

Menstrual Friendly Public Toilet (MFPT) Field Researcher Training:

Using the Toilet Audit Tool

Based on the Global Menstrual Friendly Public Toilet Study 2023



COLUMBIA UNIVERSITY | MAILMAN SCHOOL of PUBLIC HEALTH



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For Team Leaders

Recommendation to review/edit slides as needed before training.

Adjustments to content might include decisions on:

- Using a paper or Qualtrics audit tool for data collection
- Using digital or paper maps of areas to audit
- Collecting photographs or not during data collection

Other preparation may include:

- Reviewing the toilet audit tool and adjusting slides on answering questions before training data collectors
 - Providing copies of the audit tool and any relevant checklists and tracking tools
-

Introduction: MFPT Audit Tool

What is the MFPT audit tool?

The MFPT audit tool assesses key aspects of Menstrual-Friendly Public Toilets (MFPT) including accessibility, structure and hardware, basic supplies, safety and privacy, and the availability of menstrual management resources.

What does the MFPT audit tool do?

The information (data) collected from this tool can be used to score public toilets based on their overall “menstrual-friendliness.” This information can then be used to understand the state and status of MFPTs throughout a city.

Where did the MFPT audit tool come from?

This tool was originally research-designed and used in a study about MFPTs in six cities: Barcelona, Kampala, Manila, New York City, Osaka, and Rio de Janeiro.

Purpose

The aim of this training deck is to provide guidance on how to use the MFPT audit tool to collect data on the menstrual-friendliness of public toilets throughout a city.

Note: This training deck only covers guidance on conducting MFPT toilet audits. **For information related to other steps in assessing menstrual-friendliness, including data management, geographic data preparation, and qualitative data collection, please refer to the *MFPT Toolkit*.**

Target Audience

The target audience of this training deck is the field team workers (students, staff, volunteers) who will be conducting toilet audits.

Training Objectives

- 1** Review key definitions
- 2** Learn background on Menstrual Friendly Public Toilets (MFPT)
- 3** Understand data collector role
- 4** Explore mapping and location selection
- 5** Learn steps in preparing for data collection
- 6** Learn how to use maps to locate public toilets to audit
- 7** Understand how to use the MFPT audit tool
- 8** Understand why and how to collect photo data (optional)

Key Definitions

Key Definitions

Building

Refers to the **physical structure where the toilet facility(s) are located**. Building may be a stand-alone toilet structure or a multi-use building that includes public toilets.

Toilet facility or toilet

Structure or reserved space (bathroom, WC, etc.) **that contains one or more individual toilets** (squat, stance, commode, etc.). These terms may sometimes be used interchangeably. You should use the term that makes the most sense in your context.

Single-occupant toilet facility with stall/cubicle

A facility designed for one person to use at a time, in which the **toilet is enclosed with side panels and/or a door**.

Single-occupant toilet facility with no stall/cubicle

A facility designed for one person to use at a time, in which the **toilet is NOT enclosed or separated from the rest of the room**

Multi-occupant stall toilet facility

A facility with **more than one toilet**, enclosed with side panels and/or doors, designed for more than one person to use at a time

Background:
Menstrual Friendly Public Toilets (MFPT)

What are "Public Toilets"?

Public

Definition: Facilities in the public domain that are available to everyone and supported by government funding.

What makes them “public”?

They are at least partially funded, built or managed by a government body and available for anyone to use, not reserved for patrons or employees of a particular office.

+

Toilet

Definition: A managed sanitation service/facility that treats or disposes of human waste on-site, stores it safely to be treated off-site, or connects to a functioning sewer.

Synonyms:

- Toilets
- Latrines
- Bathrooms
- Toilet facilities
- Water closet (WC)
- Washroom
- Lavatory
- Outhouse

Discussion Questions:

What are public toilets in your context (urban/city) called?

Are there different terms?

What do those terms mean?

What are "Public Toilets"?

Because public toilets are funded, built and/or managed by a **government** or **public agency**, they are located in public spaces. These may include:

- Parks, beaches, outdoor spaces
- Public libraries
- Transit stations
- Markets
- Government buildings
- Police stations
- Public universities
- Tourist attractions and sites

You may need to do some research to determine if a space, and its toilets, are public, since this can vary by context. For example, some tourist attractions may be free, and others may require a fee to enter. Or, government offices in your city may only be open to employees, or they may have toilet facilities open to anyone.

Discussion Questions:

Where can you find public toilets in your city?

Are they entirely “public,” “public-private partnerships,” or a mix of both?

Note: Toilets located in a commercial shopping mall may be publicly available but do not fit under the definition of a “public toilet” because they are privately owned and operated.

Types of Public Toilets

Public toilets may take many forms. They may be located inside buildings or in stand-alone structures.

Toilet facilities or rooms can include:

1. Multi-stall or single-occupancy toilets – with or without a stall
2. Sit/Western or squat toilets

In the slides that follow, diagrams include these multiple types.

Features of a Public Toilet

Functional features of a public toilet include:

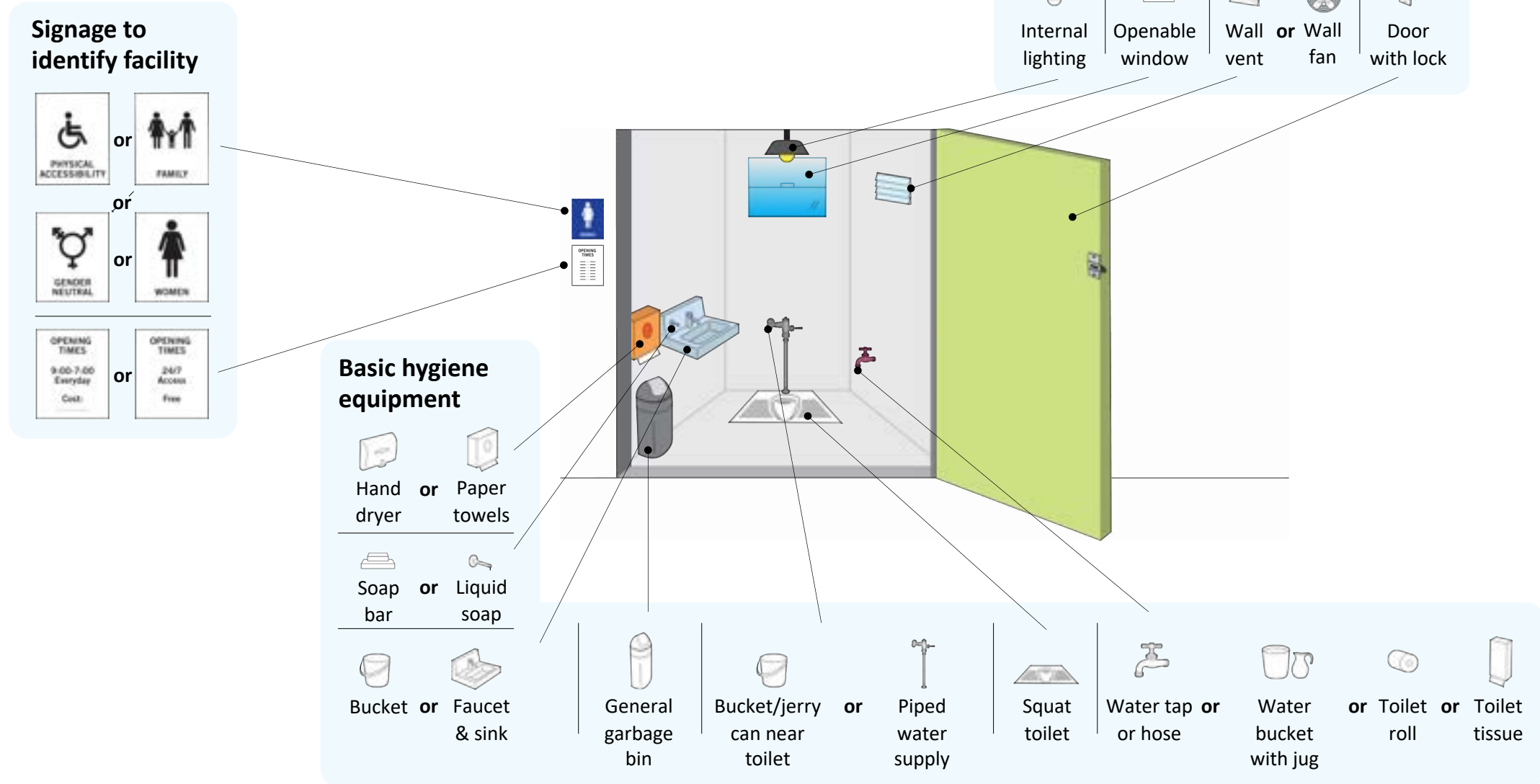
- Safety and privacy, with locking doors and lights
- Clear signage marking location
- Cleanliness and regular maintenance, with reliable water sources for flushing waste
- Handwashing facilities
- Well-ventilated

Accessibility features include:

- Grab rails/bars and other design considerations for people with mobility-related disabilities
- Equipment to take care of babies and young children (e.g., diaper changing stations)

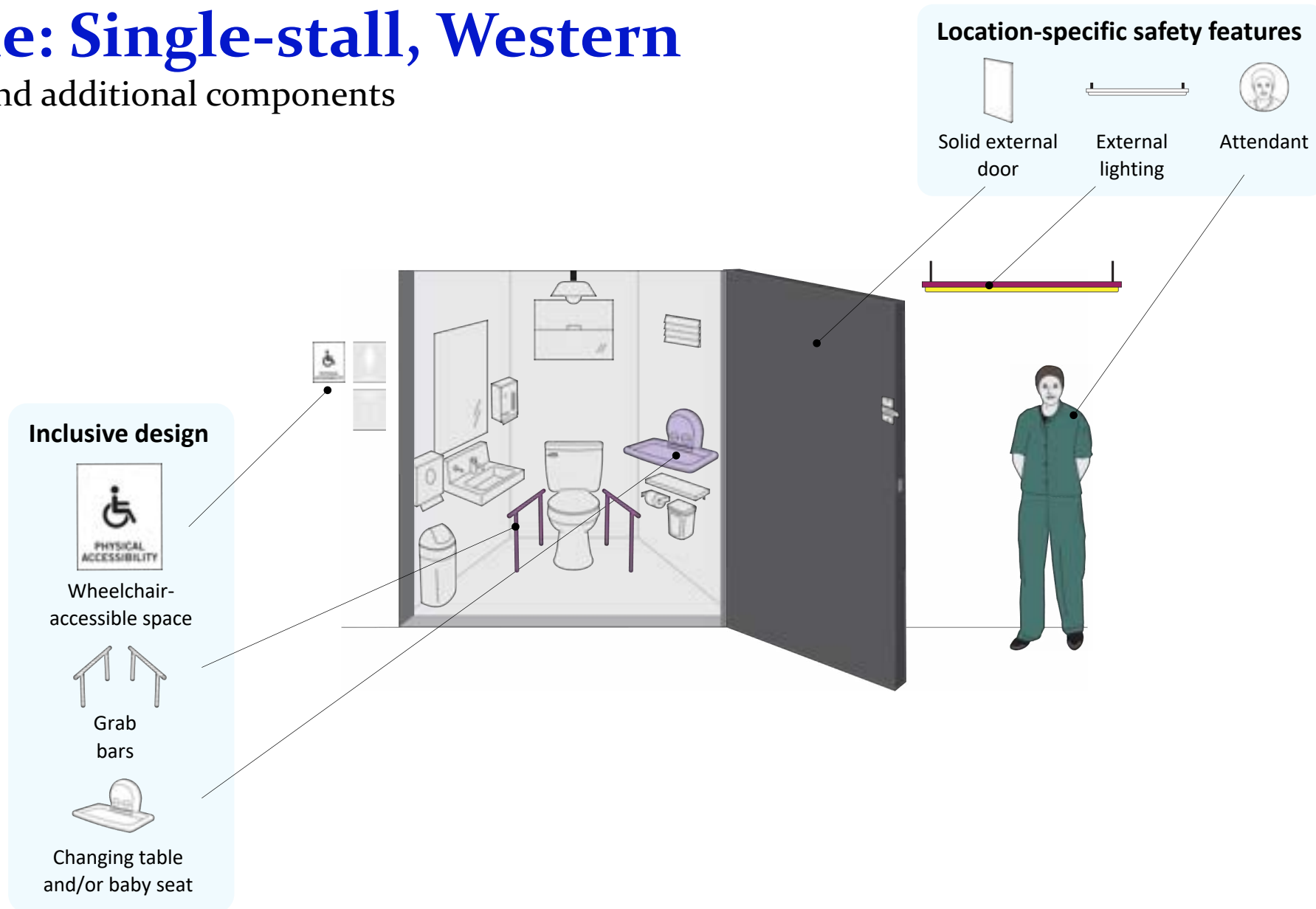
Example: Single-stall, squat

Basic features of an accessible working public toilet



Example: Single-stall, Western

Accessibility and additional components



What Makes Public Toilets Menstrual Friendly?

Menstrual-friendly public toilets promote **menstrual health**:

Menstrual health (MH) *“is a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity, in relation to the menstrual cycle.”* Achieving MH implies people who menstruate throughout their life-course can, among other things, *“care for their bodies during menstruation such that their preferences, hygiene, comfort, privacy, and safety are supported. This includes accessing and using effective and affordable menstrual materials and having supportive facilities and services, including water, sanitation and hygiene services, for washing the body and hands, changing menstrual materials, and cleaning and/or disposing of used materials.”*

(Hennegan et al, 2021)

Consistent with this definition, MFPTs are safe, clean, comfortable, and private facilities appropriate to managing menstrual needs.

What is an MFPT?

MFPTs are high quality PTs that provide “basic” toilet features:

- Safety and privacy, with locking doors and lights
- Clear signage marking location
- Accessibility features (including grab rails and design considerations for people with mobility-related disabilities)
- Cleanliness and regular maintenance, with reliable water sources for flushing waste
- Handwashing facilities
- Well-ventilated
- Equipment to take care of babies and young children (i.e., diaper changing stations)

AND....

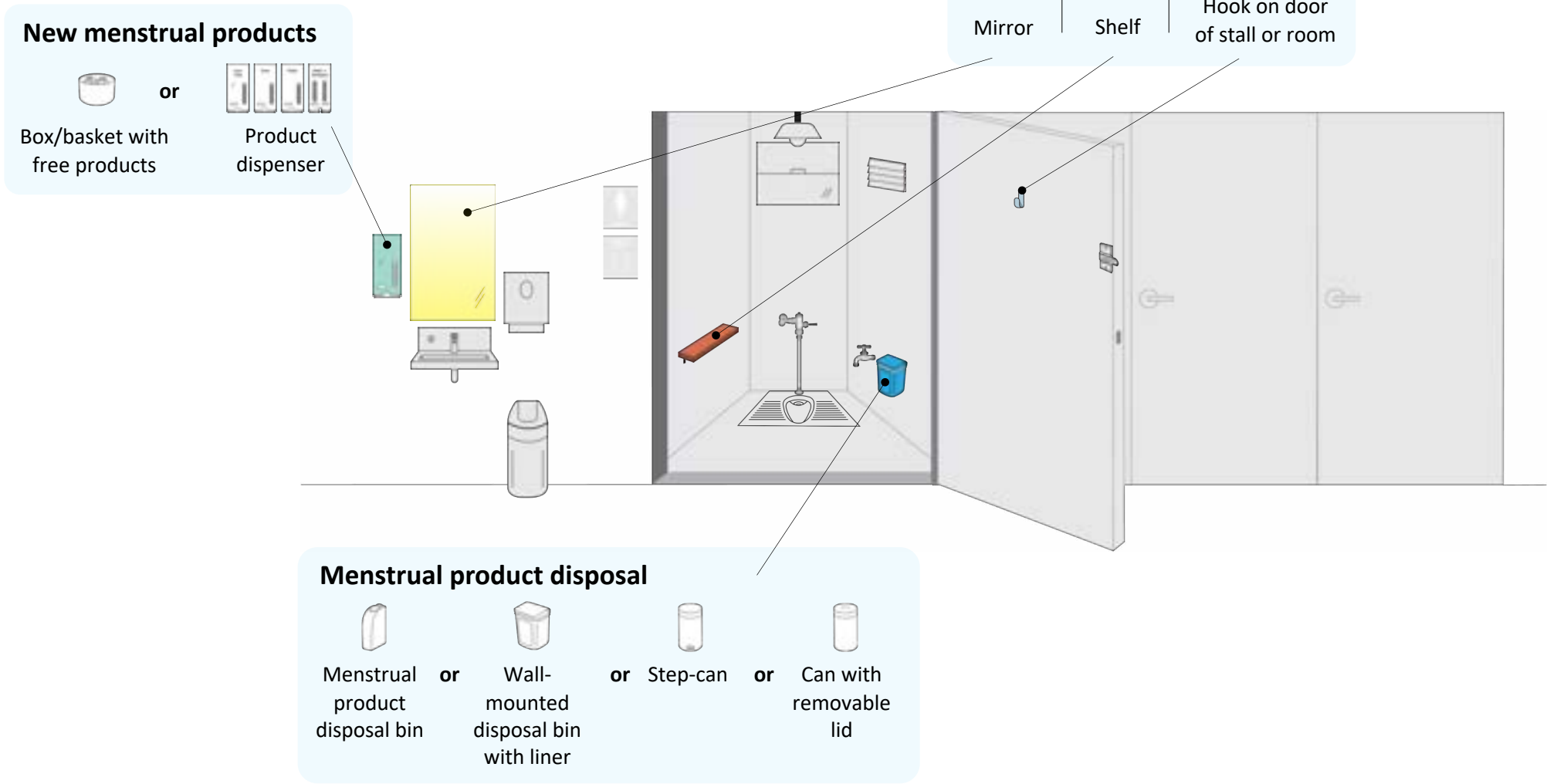
What is an MFPT? (continued)

MFPTs have the equipment and supplies needed to manage menstrual needs, such as:

- **Free or low-cost menstrual products** appropriate to the local context, such as pads or tampons
- **Appropriate product containers**, such as lidded bins
- **Mirrors** to check for stains or adjust clothing
- **Hooks and shelves** for bags and outer layers of clothing

Example: Multi-stall, squat

Mainstreamed menstruation-specific components




Example: Multi-stall, Western

Mainstreamed menstruation-specific components

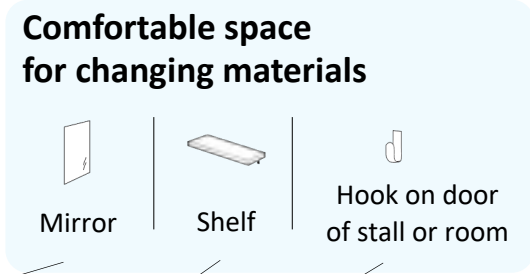
New menstrual products

Box/basket with free products or Product dispenser



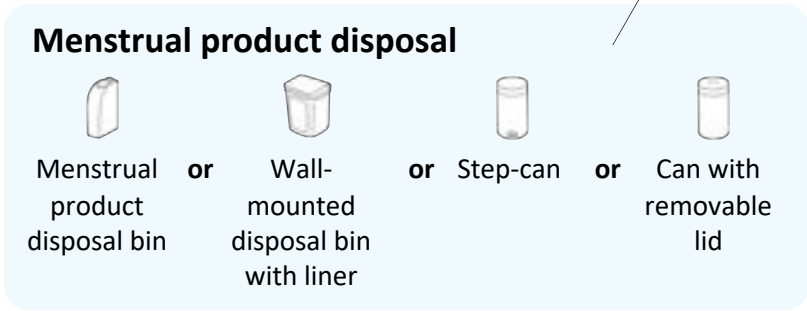
Comfortable space for changing materials

Mirror Shelf Hook on door of stall or room



Menstrual product disposal

Menstrual product disposal bin or Wall-mounted disposal bin with liner or Step-can or Can with removable lid



Why Does Auditing MFPTs Matter?

Making public toilets menstrual-friendly enhances equitable access to the public space.

Over 800 million people menstruate every day around the world – and many of those people are also moving around in urban settings.

For those who menstruate, a lack of MFPTs in an urban context can hinder the ability to go to work, school, visit the market, or be a tourist. This may create unnecessary stress and anxiety in daily life and prevents full participation in public. Despite growing attention to provide menstrual products in schools, shelters, and government buildings, little attention is given to the need for menstrual-friendly public toilets.

Data Collector Role: Using the Audit Tool

Data Collection

What kind of data are we collecting?

1. Toilet audits

Audits (surveys) of the public toilets you are mapping including toilet features and locations

2. Photos*

Photos of the public toilets you audit

**Photo data is optional*

Roles and Responsibilities

Toilet Auditor (Data Collector) role:

As field researchers, you are important members of the study team and will be collecting data about MFPTs. You will be doing observational field work by conducting toilet audits around your city.

Your responsibilities:

- Conduct toilet audits
- Record map data
- Collect menstrual products from the field (*optional)
- Take, compile, and label photos (*optional)
- Store and/or upload data

Selecting Audit Locations

Where will you collect data?

Note: Below is what the MFPT six city study utilized as sites – but each team lead will decide what neighborhood types are the most relevant to examine.

Business area

Part of the city with commercial streets, market areas, and/or private sector of government office buildings

Tourist area

Location where one or more attractions or destinations for visitors from out of town are located.*

Transit hub

Area or building that serve as hub or transfer point for mass transit, such as buses or trains

Residential park/plaza

Central location with open space intended in a neighborhood or area where housing is concentrated

*This can include a single attraction or be the location of multiple sites

Discussion Questions:

What parts of your city fit these descriptions?

What sites would you pick and why?

OR

What do you know about the sites that your team lead has selected?

Where Are We Collecting Data?



Example data collection in NYC:
central points and radiuses

The sites for data collection have been selected and defined by your team lead:

They picked a big central point in each site.

- **Example** - See the small **red** dot in the middle of each circle on the example map to the right

They then drew a radius of 500 meters around each of those central points.

- **Example** - See the **orange** circles around the red dot in the map to the right

These orange circles are where you would collect data with the audit tool.

Steps in Data Collection for Data Collectors

Step 1: Prepare for data collection

- A. Understand process and maps
- B. Prepare supplies, complete checklists

Step 2: Data collection

- A. Map public toilet location(s)
- B. Conduct toilet audits (*Optional: collect products, take photos*)
- C. Enter paper survey audit data (*if needed*) into Qualtrics or other software
- D. Track audit completion
- E. *OPTIONAL: Upload photos*

Step 1: Preparing for Data Collection

Audit Process Overview

What you will do

- Walk around the four sites in your city to conduct public toilets audits.

Who you will be working with

- You will collect data with at least one data collection partner.

Where and when you will collect data

- You and your partner will coordinate what days and times to collect data.
 - We recommend collecting data during the day *and* during the same time of day, if possible, for all audits
- *Plan to spend a minimum of 1-2 hours at each audit site.* Use any knowledge of the sites to determine when the toilets may not be busy.
- *We do not* recommend collecting data at more than 2 sites per day.

Audit Data Collection

How you will collect data:

- Data collection tools are designed to work both digitally (on a phone or tablet app) and on paper. Your team lead will share which method you will use to collect your data.
- For both the digital or paper version of the toilet audit, you will need access to a smart phone that can capture latitude and longitude coordinates.

Using Maps

Your team will receive guidance on using maps including:

- The sites and their location
- Access to the Google maps and data collection radiuses

Before you go to the field:

Familiarize yourself with the site you will be auditing (on the map) and decide how you will get to the location.

Map type:

You can navigate *using paper or digital maps* depending on the study leader's guidance.



Supplies

What you need before going into the field

- The name and contact information for your data collection partner and study team lead
- A map of your data collection site(s)
- A **charged** mobile phone with Google Maps installed
- Printed copies of the toilet audit tool along with pens and a writing surface if your team is using the paper audit tool

Preparing for Field Work Checklist

- Know where you are going and how you will get there and back
- Have a map of your data collection site(s)
 - For example:* Download an offline digital version of a map or print/purchase a paper map of your study sites.
- Prepare your phone:
 - Know how to find latitude and longitude coordinates on your phone
 - Have charged battery
 - Have phone numbers for team lead and audit partner
- Notify your team lead that you are going to do data collection – send a message before/after you collect data

Recommended Supplies

Auditors should have:

- Disposable gloves and hand sanitizer
- Face mask
- A bag/backpack to carry your tools and supplies
- Clipboard, extra pens
- Metro/bus/transportation card or fare
- Comfortable walking shoes
- Water, snacks
- Phone charger

Safety Reminders

Stay in your team

Be sure to always collect data as a team.

Be prepared to explain what you are doing

People may ask what you are doing. Be ready to explain:

- Your organization/institution
- That you are assessing the menstrual-friendliness of public toilets.
- **It is important to emphasize that you are not collecting any data about people, including photos.**

Safety Reminders (continued)

Stay safe

Only collect data when you feel safest (daylight hours, when there are other people around, when you know you can find help if you need it, etc.)

Remove yourself from unsafe situations

Do not collect data if you feel unsafe. If at any point during data collection you feel unsafe, please leave the site and go somewhere safe.

Ask for help

Call your team leader and/or local emergency services if you need to.

Step 2: Data Collection

Data Collection Process: *Repeat for Every Site*

A. Use maps to find public toilets

- **Identify** the site where you are collecting data
- **Familiarize** yourself with the site maps and the 500m buffer
- **Download** the map onto your phone and/or print a copy of your site map

B. Collect location and audit data

- **Record** the location of the toilets (lat & long coordinates)
- **Complete** the toilet audit (via Qualtrics or paper)
- **Take photos** of the toilets (optional)

C. Submit data

- **Upload** your data online. The way you do this depends on:
- If you use a paper or digital version of the audit tool.
- The data systems determined by your study team

D. Track data

- **Track** every time you collect and submit data in your tracking documents.

Using Maps

Using Digital Maps

- Prepare by downloading and navigating with Google maps on your phone/mobile device.
- Use the downloaded versions of the map to see where you are in the 500m circles during data collection
- You may choose to drop pins in the location of each toilet along with recording latitude and longitude coordinates

Using Paper Maps

- Get clarification on the study sites and radiuses from your study team leader including where the maps of these locations can be accessed
- Be prepared to mark each toilet you find on the paper maps along with recording latitude and longitude coordinates

Locating Public Toilets: *Data Collection Radius*

- *Use the map to locate your data collection radius,*
- When you begin the audit, walk each street in the data collection radius to find all of the toilets.
- *Record each toilet's location:* When you identify a toilet, make sure to record latitude and longitude coordinates.
- Always look at both sides of the street and enter public buildings and spaces that may have toilets. *Examples:* public parks, subway/metro/train/bus stations, public museums/libraries, etc.

Identifying Public Toilets: *Tips*

Look for

- Toilet signs posted on walls, doors, or hanging from ceilings
- Notices or signs that indicate toilets (“ask for toilet key”)
- Lines or queues in front of entrances
- Places where parents are heading to take care of children
- Indications that buildings are *public* (“customers only” signs mean that toilets are *not* public)

Ask for

- If you feel safe, ask employees or attendants where the nearest toilets are

Listen for

- Flushing toilets, running water, hand dryers

Navigating Audit Sites

Try to audit all **public toilets in the area**. Depending on your location, you may find different kinds of signs indicating toilets.



Discussion Questions:

Where do you think public toilets will be located in the selected sites?

Types of Toilets to Audit

In **most** places, you will audit female, all unmarked/gender-neutral, and family toilets:



Female



Family/
Caregiving

Un-marked & gendered / Gender-neutral

Types of Toilet Facilities

Single user



Multi user



Standalone



In a Facility



Types of Toilet Facilities

Single-occupant toilet facility with stall/cubicle

Designed for one person at a time, in which the toilet is enclosed with side panels and door.



Single-occupant toilet facility with no stall/cubicle

Designed for one person at a time, in which the toilet is NOT enclosed or separated from rest of the room



Multi-occupant stall toilet facility

Designed for more than one person at a time, has more than one toilet, enclosed with side panels and/or doors.



Accounting for Multiple Types of Toilets

If you find multiple types of toilet facilities in a single building/area:

- Complete a separate toilet audit for each facility
- Make sure you number each audit correctly as a separate toilet facility
- Remember to only audit toilets that would be accessible to menstruating people. This could include women's toilets, family toilets, and gender-neutral toilets, or another term used by people who menstruate in your community.

*For example, you might see a female toilet facility and a separate family toilet facility in a train station. **These should be audited separately.***

Locating Toilets: *Important Reminders*

Search thoroughly:

Look inside buildings, go up/down stairs or elevators, go underground if there are metro/subway stations, ask for keys/codes as needed.

Do separate assessments:

Assess every available toilet or facility in a location

- Example: a library has several toilets on each floor. Assess each one individually and note total number of toilets on each audit *e.g.*, “1 of 3 in public library”.

Locating Toilets: *Important Reminders (continued)*

Don't rush:

Take time to do a full assessment of each site. It may take multiple days but make sure you collect data from every public toilet in the area.

Audits should not take long:

Once you find public toilets/toilet facilities to assess, the audits should take about 10-15 minutes to complete.

Data Collection

Using the Toilet Audit Tool

Audit Tool Structure

- *The following slides provide details on how to respond to questions, organized by section.*
- *It will be most useful to review the following section with a copy of the audit tool so that the questions – and possible answers – are as clear as possible.*

Audit Tool: *Digital and Paper Formats*

Digital Format (Qualtrics)

12:29

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Section 2 – FACILITY DESCRIPTION

Is the toilet facility standalone?

No
Yes

Is the toilet facility inside another building?

No
Yes

Are gender-neutral toilets available?

Paper Format

PUBLIC TOILET AUDIT TOOL						
SECTION 1. AUDIT AREA INFORMATION						
Audit ID code	Recommended format: SiteType/ BUS, 'TOUR', 'TRANS', or 'RES' _Date (DDMM/YYYY)_Audit#(###) Example Audit ID code for the first audit conducted in a Business area on January 3, 2005: BUS_01012005_01					
Site Name/Location						
Field Researcher Name						
Time (24-hour time)	Audit start time: _____ Audit end time: _____					
Site type	<input type="radio"/> Business area <input type="radio"/> Residential Neighborhood/Park/Plaza area <input type="radio"/> Tourist area <input type="radio"/> Transit station area <input type="radio"/> Other, please specify: _____					
Latitude (-90 to 90) (N/S) (up to 4 decimal places)	Longitude (-180 to 180) (E/W) (up to 4 decimal places)					
SECTION 2. FACILITY DESCRIPTION						
1	Is the toilet facility standalone? <input type="radio"/> No <input type="radio"/> Yes					
2	Is the toilet facility inside another building? <input type="radio"/> No <input type="radio"/> Yes					
3	Are gender-neutral toilets available? <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No gender indicated (not labeled gender neutral or labeled "Family")					
4	Where is the toilet facility located? <input type="radio"/> Park <input type="radio"/> Library <input type="radio"/> Transit Station <input type="radio"/> Market <input type="radio"/> Government Building <input type="radio"/> Other, please specify: _____					
5	Is the toilet facility open 24 hours, 7 days a week? <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Don't know (Indicate days and hours below) (No hours indicated)					
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
Hours:	Hours:	Hours:	Hours:	Hours:	Hours:	Hours:
6 Notes on facility description:						

Preparing to Use the Audit Tool

You will complete one audit per toilet, so you will need to prepare as follows:

Digital Toilet Audit Tool

- **Bookmark the toilet audit tool link** on your device before you go into the field.
- **Confirm you can access and use the digital version** of the audit tool on your phone or mobile device.

Paper Toilet Audit Tool

- **Make sure to have enough paper toilet audit tools printed** for each study site.
- **Print 5-10 more audit tools than you think you will need** for insurance.

Notes on Filling in the Audit Tool

Count all toilets including any that are closed

- If a toilet is closed, you will answer only questions #1 – 16 and the Audit End Time.
 - If you are using Qualtrics, once you indicate that the toilet is closed, the survey will automatically skip to the Audit End Time.

Please be mindful about “select one” vs. “check all that apply” questions.

- “Select one” questions have circular bullet points
- “Select all that apply” questions have square bullet points
- For questions with “NA” listed as one of the response categories, please read instructions in the question/item on when to indicate “NA”.

Section 1. Audit Area Information

Create the audit code: SiteType_DDMMYYYY_Audit#.

Site Type	<ul style="list-style-type: none">• BUS (Business area)• TOUR (Tourist area)• TRANS (Transit station)• RES (Residential)
------------------	---

Audit Date	DDMMYYYY
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Audit Number	Sequentially number the audits done at each site each day starting at 01. the first audit in a site should be numbered “01,” the next “02” and so on.
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Example: If conducting an audit in a Business area on March 13, 2024, enter your audit code as “BUS_13032024_01”. The next audit completed in the same area should have an audit code entered as “BUS_13032024_02”.

Section 1. Audit Area Information

Recording latitude and longitude coordinates:

- The easiest way to collect this information is by using a phone or some other GPS mobile device.
- To record the toilets' coordinates:
 - Take out your phone and go to your map application.
 - Note the latitude and longitude of the toilet/toilet facility's location

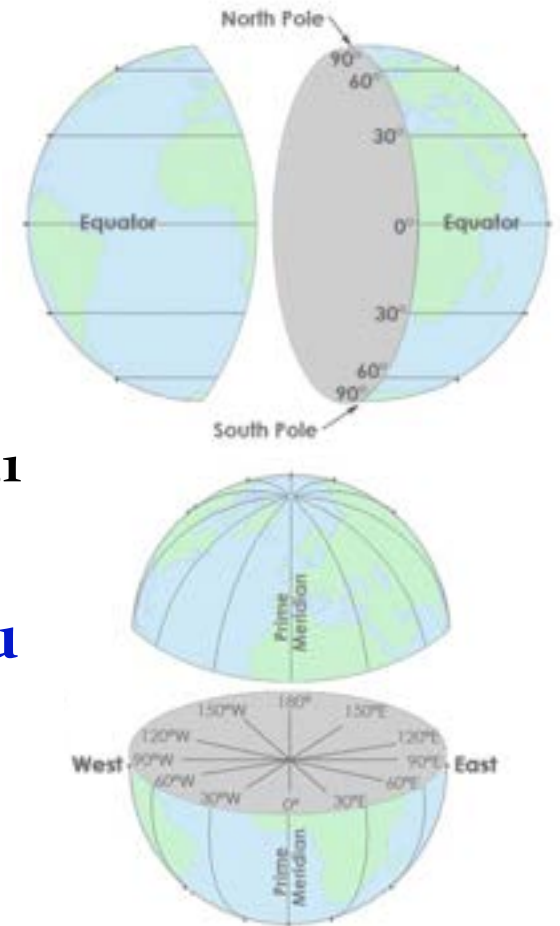
Note: The easiest way to record coordinates is to use your downloaded Google Map since this will work even if you are not connected to the internet while in the field.

Recording Latitude & Longitude

Notes on Latitude and Longitude

- Latitude (first coordinate) indicates how far North or South a point is from the equator, while Longitude (second coordinate) indicates how far East or West a point is from the Prime Meridian
- Written as two numbers - For this study we are collecting them in **decimals degrees. Please include at least 4 decimal places.**
 - For example, Times Square in New York City is **40.7589, -73.9851**

Be sure these numbers are correct and accurate when you input them into the toilet audit tool.



Section 2. Facility Description

Specify if the toilet is standalone: it is not inside another facility



Select the location description: Park, library, transit station, market, government building, or other

Note the toilet hours of operation. If there are no hours posted and the toilet is inside another facility (e.g., a train station) note the hours for the other facility

Section 3. Accessibility

Permission to enter is required if there is a key or security code, or you have to pass a security guard, or otherwise ask for permission

Toilet attendants include any personnel who are paid manage/maintain the toilet facility and who are on site

If there is a fee for using the toilet, **note the cost** to use the toilet.



Record whether you need to purchase anything to access the toilet, such as a ticket to access a toilet inside a metro station or an admission fee to a tourist attraction.

- If you need to purchase anything to access the toilet (admission fee or otherwise) please pay the fee and make a note of the cost for reimbursement

Section 3. Accessibility

Record whether there are visible signs clearly indicate the entrance to the toilet

Note whether you there are any requirements to gain access to a larger establishment before accessing the toilet (needing to walk through a train turnstile or gate)

Wheelchair accessible toilets have at least one entrance that someone in a wheelchair can access (ground level, or reachable by elevator or ramp)

Select the status of the toilet

- If the toilet is closed, answer #1 – 16, record end time, and then stop the audit (applies to paper surveys only)



Section 4. Structure

Indicate if there is a **functional door(s)** for the toilet facility entrance(s) is a door that closes all the way. Some toilets may be designed without external doors, and some may be broken.

For a single use toilet, mark “yes” if the door has a functional **lock**.



A. Is a functional door



B. No functional door

Section 4. Structure

Indicate if the toilet facility has a *functional* source of natural light,

- Natural light is visible during the day. A non-functional source blocks all or most light, such as a boarded window.



Indicate if the toilet facility has a *functional* source of artificial light with a working light, and lightbulb.

- Broken or missing lightbulbs, and/or very dim lights are not functional!



Section 5. Toilets and stalls/cubicles

Indicate both the total number of toilets/stalls/cubicles in each space and the number you were able to assess.

- If auditing a single-occupant facility, enter total = 1

If there are stalls/cubicles, indicate how many have *functional doors*

- *Functional* means doors can be closed and provide adequate privacy and no one can see inside

If there are stalls/cubicles, note how many have *functional locks*

- *Functional* means locks provide adequate privacy and security

Indicate the number of *functional hooks/shelves*

- If there are both hooks and shelves count them separately



Non-functional cubicle doors and locks

Section 5. Toilets and stalls/cubicles

Indicate all available resources that could be used to dispose menstrual products

- *These containers/resources may be located anywhere in the facility and include:*
 - General trash cans or bins (1), small bins with functional foot pedals (2), small bins without foot pedals (3), wall mounted receptacles (4), incinerators (5), other options
 - Select all that apply



1



2



3



4



5

Section 5. Toilets and stalls/cubicles

Indicate the total number of bins or containers that can be used for menstrual product disposal

- Include receptacles near the toilets on the wall or ground but *not* general trash cans/bins
- There are two follow-up items assessing the number of bins/containers with liner bags and *functional* lids
 - *Functional lid* means the presence of a lid that is not broken and was designed as part of the bin/container

(1)



(2)



- (1) Menstrual product bin on the ground with a liner bag, and NO lid
- (2) Wall-mounted menstrual product container with a lid and a liner bag

Section 5. Toilets and stalls/cubicles

Indicate the overall availability and useability of bin/containers used for menstrual product disposal

- *Useability* means bins are not overflowing and can be used for product disposal
- This item captures the general useability of all bins in the facility



Indicate presence of menstrual blood on any bin/containers used for menstrual product disposal

- If there is only one menstrual product bin/container in the facility and that bin has visible blood, select “Nearly all of the bins have menstrual blood on them”

Section 5. Toilets and stalls/cubicles

Indicate the overall condition of all toilet bowls and/or squat toilets

- *Functional means the toilet can be easily and safely used including:*
 - If it is a flushing toilet, having a functional mechanism to remove waste
 - Being clean and hygienic (having no urine, feces, menstrual blood, “or other bodily fluid visible) and having little to no waste visible



Section 6. Available Resources

Indicate if there is water available inside the toilet/toilet facility (e.g., faucet with working tap or jerry can)



Indicate if there is water for washing available outside toilet facility/toilet within 5 meters (e.g., sink outside the toilet facility)

- This does not include water intended for drinking only.

Indicate the numbers of *functional* jerry cans, liquid soap, and bars of soap

- *Functional* means each of the resources is 1/3 or more full.



Section 6. Available Resources

Indicate whether there is a *usable* general garbage can available

- Like the menstrual product disposal bins, a general trash can or bin will be usable if it is not too full to dispose of garbage or waste



Non-usable garbage
cans



Section 7. Cleanliness and Function

Indicate whether you see waste such as feces, urine, insects, used toilet paper, newspaper or other materials in the space

- This includes, but is not limited to, anything you observe about individual stalls.

Mark the ventilation you can see, hear, or feel.

- This can include vents, fans, and windows (that can be opened)
- Sometimes speakers, air fresheners or other devices can look like vents or fans but should not be counted here. If you are unsure, select “NA/uncertain”

Indicate odor. Take note of whether there is a smell in the space that limits the utility of the toilet



Section 7. Cleanliness and Function

Rate the status of the space overall. This includes the quality of structure of the floors & walls. Select the overall quality on a scale of “Poor to “Good”.

Poor

Worst condition

Not or barely usable, with major problems: dirty, damaged, floors are littered throughout facility

Adequate

Usable condition

Some problems that limit usability or comfort, such as with visible damage to some equipment or stalls or some litter

Good

Good condition

Fully functional, with no major damage, and relatively clean throughout the facility

Section 7. Cleanliness and Function examples

Floors

Poor



Adequate



Good



Walls

Poor



Adequate



Good



Section 8. Menstrual Management Items & Other Supplies

Indicate whether if there is a mirror that is large enough for someone to see their clothing and/or if they have noticeable menstrual leaks



Inadequate
mirrors



Section 8. Menstrual Management Items & Other Supplies

Indicate if there are menstrual products available in a vending machine or bin

- Indicate whether the bin or machine is stocked with menstrual products or if it is empty.
- Indicate whether products are free or at cost
- **OPTIONAL:** Take photos of available free products. If there are products at cost, purchase the product and make a note of the cost.



Remember: When you are done with your audit, go back to the first section of the audit tool (if using paper survey) and write the end time.

Taking Notes

Pause after each section to note your thoughts, reflections, observations, challenges and questions.

Some points to cover include:

1. Was there a queue/line or did you need to wait to use the toilet? How many people were waiting? How fast did the queue move?
2. Was the toilet busy?
3. Who was in the space/using the toilet (i.e. tourists, care takers and children, etc.)?
4. Were any of the toilets not functional or supplies missing? Were there other supplies provided not accounted for in the audit tool?
5. Anything else you found interesting?

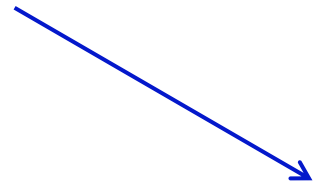
Saving Data: *Paper and Qualtrics Approaches*

Paper Audit Data Collection

Collect toilet audit data using the paper toilet audit tool version

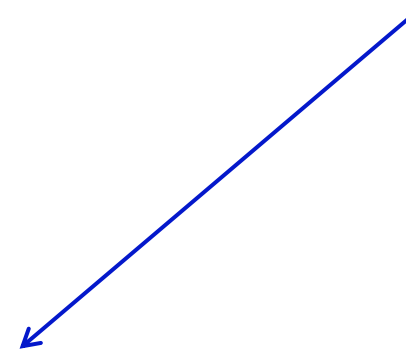


Enter paper survey audit data into Qualtrics or other software platform of choice used to store electronic data



Qualtrics Audit Data Collection

Collect toilet audit data using Qualtrics version (or other software platform)



Recommended: Update the study team's data collection tracking sheet if using one (see next slide for more information on this).

Tracking Data: *Using a Tracking Sheet*

- **We recommend tracking your toilet audit data collection in a tracking sheet. This will be most useful if your research team is primarily conducting audits via paper surveys and/or in multiple cities.**
- *In a data collection tracking sheet, we recommend you track the following:*
 1. City (if conducting audits in multiple cities)
 2. Data collection site type
 3. The central/location of your data collection site
 4. The original audit date (when data was collected)
 5. The audit number (found in the audit ID code)
 6. Confirming whether the audit was complete or incomplete due to facility status
 7. Confirming whether the audit was conducted via paper or Qualtrics
 8. If audit was conducted via paper, confirm data was entered and uploaded into Qualtrics

OPTIONAL: Collecting Photo Data*

Collecting Data: *Taking Photos*

The below guidance outlines the steps to collecting photo data if your team decides to include this step.

If you are asked to collect photo data:

- Take photos of the toilet/toilet facility with your phone or digital camera **only** if you can and feel safe doing so
- **Do not take photos of people.** If you are taking photos, make sure no toilet users are in them
- Remember, your photos should look like the photos in these slides, to show the toilets being audited



Your study team lead will give you guidance on how to save and upload your photo data.

Resources and Contact Information

For additional information on the MFPT study, including publications, MFPT toolkit links, and other resources, please visit:

<https://www.publichealth.columbia.edu/research/programs/gate/our-work/menstrual-friendly-public-toilets>

For other questions or comments, please contact Marni Sommer (ms2778@cumc.columbia.edu).

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