

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	2	Physical Plant	<b>2.5.4</b>
<b>SECTION:</b>	5	Safety and Sanitation	<b>EFFECTIVE DATE:</b> 7 / 21 / 2020
<b>SUBJECT:</b>	4	<b>Non-Combustible Receptacles</b>	
<b>STANDARDS: ACA – 4 – ALDF: 1C-10 (M)</b>			
<b>APPROVED:</b>			<b>REVIEW DATER:</b> 7 / 21 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			<b>REVISION DATE:</b> 7 / 30 / 20
Rescind: 2.5.4 dated 12/29/03 Cancel:			

**I. POLICY**

It is the policy of the St. Louis City Division of Corrections to provide trash receptacles at designated locations within the facility for disposal of non-combustible materials.

**II. RESPONSIBILITIES**

All Division of Corrections staff, contractors, volunteers, visitors and inmates are responsible for adhering to the following procedures..

**III. DEFINITIONS**

**Noncombustible:** A substance that is not capable of igniting and burning on its own without an additional igniting factor. Example: paper.

**IV. PROCEDURES**

1. All Divisional trash receptacles must meet fire safety performance standards.
2. Trash receptacles are placed in designated locations within the facility.
3. Trash is removed from each receptacle on a daily basis and hauled to the trash compactor.

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4. Trash is hauled from the facility at designated times by a waste management service.
5. Each living quarters and facility area contains a designated number of trash receptacles for disposal of noncombustible materials.
6. Trash receptacles for extinguishing smoking materials prior to entering the facility are located along the outer perimeter of the facility.