

# POLICY AND PROCEDURES

NUMBER: 702

SUBJECT: Non-Combustible Receptacles

ACA STANDARDS: 3-ALDF-3B-04

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 5/05, 3/10



## I. POLICY

The St. Louis County Department of Justice Services shall provide trash receptacles at specified locations within the Justice Center for the disposal of non-combustible materials. This is a smoke-free facility.

## II. RESPONSIBILITIES

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

## III. PROCEDURES

- A. Each housing unit shall contain an adequate supply of trash receptacles with lids for disposal of non-combustible materials.
- B. The vehicle sally port and loading dock area shall contain refuse receptacles and smoking waste receptacles for the disposal of waste and smoking materials prior to entering the facility.
- C. An adequate supply of trash receptacles shall be located throughout the facility. Several receptacles for papers to be shredded will be located throughout the building and the Maintenance Officer will be responsible for ensuring the receptacles are emptied as scheduled.
- D. An adequate supply of trash tilt trucks shall be provided for hauling collected trash to the Waste Management area.