

**ENTRY CHECKLIST for SWM policy-makers / planners of National or Municipal Government**

<b>1</b>	<b>National income per capita</b>	<b>In local currency</b>	<b>as international currency</b>		
	<b>Distribution of production sectors</b>	<b>Primary %</b>	<b>Industry %</b>	<b>Service %</b>	
<b>2</b>	<b>Is there a specific office in your City dedicated to SWM?</b>	<b>YES/NO</b>	<b>description</b>		
<b>3</b>	<b>What is the population generating the waste?</b> <b>Any other main source of waste (hospitals, industries, ..)?</b>	<b>Brief description</b>			
	<b>Is your city mainly urbanised or mainly rural?</b>	<b>Brief description</b>			
	<b>Do you know how much waste is generated in your City by the different sources?</b>	<b>YES/NO</b>	<b>t/y</b>	<b>kg /person / day</b>	<b>quality of data</b>
	Household				
	Municipal				
	<b>Health</b>				
	Industrial Agriculture and forestry				
Construction & demolition					
Mining					
<b>TOTAL for 1 year</b>					

4	<b>Do you have data on the composition of the waste your City collects (per source)?</b>	<b>YES/NO</b>	<b>t/y</b>	<b>% over total</b>	<b>quality of data</b>	
	Paper					
	Plastics					
	Glass					
	Food rejects					
	Green waste (parks, gardens,...)					
	Cans (ferrous and non-ferrous metals,...)					
	Ferrous scraps					
	WEEE					
	Hazardous					
	Other					
	<b>TOTAL for 1 year</b>					
5	<b>What is the collection coverage: i.e. % of generators of waste to whom complete collection is ensured?</b>	<b>% of households</b>	<b>% of business</b>	<b>% of industries</b>		
	City centre					
	Periphery					
	<b>Does collection by local authorities cover industrial waste?</b>	<b>Yes / NO</b>		<b>Number of collection sites</b>		
	<b>Is the informal sector active in waste recycling?</b>	<b>brief description</b>				
	<b>Who is in charge of healthcare waste collection and management?</b>	<b>brief description</b>				
	<b>Can you describe examples of good collection coverage / recycling taking place in your Municipality / Country?</b>	<b>brief description</b>				

6	<b>Can you describe and quantify main SWM steps?</b>	<b>amount of municipal waste</b>	<b>%</b>	<b>brief description of plant' technology and locations</b>
	landfill			
	recycling dry fractions: paper, plastics, glass,...			
	mechanical pre-treatment; biostabilisation			
	composting			
	anaerobic digestion			
	thermal treatment (Incineration; gasification; co-incinrtn)			
	other			
7	<b>Does the City keep a SWM Accounting System and a Budget separated from other city's cost?</b>	Yes / NO	<b>brief description</b>	
8	<b>What is the cost of the main SWM activities?</b>	<b>O&amp;M</b>	<b>Capital costs</b>	
	collection			
	transport			
	recycling dry fractions: paper, plastics, glass,...			
	landfill			
	composting			
	anaerobic digestion			
	thermal treatment			
	mechanical pre-treatment; biostabilisation			
	other			

9	Are service tariffs applied for SWM separately from other taxes?	Yes / NO	Describe
	What is the City's billing efficiency on SWM?		Describe
	What is the City's collection efficiency on bills sent to residents?		Describe
	Are feed-in tariffs applied for energy from waste (e.g. landfill biogas)?		Describe
	Does the City have projects initiated by repayable funding sources?		Describe
	What is the City's total budget?		Describe
	What percentage of the City's budget is allocated to SWM?		Describe
	What are the city's three biggest investment priorities in SWM?		Describe
	What is the budget shortfall between these investment priorities and available budget for investment?		Describe

10	<b>Who is responsible for the collection of municipal solid waste and who owns containers and vehicles?</b> Local Authorities Private company Mixed public-private company	Describe	
	<b>Who is performing the other municipal waste management activities?</b> Transfers stations Recycling Landfilling Composting Anaerobic digestion Thermal treatment .....	Describe	
	<b>Other authorities involved in SWM at the City level?</b>	Describe	
11	<b>What institution is responsible for implementing the City's SWM Action Plan?</b>	Describe	
12	<b>Does your Country have a national SWM strategy?</b>	YES / NO	Summary of main goals
	<b>What national objectives / targets are relevant for your City?</b>	Describe	
13	<b>How do policy-makers consult with stakeholders and citizens about SWM?</b>	Describe	