

POLICY & PROCEDURES

CHAPTER:	2	Physical Plant	2. 5. 2
SECTION:	5	Safety and Sanitation	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	2	Waste Disposal	
STANDARDS: ACA – 4 – ALDF: 1C-10 (MANDATORY)			
APPROVED:			REVIEW DATE: 7 / 21 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 2.5.2 dated 8/13/03 Cancel:.			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to remove solid waste and refuse in a timely manner.

II. RESPONSIBILITIES

All institutional facilities, correctional staff, contractors, vendors and volunteers assigned to the City Justice Center and the Medium Security Institution are responsible for adhering to the following procedures.

III. DEFINITIONS

“Facility Furnishings:” Refer to draperies, curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations, and similar materials that can burn.

Refuse: All combustible or non-combustible, putrescible or non-putrescible solid or liquid wastes.

Solid Waste: Garbage, refuse and other discarded materials.

Trash: Generic term to include both refuse and solid waste.

Trash Cart: An oversize trash can with wheel-mounted assembly.

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Wastebaskets: Approved trash cans placed in locations throughout the facility and in work units and offices, for disposing of “solid waste” in the facility.

IV. PROCEDURES

A. General Information

1. Trash cans are placed in various locations of the facility. Anyone generating trash or refuse is required to place it in the trash container.
2. A 30-gallon trash can is accessible for large trash hauling from each Housing Unit.
3. A large trash container is located in Elevator Vestibule on each floor at the City Justice Center, and in the utility rooms at MSI.
4. Trash bags are stored in each Housing Unit's Janitor Closet.
5. In any areas that the inmates are not allowed, the *Utility Worker* removes the trash.
6. Trash cart is stored in the designated can wash area.
7. Extra trash cans are stored in the Can Wash.
8. Can wash is located in the Loading Dock areas of each facility.

B. Trash Removal from Housing, (CJC & MSI)

1. Inmates place any trash they generate in the trash can in their Housing/dormitory Unit.
2. When the trash is full and/or after dinner cleaning time, the Housing Worker removes the trash bag, twists the top and ties it in a knot.
3. The Housing Officer unlocks the Housing Unit's Janitor Closet and allows the Housing Worker to retrieve a trash bag.
4. The Housing Officer visually inspects the trash can for wear, damage, and contraband. If contraband is discovered, the Housing Officer confiscates it. If wear or damage is found, the Housing Officer notes wear or complete a Maintenance Order Form. (See 3.1.12 Control of Contraband and 2.4.2 Routine and Emergency Repairs)
5. The Housing Worker places the trash bag in the trash can.

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6. The Housing Officer notifies the Floor Officer via radio or phone that trash is ready for pick up and to send the Floor Worker to that Housing Unit. (See Policy #3.1.16: Door Control).
7. The Floor Officer instructs the Floor Worker to pick up the trash and place it in the Trash Container.
8. The Housing Worker returns to the Housing Unit.

C. Trash Collection from Laundry, (CJC & MSI)

1. Laundry Workers place the trash inside trash cans in the Laundry.
2. At the end of the last laundry shift, the Laundry Workers move all of the trash cans in the Laundry by the Laundry Door.
3. At the first laundry shift, the Laundry Workers put trash bags in the trash cans and move them to the proper place in the Laundry.

D. Trash Removal from Kitchen, CJC & MSI)

1. Kitchen Workers place the trash inside trash cans in the Kitchen.
2. At the end of the last Kitchen Shift at CJC, the Kitchen Workers move all of the trash cans in the Kitchen by the Kitchen Door.
3. At the end of the last Kitchen Shift at MSI, the Activity Officer escorts the Kitchen Worker who hauls all of the trash cans to dock area where they are emptied into the Dumpster.
4. At the first Kitchen Shift, the Kitchen Workers put trash bags in the trash cans and move them to the proper place in the Kitchen.

E. Trash Removal from the Floors

1. At designated time, the Trash Worker leaves the Housing Unit and goes to the Can Wash. (See Policy #3.1.7: Inmate Movement)
2. The Trash Worker retrieves the trash cart and returns them to their appropriate locations
3. At CJC, the Trash Workers gather the trash from the Trash Container in the Elevator Vestibule on the Fifth Floor, then do the same for the 4th, 3rd, and 2nd Floors.

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4. If at any time the trash cart is full prior to gathering the trash from all the floors, the Floor Officer notifies the Master Control Officer and the Shift supervisor and request to go to the Can Wash.
5. When the Trash Workers needs to return to the Can Wash, the Master Control Officer finds an available Floor Officer to go to the Can Wash.
6. The Trash Worker takes the trash cart to the Can Wash.
7. The Floor Officer inspects the trash cart for inmates and contraband.
8. Once cleared by the Floor Officer, the Trash Worker tosses all of the trash in the trash compactors.
9. The Floor Officer then escorts the Trash Worker to the Kitchen and inspects the trash.
10. The Trash Worker gathers trash from the trash cans in the Kitchen.
11. The Floor Officer escorts the Trash Worker to the Laundry and inspects the trash.
12. The Trash Worker gathers the trash from the trash cans in Laundry.
13. The Floor Officer escorts the Trash Worker to the Can Wash, where the Trash Worker deposits the trash in the trash compactor.

F. Trash Can Cleaning

1. Every Saturday at 0900, the Floor Officer and Trash Worker go to the Can Wash and collect enough clean trash cans for the floors.
3. The Floor Officer instructs the Trash Worker to replace each trash can on the floor with a clean trash can.
4. The Floor Officer inspects each can for contraband, both the cans going in and coming out.
5. The Trash Worker returns to the Can Wash and cleans the trash cans.
6. The Trash Worker completes each floor until all of the cans have been replaced and cleaned.

G. Trash Removal from Other Areas of the Facility

1. The Janitor lines all trash cans in the Administrative, Program and other non-secure areas of the facility with trash bags.
2. Employees place any trash they generate in the trash can in their work area.
3. Once a day, five (5) days per week, the Janitor removes the trash from the Administrative Areas.
4. The Janitor collects the trash using a trash cart, which is stored in Can Wash.
5. The Janitor takes the trash cart to the Can Wash and places the trash into the Trash Compactor.

H. Removal of Flammable, Caustic and Toxic Wastes

The removal and disposition of flammable, caustic and toxic wastes will be as provided in Policy and Procedures #2.5.3: Flammable, Toxic, and Caustic Materials.