

PROTOCOL FOR CERTIFICATION AND VERIFICATION OF OPEN DEFECATION FREE AND TOTAL SANITATION COMMUNITIES



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1.0 Background

Community Led Total Sanitation (CLTS) is presently being promoted in most part of the country as one of the major strategies for scaling up sanitation development. The approach focuses mainly on achieving sustained behaviour change through motivation and mobilization of communities to understand the risks associated with open defecation. The community mobilization efforts focus on assisting communities and individuals understand the health risks associated with open defecation and use disgust and shame as “triggers” to promote action which ultimately lead to construction and use of locally built household latrines without any form of subsidy on the hardware component.

The main objective of CLTS is to empower the community to realize the extent and magnitude of the problems associated with open defecation and take necessary actions towards solving the problems for improved health and well-being of the people. In Nigeria, the two major outcomes of CLTS implementation are;

- Total elimination of open defecation
- Total sanitation which includes environmental sanitation, personal and domestic hygiene.

The specific objectives are;

- Total elimination of open defecation practices.
- 100% coverage of latrine use.
- Improved personal, household and environmental hygiene.
- Increase ownership and sustainability of hygiene and sanitation activities.
- Contribute to reduction in sanitation related diseases.

These guidelines are to guide the certification and verification processes for declaring communities Open Defecation Free (ODF) and Total Sanitation.

2.0 Definition of Terms

Certification – This is the official confirmation and recognition of Open defecation free status. For quality control and to ensure strict compliance to the guidelines for certification, official confirmation should be done at State level.

Verification – This is inspection carried out to assess whether a community is ODF.

Open Defecation Free – This refers to when no faeces are openly exposed to the environment. Achieving ODF might involve the use of any form of latrines that prevent exposure of faeces to the environment with provision for moving up the sanitation ladder.

Total Sanitation – This encompasses use of improved latrines and stopping of open defecation as well as improvement in personal, domestic and environmental hygiene.

3.0 Processes for certification

The communities should be informed from the onset of interventions on the criteria for certification as ODF and Total Sanitation. The following processes are expected to be followed;

- WASHCOM should promptly report to the LGA WASH Unit/Department or designated NGO when ODF has been achieved by the community. If the project is being facilitated by an NGO, the NGO should report the ODF status to the LGA WASH Unit/Department.
- LGA WASH Unit/Department should make an initial visit to the community to verify the claim, by carrying out the following activities:
 - Confirm the present total households in the community.
 - Confirm the total number of latrines in the community and how many households use them (**Note: if there are households without access to latrines, find out where such households defecate.**)
 - Go round the community and check if all the latrines have been completed, and being used.
 - Check if the latrines are well maintained.
 - Check if hand washing materials are available in or near the latrines.
 - Check the closeness of latrines to the drinking ground water sources -e.g borehole and dug well (Note: the acceptable distance between drinking water source and latrine is 30 meters/100ft and down hill of water points)
 - Check all former open defecation sites, bushes close to homesteads and general environment for feces (**Be more observant, attentive and vigilant at this point.**)
 - Whatever materials used for anal cleansing should be dropped into the pit.
 - Check if the school(s) in the community have separate toilets, hand washing facilities and urinal (**if NOT, where do pupils or students defecate?**)
 - Check if the community has a market with a public toilet and hand washing facility. (**If NOT, where do the market people defecate on the market days?**)
 - Check if the health centre in the community has toilet. (**if NOT, where do health personnel or the patients defecate?**)
 - Note whether the paths to the latrines are weedy/ clean. **Deep a meter long stick to check availability of faeces in toilet/ latrine or throw a stone into it and listen to the sound.**(Note that the stick should be disposed properly)

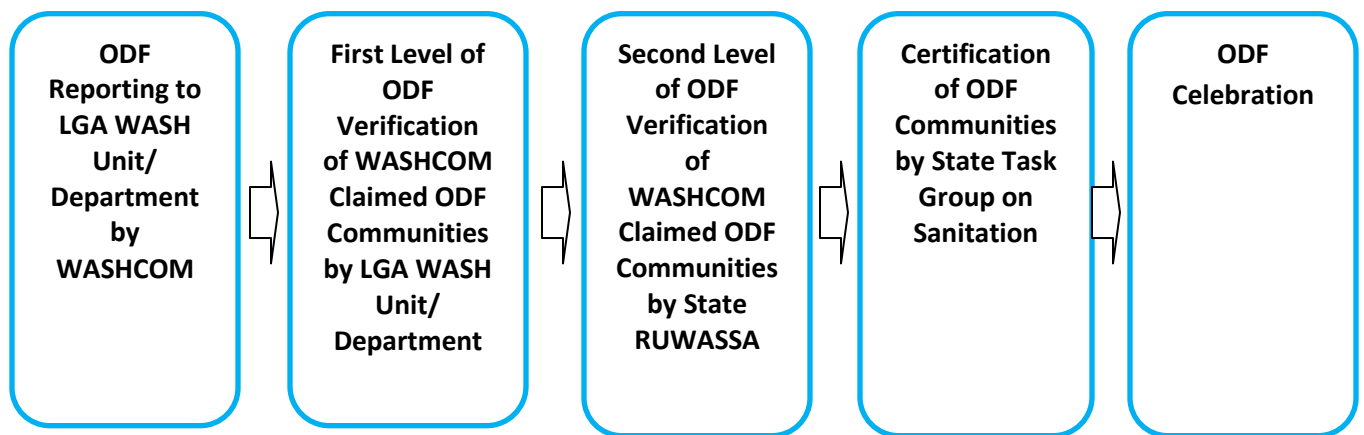
The above are the minimum requirements for certification as ODF.

- **If it is confirmed that the community has attained ODF status based on the information gathered,** the LGA WASH Unit/Department should make another un-announced visit, once monthly for 3 months and carry out the above verification procedures to re-affirm that the community has actually sustained the status.

- After convinced about the ODF status of the community, LGA WASH Unit/Department should share the information with RUWASA.
- RUWASA should conduct further verification visits to the claimed ODF communities in conjunction with LGA WASH Unit/Department to assess the ODF status.
- **If the outcomes of the visits are consistent with the previous ones**, the certification team comprising of members of State Task Group on Sanitation should conduct another round of un-announced visit to the verified communities for certification.
- Based on the outcome of the visit, the certification team would then make a decision whether to certify the community **ODF or NOT**.
- If the community is truly ODF, the certification committee should recommend the community to the Local Government and State Government to be declared ODF.
- The community is to be officially declared ODF with certificates presented to the communities at a formal function to be attended by the community members, State government functionaries, representatives of Local governments, NGOs and development partners.

NOTES:

- **Ensure that women are part of the visiting/certification team to the communities particularly in the Northern part.**
- **No official certification, unless ODF has been sustained for at least 6 months.**
- **National Task Group on Sanitation (NTGS) is not part of the certification process for declaration of ODF communities but conduct validation of the process in selected certified ODF communities to ensure quality assurance and strict adherence to the guidelines.**



ODF REPORTING	ODF VERIFICATION	ODF CERTIFICATION	ODF CELEBRATION
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4.0 Basic Indicators for Total Sanitation

For communities to be declared to have achieved Total Sanitation, the following practices have to be adopted by members;

1. All households use hygienic latrines.
2. Always keep latrines clean.
3. Latrines, hand washing facilities and urinals are provided and being used in schools, health centres, markets and other public places, where available.
4. Washing hands properly with soap, ash and water at critical times (after defecating, before eating and feeding children, after packing children feces, before preparing food and after coming in contact with dirt)
5. Always keep food covered
6. Always keep drinking water covered
7. Always Keep water points (boreholes, Hand dug wells etc) surroundings sanitary
8. Always keep household, abattoirs and community environment sanitary
9. Proper disposal of solid and liquid waste including animal waste.
10. Proper disposal of waste water.
11. **Safe location of latrines, at least 30 meters/100 ft (where there is enough space) away and down hill of groundwater sources**

It is when the above criteria are met, that the community can be considered Totally Sanitized Community. It is more cost effective and better to aim at achieving Total Sanitation while planning interventions. The same certification processes for ODF have to be followed for certifying communities as Totally Sanitized.

5.0 CHECKLIST FOR VERIFICATION AND CERTIFICATION OF ODF & TOTAL SANITATION COMMUNITIES

Community:..... LGA:..... State:.....

GENERAL INFORMATION:		
S/N	Description	Responses
1	Total No. of Households in the Community	
2	No. of Households with latrines	
3	If not all the households have latrines, where do the households without latrine defecate?	
4	When was the community triggered?	
5	Has the community been certified ODF?	
6	If Yes, when was the community certified ODF?	
7	Who certified the community ODF?	
8	Does the Community have WASHCOM?	

GENERAL OBSERVATION OF THE COMMUNITY

S/N	Description	Yes	No	Remarks
1	Are the household latrines being used?			
2	Are the latrines well maintained?			
3	Are hand washing facilities available near the latrines?			
4	Are anal cleansing materials properly disposed?			
5	Are children faeces properly disposed?			
6	Are there faeces in former open defecation sites?			
7	Apart from former open defecation sites, are there faeces deposited in the open anywhere in the community?			
8	Are there latrines with hand washing facilities in schools where available?			
9	Are there latrines in Health Centres where available?			
10	Are there latrines in Markets where available?			
11	Are water points (boreholes, dug wells) located 30m from latrines?			

Any other observations and additional comments on the ODF status of the Community:

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Recommendations (Give your recommendations on the ODF Status of the Community)

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Name of Evaluator:

Signature:

Date:

For Verification and Certification for Total Sanitation, observe the following:

S/N	Description	Responses		
		Yes	No	Remarks
1	All households use hygienic latrines			
2	All households always keep latrines clean			
3	Schools (where available) have latrines, hand washing facilities and urinals			
4	Health Centres (where available) have latrines and hand washing facilities			
5	Markets (where available) have latrines			
6	Hand washing facilities close to the latrines			
7	People keep food covered			
8	People keep drinking water covered			
9	Community water point surroundings clean			
10	Proper disposal of solid waste			
11	Proper disposal of liquid waste			
12	Proper disposal of animal waste			
13	Location of water points (borehole, dug well) 30m from latrines			
14	Community environment generally clean			

Any other observations and additional comments on the Total Sanitation status of the Community:

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Recommendations (Give your recommendations on the Total Sanitation Status of the Community)

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Name of Evaluator:

Signature:

Date: