

EXCRETA MANAGEMENT ASSESSMENT TOOL

- This assessment tool has been designed to assist UNHCR and WASH actors collect data on excreta management during a needs assessment. The main purpose of this tool is to identify problems related to excreta management and identify actions to bring conditions to UNHCR standards.
- This tool attempts to capture most of the common problems encountered with excreta management, however the user should apply common sense and document any additional problems that may not be covered.
- It is good practice to discuss the results of this assessment with members of the displaced community before departing. Matters of extreme urgency should be addressed immediately.

EXCRETA MANAGEMENT INFRASTRUCTURE ASSESSMENT TOOL

 Assessor(s): _____

 Contact details: _____
 Date of assessment : ____ / ____ / ____

Site information

 Site location (District, Town, Village etc.): _____
 GPS Long: _____° _____' _____" GPS Lat: _____° _____' _____"
 Planned camp Unplanned camp Urban collective centre Host families
 Rented accommodation Public buildings Other _____
 Contact person: _____ Position: _____ Phone number: _____
 Number of men: _____
 Number of women: _____
 Number of children: _____

Toilet coverage information

 Number of cubicles _____ Total daily users _____ Coverage rate _____ (persons/toilet)
 Estimated % of population defecating in the open _____

Privacy structure type

 Wood frame / plastic sheeting Wood frame / corrugated iron sheeting Wood frame / grass covering
 Concrete Block Brick Cement Wood Other _____ (tick all that apply)

Toilet type

 Plastic squatting slab Wooden squatting slab Concrete sanplat Ceramic pour flush slab
 Non-reinforced dome concrete slab Urine diverting toilet Ceramic cistern flush toilet
 Bucket latrine Non-flush pedestal type toilet Oil drum latrine Storage tank latrine
 Plastic bag latrine Portable toilet Trench latrine Defecation field Other _____

Privacy structure / toilet problems

<input type="checkbox"/> Broken privacy structure?	<input type="checkbox"/> Lack of dedicated cleaning equipment (buckets / mops, brushes, detergent etc.)?	<input type="checkbox"/> Fly infestation (flies observed during assessment period)?
<input type="checkbox"/> Toilet block unsanitary (faeces visible on toilet surface, or inside facilities)?	<input type="checkbox"/> Lack of dedicated cleaning attendant?	<input type="checkbox"/> Difficult access / usage for vulnerable groups (elderly / infirm / disabled / children)?
<input type="checkbox"/> Toilet block flooded?	<input type="checkbox"/> Insufficient water for adequate operation or anal-cleansing?	<input type="checkbox"/> Lack of personal protective equipment for cleaners (gloves, aprons, overalls, boots)?
<input type="checkbox"/> Insufficient number of toilets?	<input type="checkbox"/> Evidence of open defecation?	<input type="checkbox"/> Lack of functional hand-washing station within 5m / 15ft of toilet?
<input type="checkbox"/> Lack of privacy screen around toilet block?	<input type="checkbox"/> Inadequate cleaning (< four times a day or strong smell of excreta or urine)?	<input type="checkbox"/> _____
<input type="checkbox"/> Lack of privacy inside toilet cubicle?	<input type="checkbox"/> Inappropriate design?	<input type="checkbox"/> _____
<input type="checkbox"/> Lack of security (lack of functional lock or lighting)?		

Collection / storage system

 Offset pit Direct pit Double pit Raised pit Dehydrating vault Composting vault
 Septic tank Sewage holding tank Transfer station Biogas vault Other _____

Toilet capacity information

 Vault / pit capacity _____ (m³) Used volume _____ (%)

Excreta collection / storage problems

<input type="checkbox"/> Excreta containment structure inadequately covered or sealed?	<input type="checkbox"/> Containment structure <30m from water source?	<input type="checkbox"/> Excreta containment structure full or overflowing?
<input type="checkbox"/> Containment structure < 1.5m / 5ft of groundwater table?	<input type="checkbox"/> Fly infestation (flies observed during the assessment period)?	<input type="checkbox"/> Presence of vermin or other vectors?
	<input type="checkbox"/> Excreta containment structure visibly cracked / broken / leaking / flooded?	<input type="checkbox"/> _____
		<input type="checkbox"/> _____

Excreta handling / desludging operations

- Human emptying Motorized emptying Buckets Vacuum pumps Diaphragm pumps
 Centrifugal pumps Other _____ (tick all that apply)

Excreta desludging device specifications

- Device make _____ Device model _____ Power _____ (kW)

Excreta handling / desludging problems

- | | | |
|---|--|--|
| <input type="checkbox"/> Excreta leakage? | <input type="checkbox"/> Desludging equipment or vehicles inadequately cleaned or disinfected (0.2% chlorine), between desludging? | <input type="checkbox"/> Lack of personal protective equipment for desludging staff? |
| <input type="checkbox"/> Direct contact between excreta and personnel? | <input type="checkbox"/> Inadequate disposal of desludging cleaning water? | <input type="checkbox"/> Lack of on-site showers for desludging staff? |
| <input type="checkbox"/> Visible traces of excreta on equipment during transportation or storage? | | <input type="checkbox"/> _____ |
| | | <input type="checkbox"/> _____ |

Excreta transportation information

- Sludge tankers Sludge carts Sealed drums Other _____ (tick all that apply)
 Volume _____ (m³) Type _____ Emptying Frequency _____ Condition _____

Excreta transportation problems

- | | | |
|--|--|---|
| <input type="checkbox"/> Excreta transportation tank overflowing, leaking, or poorly sealed / covered? | <input type="checkbox"/> Visible traces of excreta on transportation system? | <input type="checkbox"/> Fly infestation (flies observed during assessment period)? |
| <input type="checkbox"/> Unauthorized dumping? | <input type="checkbox"/> Visible traces of excreta along transportation route? | <input type="checkbox"/> Insufficient fuel / capacity? |
| | | <input type="checkbox"/> _____ |

Presence and use of sewers

- Conventional sewer Simplified sewer Interceptor sewer Vacuum sewer Other _____
 Sewer pipe material _____ Sewer lengths _____ (m) Sewer diameters _____ (mm)

Sewer related problems

- | | | |
|--|---|--|
| <input type="checkbox"/> Sewer pipes or inspection chambers overflowing, blocked or leaking? | <input type="checkbox"/> Sewer pipes exposed or buried less than 0.5m / 2ft? | <input type="checkbox"/> Fly infestation (one or more flies observed on inspection)? |
| <input type="checkbox"/> Insufficient retention times? | <input type="checkbox"/> Inspection chambers or rodding eyes inadequately sealed? | <input type="checkbox"/> _____ |
| | | <input type="checkbox"/> _____ |

Excreta treatment practice

- Off site sewage treatment works Waste stabilization ponds Anaerobic digester
 Constructed wetlands / reed beds Septic tank Trickling filter Activated sludge
 Thickening ponds Drying beds Composting Other _____ (tick all that apply)
 Width _____ (m) Height _____ (m) Length _____ (m) Volume _____ (m³) Flow rate _____ (l/s)

Excreta treatment related problems

- | | | |
|---|--|---|
| <input type="checkbox"/> Excreta containment structures cracked, broken, overflowing, leaking, flooded, inadequately covered or sealed? | <input type="checkbox"/> Inadequate protection from surface water? | <input type="checkbox"/> Lack of personal protective equipment for workers? |
| <input type="checkbox"/> Insufficient retention times? | <input type="checkbox"/> Poor maintenance schedule / lack of cleaning / replacement? Inadequate fencing? | <input type="checkbox"/> _____ |
| | | <input type="checkbox"/> _____ |

Excreta final disposal practice

- Fill And Cover Leach Field Other _____ (tick all that apply)

Excreta final disposal problems

- | | | |
|--|--|---|
| <input type="checkbox"/> Untreated disposal of excreta into water bodies? | <input type="checkbox"/> Fly infestation (flies observed during the assessment period)? | <input type="checkbox"/> Lack of personal protective equipment? |
| <input type="checkbox"/> Excreta disposal location less than 1.5m / 5ft above groundwater level? | <input type="checkbox"/> Application of untreated excreta to directly to land, or inadequate soil cover depth? | <input type="checkbox"/> _____ |
| | | <input type="checkbox"/> _____ |

Toilet programme operation and maintenance information

- No. of toilet attendants _____ No. of maintenance crew _____ Cleaning stocks _____ (weeks)
 # Shovels _____ # Wheelbarrows _____ # Buckets _____ # Brushes _____ # Mops _____
 # Backpack sprayers _____ # Overalls _____ # Thick soled boots _____ # Thick gloves _____
 # Aprons _____ # Eye protection _____ # Masks _____ # Chlorine _____ (kg) Detergent _____ (l)

Operation and maintenance related problems

- | | | |
|---|--|--|
| <input type="checkbox"/> Insufficient cleaning and maintenance staff? | <input type="checkbox"/> Poor routine cleaning and maintenance schedule? | <input type="checkbox"/> Lack of consumables? |
| <input type="checkbox"/> Staff insufficiently trained? | <input type="checkbox"/> Lack of personal protective equipment? | <input type="checkbox"/> Lack of on-site showers for sanitation workers? |
| <input type="checkbox"/> Lack of maintenance equipment? | | <input type="checkbox"/> _____ |