

**Form – IV**  
**[see rules 15 (za), 24 (2)]**

**Format for annual report on solid waste management to be submitted by the local body**

<b>CALENDER YEAR:</b>	<b>DATE OF SUBMISSION OF REPORT:</b>

1.	Name of the City/Town and State	
2.	Population	
3.	Area in sq. kilometers	
4.	Name & Address of local body Telephone No.: Fax No.: E-mail:	
5.	Name of officer in-charge dealing with solid waste management (SOLID WASTE MANAGEMENT) Phone No.: Fax No.: E-mail:	
6.	Number of households in city/town Number of non-residential premises in the city Number of election/administrative wards in the city/town	
7.	Quantity of Solid waste (solid waste)	
	Estimated Quantity of solid waste generated in the local body area per day in metric tones	/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	

Segregation and storage of waste at source	
Whether SOLID WASTE is stored at source in domestic/commercial/institutional bins, If yes	Yes/No
Percentage of households practice storage of waste at source in domestic bins	%
Percentage of non-residential premises practice storage of waste at source in commercial/institutional bins	%
Percentage of households dispose or throw solid waste on the streets	%
Percentage of non-residential premises dispose of throw solid waste on the streets	Yes/No
Whether solid waste is stored at source in a segregated form, If yes	%
Percentage of premises segregating the waste at source	
Door to Door Collection of solid waste	
Whether door to door collection (D2D) of solid waste is being done in the city/town	Yes/No
If yes	
Number of wards covered in D2D collection of waste	
No. of households covered	
No. of non-residential premises including commercial establishments, hotels, restaurants educational institutions/office etc covered	
Percentage of residential and non-residential premises covered in door to door collection through:	
Motorized vehicle	%
Containerized tricycle/handcart	%
Other device	%
If not, method of primary collection adopted	

	Sweeping of streets					
	Length of roads, streets, lanes, bye-lanes in the city that need to be cleaned	Km				
	Frequency of street sweeping and percentage of population covered	Frequency	Daily	Alternate days	Twice a week	Occasionally
		% of population covered				
	Tools used					
	Manual sweeping	%				
	Mechanical sweeping	%				
	Whether long handle broom used by sanitation workers	Yes/No				
	Whether each sanitation worker is given handcart/tricycle for collection of waste	Yes/No				
	Whether handcart/tricycle is containerized	Yes/No				
	Whether the collection tool synchronizes with collection/waste storage containers utilized	Yes/No				
	Secondary Waste Storage facilities					
	No. and type of waste storage depots in the city/town	No. Capacity in m <sup>3</sup>				
	Open waste storage sites					
	Masonry bins					
	Cement concrete cylinder bins					
	Dhalao/covered rooms/space					
	Covered metal/plastic containers					
	Upto 1.1 m3 bins					
	2 to 5 m3 bins					
	Above 5 m3 containers					
	Bin-less city					
	Bin/population ratio					
	Ward wise details of waste storage depots (attach): Ward No:					

	Area: Population: no. of bins placed Total volume of bins placed		
	Total storage capacity of waste storage facilities in cubic meters		
	Total waste actually stored at the waste storage depots daily		
	Give frequency of collection of waste from the depots Number of bins cleared	Frequency	No. of bins
		Daily	
		Alternate day	
		Twice a week	
		Once a week	
		Occasionally	
	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:	
	Whether lifting of solid waste from storage depots is manual or mechanical. Give percentage (%) of Manual Lifting of solid waste (%) of Mechanical lifting	% %	
	If mechanical – specify the method used	From-end loaders/Top loaders	
	Whether solid waste is lifted from door to door and transported to treatment plant directly in a segregated form	Yes/No (if yes, specify)	
	Waste transportation per day Type and Number of vehicles used	No. of Trips made waste transported	
	Animal cart Tractors		

	Non tipping Truck Dumper Truck Refuse collectors Compactors Others JCB/loader	
	Frequency of transportation of waste	Frequency (%) of waste transported Daily Alternate day Twice a week Once a week Occasionally
	Quantity of waste transported each day	/tpd
	Percentage of total waste transported daily	%
	Waste Treatment Technologies used	
	Whether solid waste is processed	Yes/No
	If yes, Quantity of waste processed daily	/tpd
	Whether treatment is done by local body or through an agency	
	Land(s) available with the local body for waste processing (in Hectares)	
	Land currently utilized for waste processing	
	Solid waste processing facilities in operation	
	Solid waste processing facilities under construction	
	Distance of processing facilities from city/town boundary	
	Details of technologies adopted	
	Composting	Qty. raw material processed Qty. final product produced Qty. sold Quantity of residual waste landfilled

	Vermi composting	Qty. raw material processed Qty. final product produced Qty. sold Quantity of residual waste landfilled
	Bio-methanation	Qty. raw material processed Qty. final product produced Qty. sold Quantity of residual waste landfilled
	Refuse Derived Fuel	Qty. raw material processed Qty. final product produced Qty. sold Quantity of residual waste landfilled
	Waste to Energy technology such as incineration, gasification, pyrolysis or any other technology (give detail)	Qty. raw material processed Qty. final product produced Qty. sold Quantity of residual waste landfilled
	Co-processing	Qty. raw material processed
	Combustible waste supplied to solid waste based power plants	
	Others	Qty.
	Solid waste disposal facilities	
	No. of dumpsites sites available with the local body	
	No. of sanitary landfill sites available with the local body	
	Area of each such sites available for waste disposal	
	Area of land currently used for waste disposal	
	Distance of dumpsite/landfill facility from city/town	Kms
	Distance from the nearest habitation	Kms
	Distance from water body	Kms
	Distance from state/national highway	Kms
	Distance from Airport	Kms

	Distance from important religious places or historical monument	Kms
	Whether it falls in flood prone area	Yes/No
	Whether it falls in earthquake fault line area	Yes/No
	Quantity of waste landfilled each day	Tpd
	Whether landfill site is fenced	Yes/No
	Whether Lighting facility is available on site	Yes/No
	Whether Weigh bridge facility available	Yes/No
	Vehicles and equipments used at landfill (specify)	Bulldozer, Compacters etc available
	Manpower deployed at landfill site	Yes/No (if yes, attach details)
	Whether covering is done on daily basis	Yes/No
	If not, Frequency of covering the waste deposited at the landfill	
	Cover material used	
	Whether adequate covering material is available	Yes/No
	Provisions for gas venting provided	Yes/No (if yes, attach technical data sheet)
	Provision for leachate collection	Yes/No (if yes, attach 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: Dairy related activities: Slaughter houses waste: C&D waste (construction debris):	Attach details on Proposal, Steps taken, Yes/No Yes/No 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, transportation, 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	

**Signature of CEO/Municipal Commissioner/**

**Executive Officer/Chief Officer**

**Date:**

**Place:**