptying and Transportation of FSS using BNPP owned Vacuum Tanker.
- (xxiv). **“Transportation”** means safe transfer of FSS through licensed vehicle from the place of desludging to the designated disposal location;
- (xxv). **“Treatment”** means any scientific method or process designed to alter the physical, chemical or biological and radiological character or composition of FSS/sewage/wastewater to reduced or prevent pollution.
- (xxvi). **“Vacuum Tanker”** is a vehicle that has a pump and a tank, designed to pneumatically suck FSS from the onsite sanitation systems. These vehicles are also used to transport desludged FSS.
- (xxvii). **“Wastewater”** means liquid effluent from domestic / commercial human activity including effluent from toilets, kitchen and cleaning activity, but does not include effluents from manufacturing

and industrial activity. Usually such effluent flow through storm water drains, thus it includes storm water as well.

(xxviii). “**Worker(s)**” means any person engaged by the Licensed Operator for desludging, transportation and disposal of FSS;

All other words and expressions used in these Regulations and not defined in these regulations and not defined herein above but defined in the Act or any other law for the time being in force shall have the meaning respectively assigned to them under the Act or law and in absence thereof, the meaning as commonly understood in the water supply and sewage treatment / disposal industry.

CHAPTER-II

MANAGEMENT AND DISPOSAL OF WASTEWATER

3. Management and disposal of wastewater from premises

The owner/occupier of every property in BNPP (including, but not limited to, residential & commercial, proposed or existing) shall be responsible to ensure that wastewater from their premises is treated or disposed of through any, or a combination of any of the following ways, namely:

- (i). If sewer is available within 30 (thirty) meters of the boundary of the premises or at such other distance as may be feasible, the property is connected to sewerage system on payment of such fee (if any) and on completion of other procedures as may be required;
- (ii). Wastewater is conveyed to a BNPP approved community or local area treatment facility.
- (iii). Properties which generate more than 10 kilo litres of wastewater per day and have green area more than 500 square metres within their premises, shall install a decentralised wastewater treatment system so as to treat the wastewater generated in the property. The property owner shall ensure reuse of the treated wastewater for horticulture/flushing, thus lowering the dependence on fresh water.
- (iv). The wastewater is contained in an OSS like Septic Tank.

CHAPTER III

ONSITE SANITATION SYSTEMS

4. Design, construction and maintenance of OSSs

- (i). The design, construction and installation of OSSs shall be made in accordance with the provisions of the ‘Manual on Sewerage and Sewage Treatment Systems, 2013, CPHEEO’ as may be modified from time to time or any other accepted sound engineering practice as may be issued by BNPP or the State Government or Central Government.
- (ii). The owner/resident of the property connected to OSS, shall be responsible for upkeep, maintenance and safe disposal of the sludge from such OSSs.
- (iii). The owner of the premises shall undertake desludging on a regular basis (every 2 – 3 years) on payment of such cost as maybe determined by the BNPP.
- (iv). The owner of the premises shall ensure that no pollution is caused to the environment due to direct discharge of sludge into open areas or into the drain due to malfunctioning or faulty construction of the containment unit.
- (v). The owner of the premises shall ensure that the septic tanks are cleaned mechanically by Licensed Operator or Trained Sanitary Workers of BNPP with adequate safety measures and no manual cleaning is taken up for the purpose.
- (vi). BNPP or its Authorized Representative has the right to inspect the premises for non-compliances. BNPP may issue notice to the Owner of the Premises for retrofitting / rectification of non-compliances related to management and disposal of Wastewater at his own cost within a frame of time.

- (vii). BNPP may, at its discretion, provide incentives to property owners for retrofitting/ rectification of non-compliant systems and engage technical experts to suggest alternate systems.

CHAPTER IV

LICENSING AND REGISTRATION FOR COLLECTION AND TRANSPORTATION OF FSS

5. License to be issued by the BNPP

- (i). BNPP shall register the Vacuum Tanker(s) owned or hired by the private operator(s) currently providing desludging services in BNPP.
- (ii). BNPP shall undertake IEC activities for the operators including their staff, where they shall be sensitized and trained to employ best practices for safe emptying & transportation of FSS. This training shall be carried out within 1 month after last date of registration.
- (iii). Once the operator thinks that (s)he complies successfully with the criteria of licensing, (s)he shall apply for it using Form 1 of these Regulations. This shall not exceed 2 months post completion of training.
- (iv). BNPP shall issue License to Operator for desludging and transportation of FSS to Notified Location(s).
- (v). License will be issued in the format, prescribed in Form 2 of these Regulations, and will be valid for a year from the date of issue, unless revoked earlier, and shall be renewable on its expiry subject to fulfilment of terms and conditions by the Licensed Operator and on payment of fee prescribed.
- (vi). BNPP shall register the Vacuum Tanker(s) owned or hired by the applicant. BNPP shall inspect the vehicle for its satisfaction. BNPP has the right to reject or revoke the registration of vehicles which BNPP believes does not meet the criteria mentioned in Clause 15 of these Regulations or poses a threat to the safety and public health of the city.

6. Criteria for issue of License

- (i). The eligible applicant for obtaining the License means the “Person” as defined in Clause 2 (xv) of these Regulations.
- (ii). The applicant should own or hire a leak-proof, odour and spill proof transporting vehicle(s) with a proper vacuum/ suction and discharging arrangement.
- (iii). The vehicle will have a valid permit or registration certificate of the Transport Department to operate in Bijnor.
- (iv). The applicant shall register his Vacuum Tanker(s) with BNPP.
- (v). The applicant shall undertake that the vacuum tankers owned/hired by her/him meet the criteria mentioned in Clause 15 of these regulations.
- (vi). The applicant shall undertake to have workers adequately trained for this purpose by BNPP or agency hired by BNPP
- (vii). The applicant shall undertake to equip the workers with safety gears and other protective equipment required to safely de-sludge, transport and dispose the FSS at the Notified Locations. The required PPE shall be as per the list in Appendix of this regulation.

7. Application for License

The application for obtaining license for desludging, transportation and disposal of FSS shall be submitted in prescribed format, appended as Form 1 of these Regulations, including Terms and Conditions and with such documents as prescribed by the Designated Officer(s) of BNPP.

8. Invitation of Applicants to apply for License

BNPP shall give wide publicity on its web site and through leading Newspapers and other print and electronic media periodically, inviting prospective applicants to apply for the License.

9. Application Fee for the License

BNPP may charge application fee as prescribed from time-to-time for processing the application to grant the license. The fee will be non-refundable and the same can be paid electronically or by Demand Draft in favour of BNPP.

10. Performance Guarantee

The Licensed Operator shall deposit prescribed amount, notified from time-to-time as performance Guarantee, in the form of Bank Guarantee which will be forfeited in case of any violation under the Regulations.

11. Publicity of the Licensed Operator(s)

The BNPP will periodically give wide publicity to the Licensed Operator(s), on its website as well as through print and electronic media.

12. Awareness Campaign

The BNPP will undertake awareness campaign(s) to make the people aware of these Regulations as well as the need to engage only the Licensed Operator(s) for desludging, transportation and disposal of FSS.

CHAPTER V

DESLUDGING/COLLECTION AND TRANSPORTATION OF FSS

13. Owner / Occupier of property to engage only Licensed Operator(s)

- (i). It shall be the duty of each owner/occupier of the building to engage the services of Licensed Operators or Trained Sanitary Workers of BNPP for desludging and transportation of FSS.
- (ii). The owner/occupier shall confirm that the License issued to the desludger(s) is valid on the date of execution of work. She/he shall also append her/his signature to the collection of septage record form prescribed at Form 3 of these Regulations.

14. Fee for Desludging/Transportation of FSS

- (i). The fee for desludging and transportation of FSS to notified locations shall be as notified by the designated officer of BNPP from time to time.
- (ii). As and when BNPP decides to implement scheduled desludging in the city, the desludging fee shall be replaced by 'Sanitation Charge' or can be incorporated in property/water tax, which shall be notified by BNPP from time to time.
- (iii). Licensed Operator shall not charge any amount from the owner/occupier of the property in excess to the amount notified by BNPP from time to time.
- (iv). Any demand for fee for desludging and transportation of FSS in excess to the notified fee shall make the Licensed Operator liable for cancellation of License and imposition of penalty prescribed for violation of these Regulations.

15. Vehicles for transportation of FSS

- (i). The FSS shall be desludged and transported only by Licensed Operator(s) or Trained Sanitary Staff of BNPP.
- (ii). Vacuum Tanker(s) can be registered for a period of 6 months, even if all the required conditions are not met. In such cases, the respective operator(s) should upgrade the Vacuum Tanker within given time frame.
- (iii). Desludging vehicles to only follow designated routes (as identified by BNPP from time to time) for safe & efficient transportation of FSS.
- (iv). A copy of License issued to the Operator and BNPP Registration of the Vehicle shall be prominently displayed on the vehicle used for transportation of FSS.

- (v). The vehicle/tanker shall be painted with Yellow colour duly marked with (the precaution) in Red Colour “SEPTIC TANK WASTE” (in English) and “मलकुंड अपशिष्ट” (in Hindi).
- (vi). Each vehicle used for transportation of FSS shall be fitted with a GPS Device and Access Rights of the same shall be given to the Executive Officer and the agency notified by BNPP for tracking of such vehicles.

16. Precautions during transportation

The Licensed Operator shall ensure that there is no leakage/spillage of the FSS during transportation from the desludging point to the notified location for disposal.

17. Preventive measure in case of accident

The vehicle carrying FSS shall be fitted with required equipment to avoid the pollution during the movement of the vehicle from desludging point to the notified disposal location.

18. Liability of Licensed Operator in the eventuality of accident

The Licensed Operator shall be fully and solely liable for any damage caused to any person, vehicle, property or environment in the eventuality of any accident or disaster and shall be liable to pay any damage charges /compensation on its own, if any imposed by the authority /court of law there to, to the victims/their legal heirs.

19. Safety – measure(s) for the worker(s) deployed

The Licensed Operator shall be responsible for taking all the safety measures including provision of hand held Gas- Detectors, Gas-Masks, Protective-Gear, Oxygen-Mask with Oxygen- Cylinder and First Aid Box etc. and such other measures as specified in Prohibition of Employment as Manual Scavengers and their Rehabilitation Act-2013 and Rules made there under, including these regulations.

20. Disposal of FSS

- (i). The Licensed Operator shall dispose FSS only at the locations notified by the BNPP from time to time.
- (ii). The Licensed Operator shall submit duly signed FSS desludging and disposal form prescribed in Form 3 of these Regulations, duly filled and signed to the official of the BNPP designated to receive the FSS at the notified locations.

21. Training of worker(s)

The Licensed Operator shall be responsible for periodic training of the worker(s) deployed in desludging, transportation and disposal of the FSS.

22. Regular health check-up of worker(s)

The Licensed Operator shall be responsible for ensuring that every worker(s) deployed, under goes health check-up at least twice per year and submit record of the same to BNPP, failing which the Licensed Operator shall be liable to pay penalty as notified from time to time.

23. Insurance

The worker(s) deployed by the Licensed Operator shall be insured to cover compensation to be paid to the victims/their legal heirs under IN PROHIBITION OF EMPLOYMENT AS MANUAL SCAVENGERS AND THEIR REHABILITATION Act 2013 & APEX Court’s order dated 27-03-2014 in Writ Petition No.583 of 2003 (Safai Karamchhari Andolan and Ors. V/s Union of India & Ors.) in the eventuality of accident during the process of desludging, transportation and disposal of FSS.

24. Cancellation of License

In case of violation of any of the provisions of IN PROHIBITION OF EMPLOYMENT AS MANUAL SCAVENGERS AND THEIR REHABILITATION Act-2013 including these Regulations, the Licensed Operator shall be liable to pay penalty as notified from time to time, including the cancellation

of license and forfeiture of performance guarantee as per the recommendation of Taskforce or Designated Officer(s).

CHAPTER VI

TREATMENT AND REUSE/DISPOSAL OF FAECAL SLUDGE, SEPTAGE AND WASTEWATER (FSSW)

25. Identification of treatment/disposal site(s)

The BNPP will identify and notify the location(s) where the FSS shall be treated / disposed by the Licensed Operator or Trained Sanitary Staff of BNPP.

26. Creation of infrastructure to receive the FSS

The BNPP will create necessary infrastructure and provide necessary equipment at the notified location(s), to facilitate the treatment/disposal of FSS brought by the Registered Vehicle(s).

27. Deployment of staff to receive the FSS

The BNPP shall deploy sufficient staff at each notified location(s), to receive the FSS and transfer it to the respective treatment facility.

28. Timing to receive the FSS

The FSS shall be received by the staff deployed by the BNPP at each notified location(s) during the hours as notified by BNPP from time to time.

29. Industrial waste not to be allowed

The disposal of FSS containing industrial waste shall not be permitted at the notified location(s).

30. Training in FSSM

The staff deployed by BNPP at the notified location(s) shall be trained for receiving and treatment/disposal of FSS.

31. Reuse of treated FSSW

- (i). BNPP shall sensitize farmers about the health and environmental ill effects of agricultural application of untreated FSSW and encourage them to use treated FSSW from the FSSTP.
- (ii). BNPP shall utilize treated wastewater from the DWWTs in the city for the purpose of horticulture, and any other purpose wherein it can be used in lieu of fresh water.
- (iii). Project proponent of any construction activity shall consume any available treated wastewater in the vicinity (1km radius) of the project. Only in cases of inadequate availability/unavailability of treated wastewater, the proponent shall consult BNPP to explore other available options and take approval for the same.

CHAPTER VII

ADMINISTRATION AND ENFORCEMENT

32. Administration and enforcement

- (i). The administrative and enforcement powers of these regulations is vested with the Executive Officer or the designated official of the BNPP duly authorized by the Executive Officer.
- (ii). BNPP may levy user fees as determined & notified from time to time, for rendering services of desludging, transportation or treatment. For ensuring the cost recovery, the users shall be required to pay for these services.

33. Special power for inspection

For the purpose of effective implementation and enforcement of these Regulations, BNPP shall have the power of inspection of any premises, transportation vehicles and FSS treatment facility at any given time.

34. Violations and penalties

- (i). Any person guilty of violation of any of the provisions of these Regulations, shall be issued with a notice for compliance.
- (ii). Any person shall be subject to penal provisions under these regulations, if such person - (a) contravenes or fails to comply with any provisions of these Regulations; (b) obstructs, hinders or interferes with an authorized official or other official of the BNPP acting under power delegated to her/him in the exercise of any power or the performance of any duty under these Regulations; (c) resorts to manual desludging of any OSS/access cover/sewer.
- (iii). The person found to be guilty of violation of provisions of these Regulations shall be punished to the extent to the amount as indicated in Appendix and prosecution under relevant law and shall be subjected to seizure of the FSS transport vehicle, FSS treatment facility or property as the case may be.
- (iv). Whoever, in any case, in which a penalty is not expressly provided in Appendix is found to be guilty, shall be punishable with a fine of **Five Thousand Indian Rupees (₹5000)** and in case of continuing contravention with an additional fine amounting to **One Thousand Indian Rupees (₹1000) for every day** during which such contravention continues.
- (v). For removal of doubt, it is hereby declared that nothing in these Regulations shall prevent any person from being prosecuted and punished under any other relevant Act, for the time being in force, or any act or omission made punishable under these Regulations.

35. Appeal

Any person aggrieved by the decision of an authorized official of BNPP under these Regulations, may appeal (in format appended in Form 4 of these Regulation) against such decision to the Executive Officer and if the decision is made by the Executive Officer, the appeal shall lie to the Taskforce within a period of thirty days from the date of receipt of a copy of the order appealed against.

36. Dispute resolution clause

Any dispute, arising out or in the connection with the operation of these regulations, shall be resolved under Indian Laws by competent Court of Law having jurisdiction of **Bijnor** only.

37. Reference Documents

For the ease of implementation and rolling out of the Regulations, a list of standards, strategies, manuals, guidelines and policies, as provided in Appendix of these Regulations, may be referred to, as those shall stand modified from time to time.

38. Direction of State Government to be supplementary to Regulations

The State Government may issue directives with respect to FSSM to remove difficulties in enforcement of these Regulations.

Appendix 1

Form 1: Application form for license to collect, transport and dispose FSS

Application form for license for collection, transportation and disposal of Faecal Sludge & Septage in Bijnor Nagar Palika Parishad			
Paste Self Attested Recent Passport Size Photograph			
1. Name(s) of the applicant: (Mr / Ms) _____			
2. Nationality: (Indian / Other) _____			
3. Address of correspondence: _____			
4. Address of Head Office/Regd. Office: _____			
5. Telephone Numbers: (O) _____ (M) _____			
6. Email ID: _____			
7. Registration No. of vehicle(s):			
(i) _____	(ii) _____		
(iii) _____	(iv) _____		
8. Fitness certificate of the vehicle(s) valid upto:			
(i) _____	(ii) _____		
(iii) _____	(iv) _____		
9. Insurance of the vehicle(s) valid upto:			
(i) _____	(ii) _____		
(iii) _____	(iv) _____		
10. Pollution certificate of the vehicle(s) valid upto:			
(i) _____	(ii) _____		
(iii) _____	(iv) _____		
11. Vehicle(s) whether fitted with GPS tracker (Yes/No): _____			
12. Details of payment of processing fee for license			
D.D. No.: _____	Date: _____ Bank: _____		
13. List of attached documents (self-attested copy) (tick ✓):			
<input type="checkbox"/> Identity Proof	<input type="checkbox"/> Registration Certificate(s)	<input type="checkbox"/> Pollution Certificate(s)	<input type="checkbox"/> Address Proof
<input type="checkbox"/> Fitness Certificate(s)	<input type="checkbox"/> Driving License	<input type="checkbox"/> Certificate(s) of Insurance & Policy Schedule	
<input type="checkbox"/> Passport size photographs	<input type="checkbox"/> List of employees		
Total number of attachments: _____			
I/We certify that information given by me/us in column 1 to 13 are true to the best of my knowledge and belief. I also certify that I have read and understood the attached terms & conditions and agree to abide by them. I agree that if any information given by me is found wrong the application for license will be liable for cancellation at any time.			
Signature of applicant(s) Date: _____			

Terms and conditions

- I. Faecal Sludge & Septage (FSS) shall be collected and transported only by an agency having a valid license for this purpose issued by the Bijnor Nagar Palika Parishad (BNPP).
- II. The fee for collection and transportation of FSS upto the Faecal Sludge & Septage Treatment Plant (FSSTP) shall be as prescribed by BNPP from time to time. No Licensed Operator shall charge any amount from the OSS owner in excess of the prescribed fee.
- III. FSS shall be transported only in the vehicles approved for this purpose by the officer authorized for this purpose by BNPP.
- IV. The Licensed Operator shall ensure that there is no leakage of FSS during transportation from the collection point to the FSSTP.
- V. The vehicle carrying FSS shall be fitted with prescribed equipment to take care of threat of pollution due to any accident during the movement of the vehicle from desludging point to the FSSTP.
- VI. Each vehicle used for transportation of FSS shall be fitted with GPS device and access rights of the same shall be given to BNPP and the agency notified by BNPP for tracking of such vehicles.
- VII. The licensee shall be fully and completely liable for any damage to any person, vehicles, property and environment in case of any accident or disaster.
- VIII. A copy of license shall be prominently displayed on the vehicle used for transportation of FSS.
- IX. The vehicle/ tanker shall be painted with Yellow colour duly marked with the precaution in red colour "SEPTIC TANK WASTE" (in English) and "मलकुंड अपशिष्ट" (in Hindi).
- X. The licensee shall dispose of FSS only at the FSSTP/designated place.
- XI. FSS will be received at the FSSTP on all days from 7.00 a.m. to 7.00 p.m. The licensee shall plan the trip in such a way that the decanting can be done within the given time slot.
- XII. The licensee shall be responsible for regular training of the staff deployed to provide effective services of collection, transportation and disposal of FSS, use of protective equipment for taking measures to minimize the damage to the environment in case of an accident.
- XIII. The licensee shall be responsible for ensuring that every staff member undergoes health check-up at least once in every year and submit record of the same to BNPP at the time of renewal of license.
- XIV. The staff deployed by the licensee shall be insured for accident during the process of cleaning, transportation and disposal of FSS.
- XV. In case of violation of any of the provisions of these regulations the licence shall be liable to be cancelled, security of the licensee shall be forfeited and he shall also be liable to pay penalty as prescribed for violation of these regulations.

Appendix 2

Form 2: Award of license to collect, transport and dispose FSS

**License for collection, transportation and disposal of Faecal Sludge & Septage in
Bijnor Nagar Palika Parishad**

Paste Passport Size
Photograph with
stamp of Bijnor
Nagar Palika
Parishad

In accordance with all the terms and conditions of the By-laws/ Regulations, Municipalities Act rules, the special license conditions accompanying this license and applicable rules and laws of Government of Uttar Pradesh, the permission is hereby granted to:

1. Name(s) of the applicant: (Mr / Ms) _____

2. Address of Head Office/Regd. Office: _____

For the collection, transportation & disposal of faecal sludge & septage from onsite containments in Bijnor Nagar Palika Parishad.

This license is based on information provided in the FSS Collection, Transportation and Disposal License Application Form. This license is effective for a period of one year from date of issue, set forth below.

3. License No.: _____

4. Effective Date: _____

5. Expiration Date: _____

The license may be suspended or revoked for Condition of Non – Compliance and is not transferable. The original license shall be kept on file in the licensee's office. A copy of this license shall be carried in every registered vehicle used by the licensee.

6. Signatures:

Executive Officer
Bijnor Nagar Palika Parishad

Emptyer / operator / owner

Appendix 3

List of protective gear and safety equipment

The following Protective Gear and Safety Equipment shall be available at work site: -

- (i). Safety body clothing predominantly made out of polyester, which is reflective and offers chemical splash resistance
- (ii). Safety body harness/Safety belt
- (iii). Surgical Face Mask/respirators which protects against dust, fumes, mists, microorganisms
- (iv). Safety Torch
- (v). Heavy chemical resistant Hand Gloves, made out of Butyl with added advantage of mechanical protection and hazardous material spills
- (vi). Safety Goggles with ability to withstand chemical splash to avoid infectious substances from reaching the eyes
- (vii). Safety Helmet (corded) fitted with a torch helpful in dark working conditions
- (viii). Reusable earplugs, preferably connected to a flexible band that can be worn around the neck when not needed. These should be made out of silicon and helpful around the vacuum tankers where average sound levels exceed 85dBa
- (ix). Emergency Medical Oxygen Resuscitator Kit
- (x). Gas Monitor
- (xi). Head Lamp
- (xii). Guide Pipe Set
- (xiii). Safety Tripod Set
- (xiv). Wader Boots
- (xv). Air Compressor and Blower
- (xvi). Modular Airlines Supply Trolley System
- (xvii). Raincoat

Appendix 4

Form 3: Record of collection, transport & disposal of FSS

From to maintain record of collection, transportation and disposal of Faecal Sludge & Septage in Bijnor Nagar Palika Parishad		
Date: _____		Time: _____
I. <u>Onsite System Owner Details</u>		
1. Name: _____		
2. Address: _____		
3. Telephone No.: _____		
4. Nature of establishment: _____		
II. <u>Containment</u>		
1. Year of construction: _____		2. Previous desludging (DD/MM/YYYY): _____
3. Outlet present (Yes/No): _____		4. If yes, connected to: _____
5. Shape of containment: _____		
6. Lining (Yes/No): Walls _____		Bottom _____
7. No. of chambers: _____		8. No of openings in each baffle wall: _____
9. Dimension (feet): Length _____		Breadth _____ Depth _____
Diameter _____		Depth _____
10. GPS coordinates: Latitude _____		Longitude _____
11. Location of containment within the property: _____		

III. <u>Desludging</u>		
1. Volume of FSS (cu.m): _____		2. Time in desludging (hrs.): _____
3. Trip length (km): _____		4. Time in commuting (hrs.): _____
IV. <u>Details of desludging service provider</u>		
1. Name of operator: _____		
2. Vehicle Registration No: _____		3. BNPP License No.: _____
V. <u>Signatures:</u>		
Emptier staff on duty	Emptier/operator/owner	OSS owner
VI. <u>Decanting</u>		
1. Time (hh:mm): _____		2. Volume of FSS (cu.m): _____
3. Name of the emptier staff: _____		
4. Name of the FSSTP operator: _____		
VII. <u>Signatures:</u>		
Emptier staff on duty	Emptier/operator/owner	FSSTP operator

Appendix 5

Penalties and fines

[See clauses 3, 4, 5, 6, 17, 18, 25, 26 and 31 of this regulation]

S. No.	Description	Regulation(s)	Indicative fines (in ₹)	Penalty (in ₹ or any other penal action)
1.1	Direct/unsafe discharge of wastewater into drain/road/open area	3	50	
1.2	Continuing breach 2nd instance	3	50	
1.3	Continuing breach 3rd and subsequent	3	15 per day	Seizure of property
2.1	Unscientific design and construction of OSS	4	50	
2.2	Continuing breach 2nd instance	4	50	
2.3	Continuing breach 3rd and subsequent	4	15 per day	Seizure of property
3.1	Plying of vacuum tanker(s) without BNPP registration	5	50	
3.2	Continuing breach 2nd instance	5	50	
3.3	Continuing breach 3rd and subsequent	5	15 per day	Seizure of vehicle
4.1	Plying of vacuum tanker(s) without valid certification(s) as recommended in the Traffic Rules	6	50	
4.2	Continuing breach 2nd instance	6	50	
4.3	Continuing breach 3rd and subsequent	6	15 per day	Seizure of vehicle
5.1	Non-compliance to attend accidental spillage	17, 18	1000	
5.2	Continuing breach 2nd instance	17, 18	1000	
5.3	Continuing breach 3rd and subsequent	17, 18	100 per day	Seizure of vehicle
6.1	Discharge of untreated FSSW from FSSTP/STP	25, 26, 31	10000	
6.2	Continuing breach 2nd instance	25, 26, 31	10000	
6.3	Continuing breach 3rd and subsequent	25, 26, 31	1000 per day	Seizure of property
7.1	Discharge of untreated FSS at location other than that Notified by BNPP	25, 26, 31	10000	
7.2	Continuing breach 2nd instance	25, 26, 31	10000	
7.3	Continuing breach 3rd and subsequent	25, 26, 31	1000 per day	Seizure of vehicle

Appendix 6

Form 4: Memorandum of Appeal preferred before the Appellate Authority

Form of Memorandum of Appeal preferred before the Appellate Authority	
Before the "Appellate Authority" _____ (Designation)	
1. Full name of the Appellant: _____	
2. Address of the Appellant: _____	
3. Particulars of the Municipal Officer who issued order appealed against	
Name: _____	Designation: _____
4. Date of receipt of the order appealed against: _____	
5. Date for filing of the appeal: _____	
6. Particulars of information	
a. Subject matter of the appeal in brief [Attach copy of the order appealed against]	

b. Grounds for the appeal (Details if any to be enclosed in separate sheet)	

<u>Verification</u>	
I, _____ (name of the appellant), son/daughter/wife of _____ hereby declare that the particulars furnished in the appeal are to the best of my knowledge and belief, true and correct and that I have not suppressed any material fact.	
Signature of the Appellant	
Place: _____	Date: _____
List of documents submitted as enclosure:	
1.	
2.	
..... tear here.....	
<u>Acknowledgement</u>	
No. _____	Date: _____
Received Memorandum of Appeal along with enclosure from _____	
Place: _____	Date: _____
Seal and signature of authorized officer	
By order of Bijnor Nagar Palika Parishad	
(Signature of Executive Officer) Bijnor Nagar Palika Parishad	

Appendix 7

Reference documents

[See Clause 37]

Latest edition of the following documents maybe used by the ULB for guidance:

1. **Advisory Note: Septage Management in Urban India**, 2013, Ministry of Urban Development, Government of India.
2. **City Sanitation Plan**, 2019, Bijnor Nagar Palika Parishad, Uttar Pradesh
3. **Draft Guidelines for Faecal Sludge and Septage Management in Uttar Pradesh**, 2018, Centre for Science and Environment, New Delhi
4. **Integrated Faecal Sludge, Septage and Wastewater Management Strategy cum Guideline**, 2019, Chunar Nagar Palika Parishad, Uttar Pradesh
5. **IS: 2470 – 1985**, Indian Standard Code of Practice for Installation of Septic Tanks and Disposal of Septic Tank Effluent, Bureau of Indian Standards,
 - (a) **(Part I)** Design Criteria and Construction
 - (b) **(Part II)** Secondary Treatment and Disposal of Septic Tank Effluent.
6. **Manual on Sewerage and Sewage Treatment Systems**, 2013, Central Public Health Engineering and Environmental Organization, Government of India.
7. **Menu on Un – Networked Technologies**, 2019, Centre for Science and Environment, New Delhi. [Available at: <https://www.cseindia.org/mount/home>]
8. **National Policy on Faecal Sludge and Septage Management**, 2017, Ministry of Housing and Urban Affairs, Government of India.
9. **National Urban Sanitation Policy**, 2008, Ministry of Urban Development, Government of India.
10. **Septage Management: A Practitioner’s Guide**, 2017, Centre for Science and Environment.
11. **Standard Operating Procedure for Cleaning of Sewers and Septic Tanks**, 2018, Ministry of Housing and Urban Affairs, Government of India
12. **Technical Note on Shallow and Deep Trenches for Faecal Sludge / Septage**, 2019, Water, Sanitation and Hygiene Institute, New Delhi
13. **The Prohibition of Employment as Manual Scavengers and Their Rehabilitation Act**, 2013, Ministry of Law and Justice, Government of India