

POLICY AND PROCEDURES

NUMBER: 708

SUBJECT: Refuse Collection and Removal

ACA STANDARDS: 3-ALDF-4D-03, 05

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 5/05, 7/07, 6/13,
12/15



I. POLICY

The St. Louis County Department of Justice Services shall establish a plan and schedule for collecting and removing refuse in a manner that complies with all applicable regulations, and to provide a safe, clean environment for staff and inmates.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services ' staff are responsible for the following procedures.

III. DEFINITIONS

Refuse: Any trash, garbage, rubbish or litter other than hazardous waste.

IV. PROCEDURES

A. Housing Areas

1. All inmates shall be responsible for disposing their refuse.
2. Each housing cell shall contain a trash can for refuse deposits.
3. Housing Officers shall inspect each cell daily to ensure inmates are removing refuse from their cells.

4. Each housing unit shall contain an adequate supply of trash containers with lids for disposing refuse.
5. All trash containers shall be fitted with trash can liners, with the exception of those containers located in each cell.
6. After the breakfast and dinner meal, more often if necessary, the housing work crew shall empty the trash containers, replace the liners and remove the trash to the Unit Control elevator alcove.
7. The Unit Control Officer shall ensure that all residue, leaks and spills are cleaned after trash is removed from the elevator alcove.
8. All trash containers in the housing units shall be cleaned and disinfected by the inmate workers as needed; a minimum of once every two (2) weeks.

B. Non-Housing Areas

1. All employees shall be responsible for depositing their refuse in the containers provided.
2. All trash containers shall be fitted with trash can liners.
3. The Facility Maintenance Officer shall schedule and supervise the inmate work crew.
4. All Custody staff shall share responsibility for supervising inmate maintenance workers in their area.
5. After the breakfast and dinner meal, an inmate worker shall remove the trash filled bags and transport them in the trash trucks to the Waste Management area on Level 0.
6. Laundry staff, Food Service staff and Warehouse staff shall be responsible for the daily removal of trash from their respective areas to the Waste Management area on Level 0.
7. All trash containers and trash trucks shall be transported to the Waste Management area on Level 0 to be cleaned, disinfected and returned to the assigned location by the inmate worker as needed, at a minimum of once per month.

C. Non-Secure Areas

1. Cleaning contractors shall be advised of the need to use strong/durable trash bags to prevent breakage and leakage during transport and disposal.
2. The cleaning contractors will remove all trash bags from the non-secure areas of the facility through the lobby door. The trash bags will be placed in outside trash receptacles used by County facilities.

NOTE: Trash from the non-secure areas of the facility **will not** be taken to the dock area compactor in the secure area of the facility.

D. Trash Compactor

1. The Facility Maintenance Officer/designee shall supervise the removal of the trash trucks to the trash compactor on Level 1 at a minimum of once daily, more often if needed.
2. The Facility Maintenance Officer/designee shall ensure all doors leading to the alley are secure prior to allowing workers access to the compactor area.
3. The officer shall direct a maximum of two (2) inmate workers to remove the trash from the trash trucks and place the bags in the trash compactor.
4. The inmate workers shall not be allowed to operate the trash compactor.
5. The officer shall operate the trash compactor following all applicable manufacturer operational procedures and facility safety and security procedures.
6. The officer shall continue this process until all trash trucks have been emptied, returning the trash trucks to Level 0 and the inmates to the housing area.