



Standard Operating Procedure (SOPs)

External use of the Temporary Solid Waste Facility (TSWF)



Camp 20ext, Ukhia Upazila

September 2020



Standard Operating Procedure (SOP)

Use of the Temporary Solid Waste Facility (TSWF) by authorities/humanitarian actors managing solid waste in Ukhaia Camps.

1. Introduction

The Temporary Solid Waste Facility (TSWF) (sanitary landfill) has been constructed to finally dispose of the solid waste (non-recyclable) generated in the Rohingya Refugee camps (Megacamp) in Ukhaia Upazila. The sanitary landfill is located in camp 20 Extension in an area commonly known as "No Man Land".

The TSWF started being operational on 24th of October 2019. Since then, the facility has been used to accommodate the waste removed from a macro Cleaning campaign of solid waste conducted across the camps and supported by WASH and SMS sectors, and implemented by UNDP through its implementing partners BRAC, Practical Action and participated by SMEP. As soon as the operation has finalized, the landfill facility has been opened to all the camps. This document responds to the need to explain how to use this facility to external users.

2. Purpose

The purpose of this document is to ensure a proper communication, coordination and disposal of waste at the Temporary Solid Waste Facility (TSWF) at Camp 20Ext. by the different key stakeholders involved in Solid Waste Management activities in Ukhaia Upazila.

3. Responsibility

Different stakeholders are interacting in this facility:

1.1 United Nations Development Program (UNDP)

UNDP SWM team has designed and constructed this facility with the support of SMEP and is responsible of executing the TSWF Operation & maintenance procedures and monitoring of environmental mitigation measures. Through their implementing partners (BRAC & PA), vendors or other collaborators, UNDP makes sure of the proper performance of the TSWF until the closure and restoration phase.

1.2 BRAC

BRAC team is the implementing partner of UNDP who will conduct all necessary operational and maintenance procedures in the facility:

- Receiving of waste at the TSWF site at Camp20ext. and handle it in accordance with the standard procedures.
- Skimming, Inspecting & Monitoring to ensure that only inorganic disposable type of waste will be send to TSWF at Camp20ext.

1.3 AGENCIES/NGOS

Agencies are responsible to follow the operational procedures explained in this document while using the facility:

- Ensure Source Segregation and Composting of Organic Waste at source.
- Nominate one representative in each organization who will be trained and responsible to ensure the quality of waste sent to the landfill.
- Contact BRAC to schedule a date for using the facility and use their own transportation system according to the instructions of landfill representative.
- **Strictly follow the Types of waste rules as following:**
 - A. Only solid waste will be accepted such as plastics, polyethene, cardboards, papers, clothes, etc. (not sellable). Recovery of waste materials at camp level before transportation is highly recommended.
 - B. All these materials should be free from faecal matter/sludge contamination, dust, sand, rubbles, clay free and it should be dry in nature.
 - C. No Medical waste like blood contaminated materials, needle, syringe, bandage, drugs, bio medical matters etc. will be collected.
 - D. No Organic waste is allowed like vegetables, tree leaves, grass, food waste etc. at landfill site. These wastes are recommended to be composted within the Camps/Source area.
 - E. Faecal or sludge contaminated solid waste should be disposed at the faecal sludge treatment site/ plant or any other appropriate location.



*Recyclables are accepted but recommended to be collected at camp/source level and sell it to the Recycling sector.
 ** Inert material such as soil, ashes, debris, etc. is accepted but recommended to be reused at camp/source level as construction material.

1.4 GARBAGEMEN LIMITED

Garbagemen limited is the implementing partner of UNDP who will be responsible of daily coordination with the Association of Scrap dealers in Ukhia to collect the recyclables recovered before disposal. Additional information can be provided to also ensure proper linkage of the dealers with the MRF's and other camp activities.

Contact person: Shoaib Mahmudul Hoque/ **Phone:** +8801788561231 / **Email:** shoaib.garbageman@gmail.com

Scrap Dealers Association of Teknaf and Ukhia: <https://tudealersassociation.com/>

4. How to Use of the TSWF

The operational procedures for the proper use of the Ukhia landfill has the following steps/ stages (Figure 1).

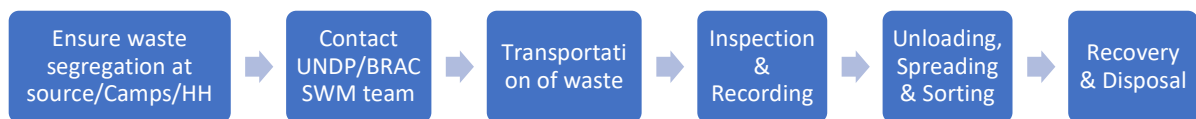


Figure 1 . Operational Procedures for Landfill at Ukhia Camps

4.1 Contact UNDP/BRAC SWM Team.

Any agency/NGO in need of using the TSWF to dispose waste must coordinate with BRAC to arrange a day/date of disposal by phone or email (see below contact details):

Name: Md. Younus

Phone: 01847-456373, 01880-628402 (WhatsApp)

E-mail: Mdyounuscox1996@gmail.com

Open hours: From 9 to 15h (6 hours)

No truck can transport waste to the facility without previous appointment. The facility has certain capacity of waste disposal per hour that cannot be overpassed. The average capacity is 10 truck per day.

4.2 Transportation of waste.

Maximum size of the truck: 120 cft or 1.5 Ton.

Covering of Waste: Waste must be covered while transporting, it should not be flying, spreading around and leaking of liquids/semi-solids, etc.

Drivers and vehicle should have proper licencing to drive in camps and elsewhere.

Vehicle must follow the standard speed limits, acceptable smoke emissions rate and free from noise.

4.3 Inspection & Recording.

Once the truck of waste arrives to the TSWF, it will stop at the entry gate. The first step is to remove the tarpaulin cover material from the truck and check/ inspect the volume and content of the solid waste which is loaded.

If the truck is loaded with wet or semi-solid material (such as fecal sludge) or hazardous waste (for instance medical waste), it should not be allowed to dispose the waste on the landfill. Responsibility of these type of truck solely to the sender authority.

If the loaded waste is in line with the UNDP requirements, then the second step will be recording of information. Key information:

Date	Time	Truck Plate No:	Volume of Waste(m3)	Responsible Agency	Received	Rejected	Comments

4.4 Unloading, Spreading and Sorting of the Solid Waste.

The truck will be guided to the designated working zone to dispose of the waste, which shall be followed by spreading and sorting of the recyclables constituents of the solid waste. Following spreading and recovery of the solid waste, at the specified / suggested layer, compaction shall be undertaken by the facility workers.

At the end of the day, a daily coverage of soil keeps away insects, rodents, and scavenging birds, as well as burning and bad odors; it prevents water from entering the landfill and loose litter from blowing in the wind.

4.5 Ensure waste segregation at source.

The Landfill capacity is determined on the amount of only dumpable waste which is about 10% of total waste generation per capita per day. The segregation of waste at HH and markets and at camp level results mandatory. If waste is segregated in organic, recyclables and inorganic streams (only dumpable), waste for final disposal can be minimized and the lifespan of the TSWF increased.

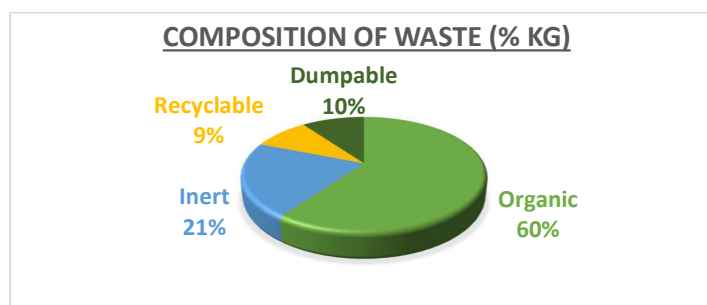


Figure 2. Percentage of waste composition in HH Camps (WASH Sector, CXB, 2019)

UNDP, SWM team has recommended the following suggestions which must follow by all the agency, government & non-government offices, local community households, School, colleges, health complex, etc.

RECOMMENDATIONS FOR WASTE SENDER

- Use source segregation mechanism at the source of the waste to separate organic, inorganic & recyclable.
- Use composting method to compost the organic waste at source like within households, camps, etc.
- Send the recyclable waste to scrap dealer or reuse it if possible.
- Only send the waste which are not recyclable or compostable to the landfill.
- Do not send the waste which are not recommended in the paragraph 3.1.3.

For further information, see the WASH Sector SWM guidelines in the camps [WASH SWM Operational guidelines](#).
 For any further technical advice, training, or other support, contact please UNDP SWM team officially:
Contact person: Md.Amin / **Email:** md.mahmudul.amin@undp.org

5. Characteristics of the TSWF

The Temporary Solid Waste Facility (TSWF) (sanitary landfill) has been constructed for the final disposal of the solid waste (non-recyclable) generated in the Rohingya Refugee camps (Megacamp) in Ukhaia.

5.1 TSWF map/layout

The landfill is located in camp 20 Extension in an area commonly known as "No Man Land". The facility has an extension of 2,860m² and the landuse plan is shown in table 1 below.

Table1. Landuse Plan for the sanitary landfill at Camp 20Ext.

Description	Area (m2) /Length (m)
Loading/Unloading Area	200
Access Road	150
Landfill Area	2000
Leachate Pond Area & Wet land	600
Fencing Perimeter	600
Workers Changing Room	7.5
Goods Room	12
Washroom	2



Figure 3. Layout Plan of Ukhaia Camp20ext. Land Fill (UNDP, 2019)



Figure 4. Zone 4 section of Ukhia Land Fill (UNDP, 2019)

5.2 Personnel

UNDP & BRAC will have standard amount of Guards, Cash for Worker, Supervisor and Project Officer to handle the day to day waste. But if any agency wishes to help with their own CFW at landfill site while they are sending the waste, it will be welcomed. In this case, CFW needs to be properly protected with gloves, gumboots, vest/organization identification and mask (during COVID19 outbreak. Handwashing facilities are available at the entry gate).

5.3 Personal Safety Equipment

UNDP & BRAC will provide PPE, First Aid Box, Handwashing point, Fire extinguisher and other safety equipment only for their own workers. Other Agencies should manage their own safety measures if they wish to work at landfill site. BRAC or UNDP are not responsible for any accident/health issues for the external workers.

Prepared by: UNDP SWM Project team

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