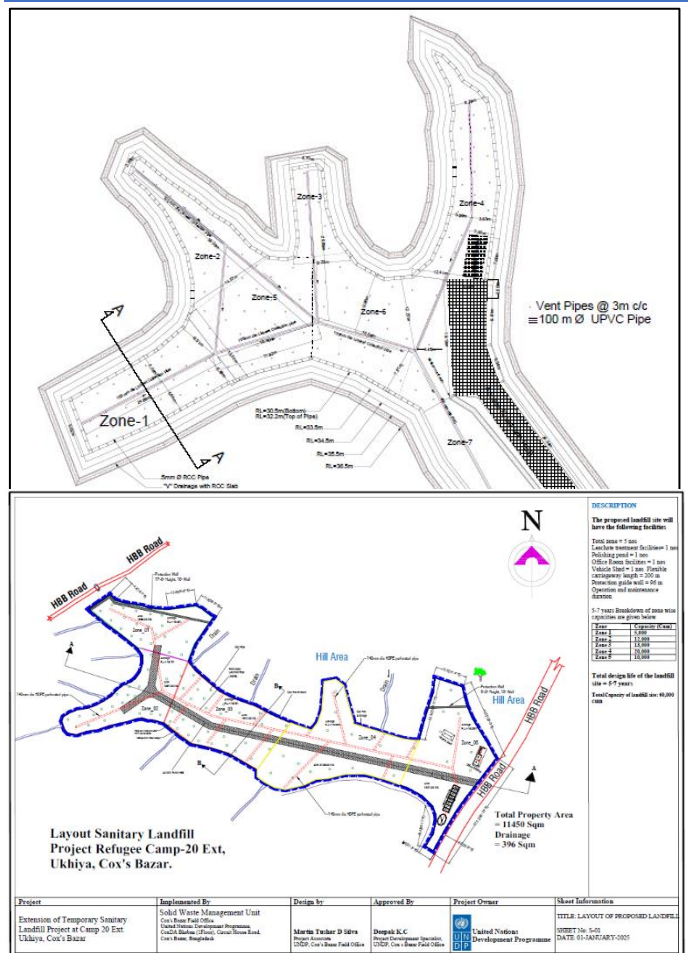




Standard Operating Procedure (SOPs)

Sanitary Landfill

Camp 20ext, Ukhia Upazila



Standard Operating Procedure (SOP)

Use of the Sanitary Landfill by authorities/humanitarian actors managing solid waste in Ukhia Camps.

1. Introduction

The existing sanitary landfill was implemented by UNDP in collaboration with BRAC, Practical Action, SMEP, the WASH Sector, RRRC, and other key stakeholders to safely dispose of non-recyclable solid waste generated in the Rohingya refugee camps. The sanitary landfill is located at Camp-20 Extension, in an area commonly known as "No Man's Land." It started being operational on 24th of October, 2019.

Since then, the facility has been used to safely dispose the non-recyclable solid waste from camps and has now reached its full capacity. However, the needs for the safe disposal of non-recyclable solid waste has remained.

In response to this continued need, an extension of the existing landfill was implemented by UNDP in 2025, in collaboration with the WASH Sector, ISCG, RRRC, BRAC, and other key stakeholders. 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 Sanitary Landfill at Camp 20Ext. by the different key stakeholders involved in Solid Waste Management activities in Camps at Ukhia 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 BRAC and is responsible of executing the operation & maintenance procedures and monitoring of environmental mitigation measures. Through their implementing partners BRAC, vendors or other collaborators, UNDP and BRAC makes sure of the proper performance of the landfill 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 landfill site at Camp 20ext. 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 sanitary landfill 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.
- To transport the waste a requisition should be placed through [online requisition system](#) (except debris waste).
- Bilateral communication will be required for transporting the debris waste from any emergency (like fire etc.)
- Waste will be received at landfill site from 8:30 am to 3:30 pm (except Friday and government holidays). Requisition need to be submitted through the online system at least 2 days ahead during the office time.
- Partners need be used their own transportation system to send waste at landfill. Maximum size of the truck will be 3 Ton and waste in the vehicles should be covered during the transport time.
- Agencies/NGOs can request maximum of 3 vehicles for a day. However, Agencies/NGOs can request more while other partner's request will be less than the sanitary landfill capacity for a day (which is 18 ton). Partner need to bring a print copy of requisition slip (attached in the confirmation mail)
- Daily disposal quantities must remain within the approved limits communicated by the landfill operator.
- All agencies need to follow the instructions provided by the landfill supervisor, including designated tipping areas, unloading methods, and movement routes inside the landfill.
- Nominate one representative in each organization for the communication with the landfill focal person.

- **Strictly follow the Types of waste rules as following:**

- Only solid waste will be accepted such as plastics, polythene, cardboards, papers, clothes, etc. (not sellable). Recovery of waste materials at camp level before transportation is highly recommended.
- All these materials should be free from faecal matter/sludge contamination, excessive dust, excessive sand, excessive rubbles, excessive clay and it should be dry in nature.
- 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.
- Any type of medical waste like blood contaminated materials, needle, syringe, bandage, drugs, bio medical matters etc. will not be received.
- Faecal or sludge contaminated solid waste should be disposed at the faecal sludge treatment site/ plant or any other appropriate location.
- Waste should be free from excessive moisture, leachate, sharp objects, chemicals, batteries, e-waste, or dead animals. Mixed or contaminated waste loads will be refused.



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).

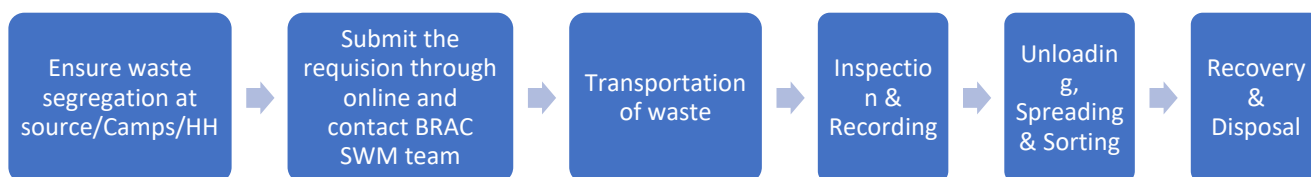


Figure 1 . Operational Procedures for Landfill at Ukhia Camps

4.1 Contact Details of Landfill Focal Person:

Any agency/NGO in need of using the sanitary landfill to dispose waste must coordinate with BRAC to safely dispose, see below contact details:

1. **Name:** Md. Younus
Phone: 01847456373, 01880628402 (WhatsApp)
E-mail: Mdyounuscox1996@gmail.com
2. **Name:** Md Bayazid Hossain
Phone: 01847351687
E-mail: bayazid.hossain@brac.net
3. **Name:** Md. Mohiuddin
Phone: +8801833301621
E-mail: mohiuddin.m@brac.net

Open hours: From 8:30 am to 4:00 pm

For any feedback you can reach to **UNDP and WASH Sector Team** through following mail:

Name: Martin Tushar D Silva
Email: martin.silva@undp.org
UNDP

WASH Sector Mail:
washcoxsbarazar@gmail.com

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 12 to 14 truck per day.

4.2 Transportation of waste.

Maximum size of the truck: 120 cft or 3 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 landfill site, 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 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 residual waste which is about 30% 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 residual), waste for final disposal can be minimized and the lifespan of the TSWF increased.

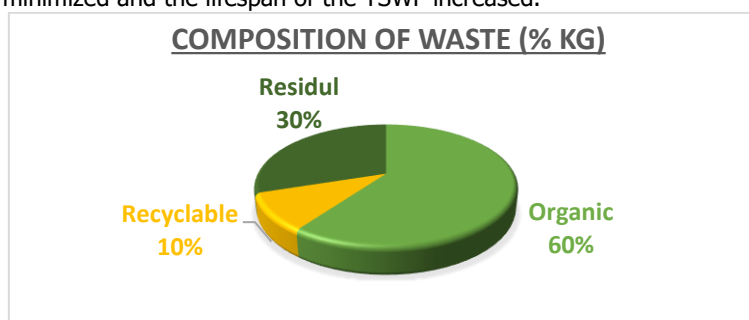


Figure 2. Percentage of waste composition in HH Camps (WASH Sector, CXB, 2019)

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.

- For further information, see the WASH Sector SWM [strategy](#) in the camps

The Sanitary landfill has been constructed for the final disposal of the solid waste (non-recyclable) generated in the Rohingya Refugee camps at Ukhia.

5.1 Sanitary Landfill map/layout

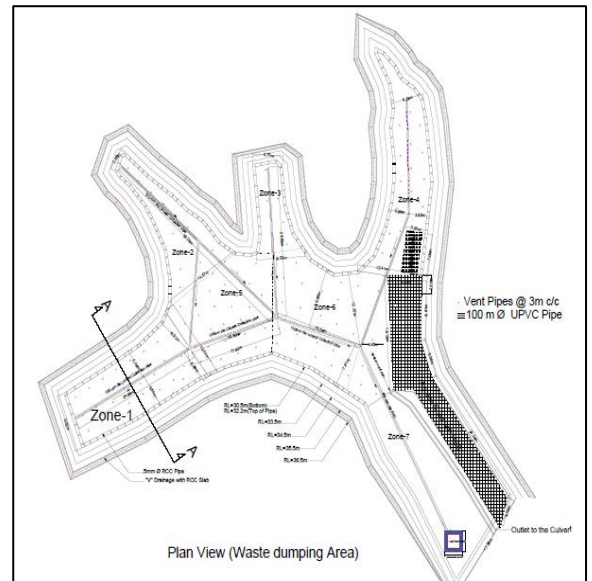


Figure: Layout Plan of Existing Landfill

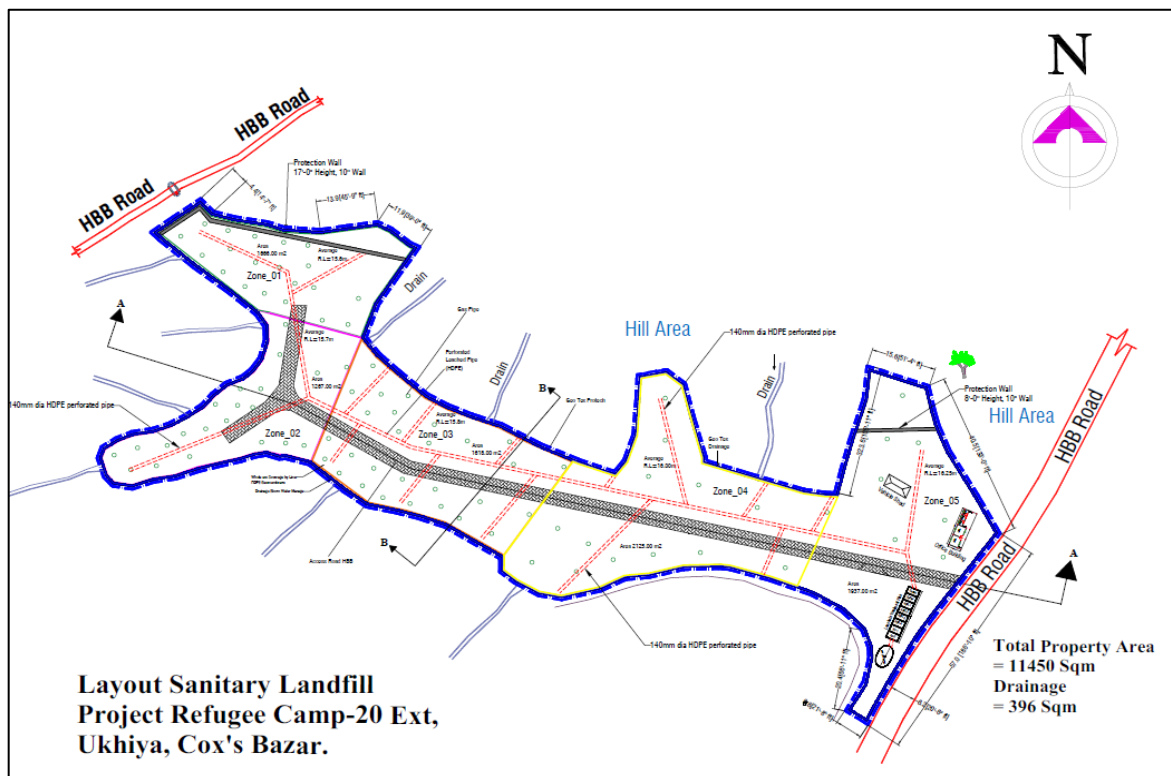


Figure: Layout Plan for Extension of Existing Landfill

Capacity Details of Sanitary Landfill

Phase	Capacity (Unit - m3)
Existing Landfill Phase -I	8,500
Existing Landfill Phase -II	(+13,500) 22,000
Existing Landfill Phase -III	(+18,000) 40,000
Extended Landfill (inaugurated in 7 th December, 2025)	(+60,000) 100,000

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.