

**Office of the Divisional Commissioner (Revenue)
(Coordination Branch)**

Govt. of NCT of Delhi

5-Sham Nath Marg, Delhi-54

F.36 (47)/Coord/Div. Comm. /2019/ 540

Dated: 27/11/2020

To,

All District Magistrates,
Department of Revenue,
GNCTD

Sub:- Implementation of SOP for collection, transportation and disposal of septage from households.

Sir/Madam,

Please find enclosed herewith a Letter F.No.L-16(483)/UD/W./2015/Vol.-III/1513-1514 Dated: 25.11.2020 received along with an SOP for collection, transportation and disposal of septage from households from Department of Urban Development 10th level C-Wing, Delhi Sachivalaya I.P. Estate, New Delhi regarding subject cited above. (Copy Enclosed)

All the District Magistrates are therefore requested to step the enforcement duties for better and effective implementation of collection, transportation and disposal of septage from households of unauthorised/ unsewered colonies.

Incl:- As above.

**(Sanjay Sondhi)
Sub-Divisional Magistrate-I (HQ)**

Copy to:

1. PA to Special secretary Department of Urban Development 10th level C-Wing, Delhi Sachivalaya I.P. Estate, New Delhi

**(Sanjay Sondhi)
Sub-Divisional Magistrate-I (HQ)**

Government of NCT of Delhi
Department of Urban Development
10th Level C-Wing, Delhi Sachivalaya
I.P. Estate, New Delhi - 110002

F.16 (483)/UD/W/2015/Vol.-III/1513-1514

Dated:- 25 /11/2020

To

The Divisional Commissioner,
Revenue Department,
Govt. of NCT of Delhi,
5 - Sham Nath Marg, Delhi - 54.

Sub:- Implementation of SOP for collection, transportation and disposal of septage from households - regarding.

Sir,

Kindly refer to this office letter number dated 31/03/2020 (copy enclosed) vide which Standard Operating Procedure (SOP) for collection, transportation and disposal of septage from households were circulated by this department with the request to forward the copy of SOP to all the District Magistrate's for compliance.

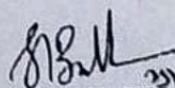
Septage collection and enforcement of the Septage Regulations is purely contingent on the strict, consistent and diligent enforcement action to be taken by Enforcement Committee under the respective District Magistrates. The enforcement of these Regulations are to be controlled by the Committee headed by the area District Magistrate [Deputy Commissioner (Revenue)]; and, the District Magistrate may co-opt Committee Members from various Government/Municipalities/Public Undertakings.

In this regard, meetings have been held under the Chairmanship of Addl. Chief Secretary (UD) on 17/11/2020 & 23/11/2020 vide which it was decided to request Revenue Department to step up the enforcement duties.

In view of above, I am directed to request you to kindly direct all the District Magistrates to step the enforcement duties for better and effective implementation of collection, transportation and disposal of septage from households of unauthorised/unsewered colonies.

Yours faithfully,

Encl.: -As above.


(SUBHASH CHANDRA)
SPECIAL SECRETARY (UD)

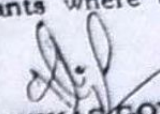
Wearing mask, washing hands and following social distancing

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F.16 (483)/UD/W/2015/Vol.-III/

Dated:- /11/2020

Copy forwarded to the Chief Executive Officer, Delhi Jal Board, Varunalaya, Jhandewalan, New Delhi - 110005 with the request to kindly get in touch with the concerned DMs and provide a list of authorised registered vehicles, licensed vendors and copy of notified Sewage Pumping Stations and Sewage Treatment Plants where the Septage shall be disposed of by the License Vendors).


(VIKAS GOYAL)
DY. SECRETARY (WATER)

No.F.16(483)/UD/W/2015/Vol.-III/Pt.File/707-7/8

Dated:- 31/3/2020

Sub:- SOP for collection, transportation and disposal of Septage from Households of unauthorised /unsewered colonies.

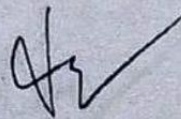
(A) Emptying of septic Tanks/De-sludging procedure (Responsibility- All ULBs of their area):-

1. As per the Gazette notification No. 219 dated 21/11/2018 on Delhi Water Board Septage Management Regulation 2018 and the SOP thereof, the jurisdiction with respect to the Septage Management has been defined as under:-

S.No.	Area of Working	Authority/Department responsible
1.	Entire sewerage network in sewered areas being maintained by DJB within Delhi Municipal limits.	Delhi Jal Board
2.	Sewer line, private septic tanks/close pits in Delhi Cantonment Area.	Delhi Cantonment Board
3.	Sewer lines/septic tanks if any, maintained in New Delhi Municipal Council Limit	New Delhi Municipal Council
4.	All septic tanks and the House Sewer connections constructed by private entities etc. where sewer lines are not being maintained by DJB.	All Municipal Corporation, Delhi Cantonment Board, New Delhi Municipal Council, Delhi Development Authority etc. and the private entities which is owner of the premises.
5.	Apartments/ Group Housing Societies/Malls/Pvt. Hospitals etc.	Residents Welfare Associations/Owner of the premise
6.	Government Premises	The respective authority i.e. Delhi Development Authority, PWD, CPWD, all Municipal Corporations, Delhi Cantonment Board, Delhi Urban Shelter Improvement Board etc. maintain the premise.

2. All ULBS should ensure safe emptying of septic tanks at regular intervals. The ULBs shall initiate scheduled septic tank desludging services and carry out extensive awareness campaign to ensure that the septic tanks are cleaned at least once in a three years.

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3. The Delhi Jal Board will undertake an awareness campaign to make the people aware to engage only the licensed agencies for collection, transportation and disposal of septage.
 4. Septic Tank Waste (Septage) shall be collected and transported only by the vendors having a valid licensee for the purpose issued by the DJB.
 5. It shall be the duty of each owner/occupier of the building/house to engage the services of valid licensee vendors of DJB.
 6. The licensee vendors(s) will engage only trained workers having valid certificate of training from the recognised institution or the department. The vendor will also ensure that required Safety Gadgets as specified in PEMS Rules-2013 are available and used at work place.
 7. The fee for collection and transportation of Septic Tanks Waste (Septage) upto notified locations at SPS/STP as well as locations for disposal of septage shall be notified by the Designated Officer of Delhi Jal Board from time to time.
 8. The process of collection/desludging of the Septic Tank will be done under the supervision of officials of the respective ULBs.
 9. The desludging shall be carried out using appropriate procedures, equipments, safety gear and operating practices which are in compliance with all relevant laws or directions prevailing at the time.
 10. The ULB shall ensure that operation and cleaning of septic tanks shall be carried out only by using mechanical devices. The desludging trucks shall be fully equipped with required tools, equipment and spares for the operation.
 11. ULBs should either provide the emptying services themselves or enter into service contract with the private agencies. If the private players are providing the services, ULB should monitor their services. In case of any untoward incident, the concerned ULB should be fully responsible.
 12. **Desludging Procedure:**
 - a) The sanitary workers, with proper safety tools, shall undertake visual inspection of the interior and exterior of the tanks after opening the access covers and check for:
 - i. Level of water/sludge with respect to the flow line of outlet pipe.
 - ii. Back pressure.
 - iii. Whether inlet pipe and sanitary tee are in place.
 - iv. Cracks in the wall using mirror on a long pole.
 - v. Number of compartments -If more than one compartment, sanitary worker needs to locate and remove lids from all the compartments. Each compartment will need separate pumping.
 - vi. Indication for high ground water, saturated soils.
 - b) The sanitary workers shall use a long handle-rod to determine the sludge level in a septic tanks.



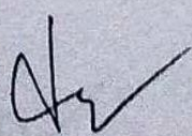
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- c) Workers shall take out the hoses and fitting from the tool box required to complete pumping.
- d) To probe the tank, the hose shall be lowered slowly to the last length of hose, to get an indication on the volume of sludge to be pumped.
- e) Then the hose shall be connected to the truck. Screw on clamp fitting shall be used in case back pressure is required to break up the sludge masses.
- f) Next, the pump or vacuum equipment shall be engaged. The worker must:
 - i. Ensure suction and operation of pump by checking rapid decrease in volume of tank.
 - ii. Monitor the level gauge on the septage cleaning tank. Always ensure there is adequate volume in the cleaning tank to accommodate the load. If only partial load can be pumped, monitor the level closely.
 - iii. Monitor the septic tank as pumping progresses. Also check for blockage at the inflow and outflow pipes.
 - iv. Check the tank for remaining sludge after pumping. Ensure that 1-2 inch of sludge should be left on the tank to facilitate future decomposition.
- g) If accumulated solids are still remaining, the works shall initiate the pump back procedure, which will send the piped septage back to the septic tank under pressure and direct this flow toward the sludge mass. This will break the mass, making it possible to pump out again. As little as 200-300 liters will be enough to break the mass.
- h) After pump-back is completed, pumping out the septic tank shall be done again. The above steps can be repeated if required. Pumping from the tank shall be continued till about 100-200 litres of septage remains in the tank after cleaning.
- i) On the completion of pumping, the hose shall be washed with water by directing water stream back to the tank and the cleaned hoses shall be placed back in the truck tool box.
- j) Before leaving the site, the workers shall ensure that the tank lids/assess cover is securely placed.

(B) Septage Transportation (Responsibility- Committee headed by District Magistrate):- After desludging of septage from premises, it has to be transported to the approved treatment site designated by the DJB for safe disposal or reuse. The septage transporter is primarily responsible for the safe transport of septage.

The Committee headed by the District Magistrate/Deputy Commissioner (Revenue) constituted under "Delhi Water Board Septage Management Regulation 2018" shall need to ensure that handling, transport and disposal are in compliance with the Environment Protection Act, The Water Act and the Municipal Solid Waste Management (Handling) and Management Rules. The committee will also ensure for the implementation of the following:-

- (1) Septage shall be transported only in the vehicles approved for this purpose by the designated officer of Delhi Jal Board.



(2) To ensure safe transportation of septage, the septage transporter in consultation with the DM headed Committee shall prepare a transportation plan which shall include:

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- (a) Scheduling and routing for trucks
- (b) Customer services protocols

(3) The septage transporter must ensure that:

(a) The registered septage transport vehicle including all equipments used for the transport of septage shall have a leak-proof body and lock to secure the septage; comply with applicable standards and must be able to withstand a collision with another vehicle or any permanent structure;

(b) The tank and equipments used to transport septage shall not be used for the transportation of any other materials or liquids;

(c) The vehicles used to transport septage shall be equipped, at all times, with spill control or absorbent materials and disinfectant materials such as lime or chlorine bleach;

(d) The company name, contact number, company logo, and body number of the septage transportation vehicle are displayed on both sides of the vehicle. The information shall be marked using permanent and legible lettering at least 3 inches high and of reflective material;

(e) List of emergency contact numbers are pasted at the prominent place in all vehicles involved in septage transport;

(f) Most competent trained drivers are employed for transportation of sludge and septage;

(g) Each worker wears a proper uniform with company logo on dress and hold identity cards;

(h) The vehicle involved in transportation is cleaned and washed inside as well as outside every day; the vehicles and equipment shall be serviced, greasing, oiling, minor repairs, etc. are done at least twice a month;

(4) The septage transporter shall retain the documentation relating to all stages of septage management i.e. desludging and transportation for a minimum period of 5 years.

(5) The septage transporter shall retain registration related documentation permanently and shall present such documentation on request by any authorized official/agency.

(6) All the septage transportation vehicles shall be directed to transport septage to the designated treatment sites. Movement of vehicle without a valid licence by the ULB shall attract fine and / or even seizure of vehicle.

(7) Prior to starting the journey, the driver shall ensure that the vehicle is well equipped with spill control or absorbent materials and also disinfectant materials like lime and chlorine bleach.

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(8) The driver of the vehicle shall take the most convenient and congestion free route considering traffic flows and plan the trip to arrive at the treatment site within the specified operating hours.

(9) While transporting septage, the driver and worker shall ensure that there is no discharge or emptying of septage in to locations other than designated treatment sites.

(10) At the disposal site, the truck must be parked in such a way that the septage may be directed to the inlet chamber with one length of hose, wheels need be checked and parking brakes need be placed properly, then the valves be opened and septage allowed to flow by gravity into the collection chamber.

(C) Disposal of Septage (Responsibility- Delhi Jal Board):-

(1) The Delhi Jal Board will identify and notify the Sewage Pumping Stations and Sewage Treatment Plants where the Septage shall be disposed of by the License vendor(s).

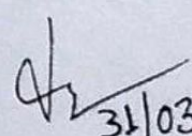
(2) The Licensee shall dispose off Septage only at the locations notified by the Delhi Jal Board from time to time.

(3) The Delhi Jal Board will create necessary infrastructure and provide necessary equipments at the notified locations, to facilitate the disposal of Septage brought by the Licensee Vendor.

(4) Any licensee vendors found dumping septage other than the notified locations shall be liable to pay the penalty of Rs. 50000/- or as notified from time-to-time per default. The license shall be cancelled for two defaults.

(5) The worker deployed by the licensee vendors shall be insured for minimum Rs. 10 lacs towards the compensation to be paid in the eventuality of an accident during the process of cleaning, transportation and disposal of septage as per PEMS ACT 2013 and APEX Courts order dated 27/03/2019 in writ petition no. 583 of 2003.

This issues with the prior approval of the Chief Secretary, Delhi.


31/03/2020
(KULDEEP PAKAD, IAS)
SPECIAL SECRETARY (UD)

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