



National Open Defecation Free (ODF) Certification Protocol

Revised Edition: June 2017

ISBN 92 9186 072 1



Table of Content

Acronyms	3
Background	4
Definition of Terms	5
Processes for follow-up, verification, certification and validation of ODF and Total Sanitation communities	6
Basic Indicators for Total Sanitation	13
Checklist for verification and certification of ODF and Total Sanitation communities	14

Acronyms

CLTS	-	Community Led Total Sanitation
LGA	-	Local Government Area
NGO	-	Non-Governmental Organisation
NTGS	-	National Task Group on Sanitation
ODF	-	Open Defecation Free
RUWASSA	-	Rural Water Supply and Sanitation Agency
STGS	-	State Task Group on Sanitation
STOWA	-	Small Towns Water Supply and Sanitation Agency
WASH	-	Water, Sanitation and Hygiene
WASHCOM	-	Water, Sanitation and Hygiene Committee
WCA	-	Water Consumer Association

1

BACKGROUND

Community Led Total Sanitation (CLTS) is presently being promoted in all the States in Nigeria and the Federal Capital Territory, as one of the major strategies for scaling up sanitation. 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 facilitating communities and individuals to understand the health risks associated with open defecation using 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 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 and sustainable elimination of open defecation
- Achieving and sustaining Total Sanitation

The specific objectives are to;

- Achieve total elimination of open defecation practices.
- Attain 100% coverage of latrine use.

- Improve personal, household and environmental hygiene.
- Increase community ownership and sustainability of hygiene and sanitation activities.
- Contribute to reduction in sanitation related diseases.

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

2

DEFINITION OF TERMS

Verification – This is inspection carried out to assess whether a community is ODF or not. This is done at four different levels, through unannounced visits by the LGA WASH Department/Unit and RUWASSA

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 by the State Task Group on Sanitation (STGS).

Validation – This is the review of the entire process that has led to the certification of communities. This includes review of documents as well as community spot checks to not less than 10% of the certified communities. This is for quality assurance and strict adherence to the guidelines and is conducted by the National Task Group on Sanitation (NTGS).

Open Defecation Free – This refers to when faeces are not openly exposed to the environment. Achieving ODF might involve the use of any form of basic latrines that prevent exposure of faeces to the environment with provision for moving up the Sanitation Ladder.

Total Sanitation – This encompasses the use of improved latrines and putting an end to open defecation as well as improving personal, domestic and environmental hygiene.

3

PROCESSES FOR FOLLOW-UP, VERIFICATION, CERTIFICATION AND VALIDATION OF ODF AND TOTAL SANITATION COMMUNITIES

The processes iterated below are to be complied with in the verification, certification and validation of communities as ODF and Total Sanitation:

- The first follow-up visit should be made to triggered communities within 48 hours and subsequent follow-up visits to be done as agreed with the community. These visits aim at supporting communities follow through on their commitment to becoming ODF. Communities are expected to claim ODF status within 6 to 10 weeks after triggering.
- Communities should be informed at the first follow up visit after triggering about the criteria for verification and certification of communities as ODF and Total Sanitation. Community Action Plan may be amended to reflect new activities.

- **Note: Within the period of follow-up or monitoring visits by Local Government Authority (LGA) Water Sanitation and Hygiene (WASH) Unit/Department or other implementers, Rural Water Supply and Sanitation Agency (RUWASSA) and Small Town Water Supply and Sanitation Agency (STOWA) should also conduct supportive monitoring visits to randomly selected triggered communities.**

- Water, Sanitation and Hygiene Committee (WASHCOM)/Water Consumer Association (WCA) should promptly report to the LGA WASH Unit/Department or designated Non-Governmental Organization (NGO) when community claims to have achieved ODF status. If the project is being facilitated by an NGO, the NGO should report the ODF claiming status to the LGA WASH Unit/Department.

- LGA WASH Unit/Department and other partners at the LGA level should pay the first official and un-announced visit to the community within one week to verify the ODF claim by conducting the following exercises;

- Confirm the number of households in the community.
- Confirm the 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. The maximum number of people accepted to share a latrine is 15. In riverine communities, a maximum of 5 households can share a communal latrine with one drop-hole**)
- Go round the community and check if all the latrines have been completed, and are being used. (**Dip a**

long stick in the toilet/latrine to check for faeces, throw a stone and listen for a thud (dull) sound, which implies presence of faecal matter. You may also choose to use touch light to look in. Note that the stick should be safely disposed)

- Check if the latrines are well maintained. **(Note: For cluster settlements where land/space is an issue, awareness of maintenance techniques encourages latrine construction closer to houses)**
- Check if pit cover is available and fits the hole properly, effectively preventing flies/ other insects from accessing the faecal matter.
- Check if tippy taps or similar handwashing arrangements including soap/ash are available in or near the latrines.
- Check the closeness of latrines to the ground water sources such as boreholes and dug wells *(Note: the acceptable distance between drinking water source and latrine is 30 meters/100feet and downhill of water points)*
- Check all former open defecation sites, bushes close to homesteads and general environment for faeces **(Be more observant, attentive and vigilant at this point).**
- Check for proper disposal of anal cleansing materials such as paper, leaves etc
- Check if the school/s in the community has/have separate toilet facilities for boys and girls **(if NOT, where do pupils or students defecate?)**
- Check if public places in the community (market, motor-park, church, mosque, town hall, etc) have

toilets and handwashing facilities. **(If NOT, where do people defecate?)**

- Check if the health centre in the community has a toilet. **(If NOT, where do health personnel and/or the patients/caregivers defecate?)**

- If it is verified that the community has attained ODF status based on the information gathered, the LGA WASH Unit/Department should proceed on the second official un-announced visit within 20 days after the first visit.

- The LGA WASH Unit/Department will be supported by RUWASSA/STOWA on the third official un-announced visits to the communities within 20 days after the second visit. During this third visit, the LGA WASH Department/Unit will visit all the ODF claiming communities while RUWASSA/STOWA will accompany them to a minimum of randomly selected 25% of the ODF claiming communities to re-affirm that they have actually sustained the status.

- If the result of the third level verification indicates open defecation in any one of the sample communities, the LGA will be formally asked to re-verify the entire batch through rounds of un-announced visits to all the previously verified communities and facilitate participatory actions on addressing the emerging challenges (where necessary). The State RUWASSA/STOWA team is expected to provide a comprehensive report on short comings, demonstrate to concerned LGA staff in the 'Failed' ODF communities how to remedy the situation through community interactions and actions and suggest way forward for the next round.

- If the ODF status of all the communities is verified, LGA WASH Unit/Department will carry out the fourth verification visit within 30 days of the third visit. A list of successful communities should be sent to RUWASSA/STOWA for the State Task Group on Sanitation (STGS) to conduct certification.
- STGS is expected to conduct the certification visit within 30 days of the receipt of the list of ODF claiming Communities from RUWASSA/STOWA.
- Based on the outcome of the STGS certification visit, the certification team would then take a decision whether to certify the communities **ODF or NOT**. If the communities are truly ODF, the certification team should recommend the communities to the Local Government and State Government (RUWASSA/STOWA) to be declared ODF. It is recommended that certificates of ODF status should be presented to the communities at a formal function to be attended by community members, State Government functionaries, representatives of Local Governments, NGOs and Development Partners.

POINTS TO NOTE:

- Ensure that women are part of the visiting/certification team to the communities.
- Each STGS certification team should comprise an adequate mix of Government, Civil Society and Media representation.
- RUWASSA/STOWA officials are not to participate in certification but may be part of the process to provide guidance, even as members of the STGS.
- The NTGS is not part of the certification process and declaration of ODF communities.

- The NTGS conducts a validation of the certification process for declaring communities ODF. A minimum of 10% of the certified ODF communities should be visited for quality assurance and strict adherence to the guidelines.
- Recommendations of the validation process by the NTGS should be made available to the LGA and the State. Within a given time frame, the LGA and the State are expected to report back to the NTGS on progress made on the recommendations.
- If any community chosen for validation fails, the next validation should be a minimum of 15% of the newly certified ODF communities and should include the failed community or communities.
- During a validation exercise, STGS and RUWASSA/STOWA officials can participate but will not have voting rights on the decisions of the NTGS.
- For an LGA to be declared ODF, the NTGS will need to undertake a review of the entire process and issue a report. This will involve field visits to a minimum of 10% of the entire communities in the LGA. If the outcome is 100% successful, it is recommended that the Federal Government recognises and presents an ODF certificate to the LGA.

For the purpose of certification of ODF communities, the following five criteria should be used;

1. Total absence of exposed SHIT (faeces) in the community and its surroundings.
2. Evidence of household latrines construction and use in the community.
3. Presence of latrines in public places (separate for male and female), such as School, Health Centre, Market, Abattoir, Church, Mosque and Motor park, etc.

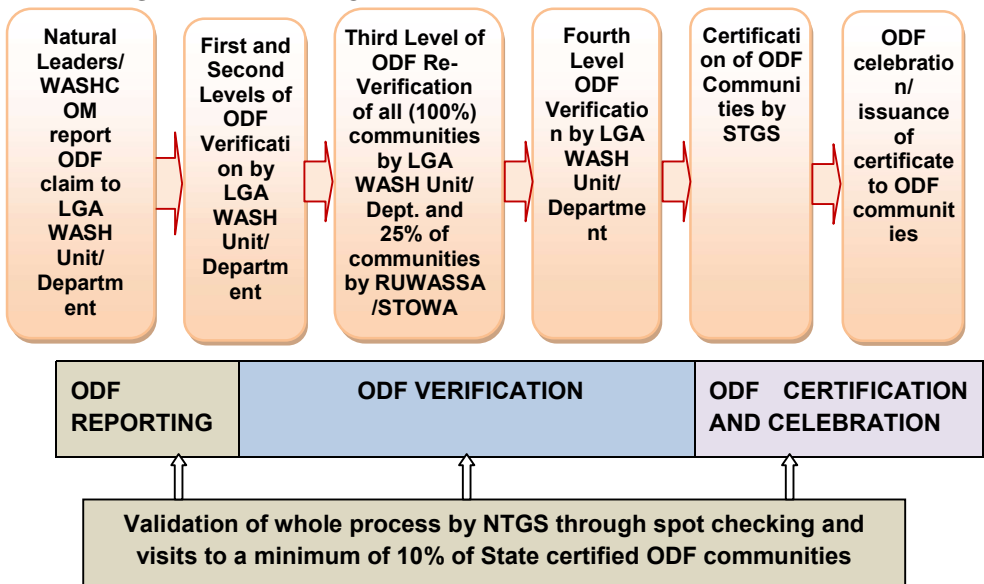
4. Ordinary Pit Latrines must have fly-proof drop-hole covers (any type). *Note: Ventilated Improved Pit (V.I.P) latrines do not need drop-hole cover.*

5. Presence of hand washing facilities close to latrines.

It is recommended that to avoid a backlog of communities, the verification process needs to be adhered to and the timelines strictly followed. There should be consistency and clear documentation of the process of verification and certification.

Notes:

- A community is ODF when no evidence of open defecation is found anywhere in the community; around households, schools, health facilities, markets, motor-parks and other public institutions. Households are expected to have and use latrines with drop-hole cover and handwashing facilities.
- An ODF ward is one where **all** communities within the ward are certified ODF.
- An ODF LGA is one where **all** communities within the LGA are certified ODF.



4 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. Use of improved latrines by all households.
2. Proper disposal of anal cleansing materials.
3. Always keeping latrines clean.
4. Latrines, hand washing facilities and urinals are provided and being used in schools, health centres, markets and other public places, where available.
5. Washing of hands properly with soap, ash and water at critical times (after defecating, before eating and feeding children, after packing children's faeces, before preparing food and after coming in contact with dirt)
6. Always keeping food covered
7. Always keeping drinking water covered
8. Always keeping the surroundings of water point (boreholes, hand-dug wells, etc) clean.
9. Always keeping households, abattoirs and community environment clean.
10. Proper disposal of solid and liquid waste including animal waste.
11. Proper disposal of waste water.
12. Safe location of latrines, at least 30 meters/100 ft (where there is enough space) away from, and downhill of groundwater sources.

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

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

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

GENERAL INFORMATION:		
S/N	Description	Responses
1	Total Number of Households (HH) in the Community	
2	Number of households with latrines	
3	Number of improved household latrines (please, inspect the latrines)	
4	Number of un-improved household latrines (please, inspect the latrines)	
5	If not all the households have latrines, where do households without latrines defecate?	
6	When was the community triggered?	
7	Has the community been verified ODF?	
8	If the community has been verified ODF when did the verification take place?	
9	Who verified the community as ODF?	
10	Does the community have WASHCOM/WCA?	

GENERAL OBSERVATION OF THE COMMUNITY

S/N	Description	Yes	No	Remarks
1	Are the household latrines being used?			
2	Are hands washing facilities available near the latrines?			
3	Do all the household pit latrines have drop-hole covers?			
4	Are there faeces in former open defecation sites?			
5	Apart from former open defecation sites, are there faeces deposited in the open anywhere in the community?			
6	Are there basic latrines (separate for male and female) in schools, health centres and markets where available?			

Note: The population of households sharing one latrine should not exceed 15 people. In riverine communities, a maximum of five households are allowed to share one latrine. The community must satisfy all the above requirements (i.e. marked Yes for questions 1, 2, 3, & 6; No for 4 & 5) under observation before it can be certified as ODF.

Other observations and 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	Hand washing facilities are located close to the latrines			
4	Anal cleansing materials are properly disposed			
5	Schools (where available) have latrines and hand washing facilities			
6	Health Centres (where available) have latrines and hand washing facilities			
7	Markets (where available) have latrines and hand washing facilities			
8	People keep food covered			
9	People keep drinking water covered			
10	Community water point surroundings clean			
11	Proper disposal of solid waste			
12	Proper disposal of liquid waste			
13	Proper disposal of animal waste			
14	Location of water points (borehole, dug well) 30m from latrines			
15	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:*.....