

PROBATION DEPARTMENT

DIRECTIVE

No.:	D - 1442
Issued:	08/18/2020
Post until:	09/18/2020

SUBJECT: FOOD WASTE RECYCLING PROGRAM

Purpose

This Directive provides juvenile institution and Downey Complex processes for the mandated disposal and recycling of food waste.

Juvenile Facility Culinary Operations

It is the responsibility of Management Services Bureau (MSB) to ensure all juvenile hall and camp kitchen operations comply with the following food waste processes:

1. Ensure that at least two (2) 32-gallon green food waste bins (bins) are available, daily, for the specific purpose of the disposal of food waste.
2. Ensure that each bin has a green transparent plastic liner (liner) prior to the disposal of food waste. These plastic liners shall be replaced as often as necessary.
3. Ensure that only kitchen food waste, such as trimmings, leftovers, out of date food and all other similar food items, are disposed of in the designated bin.
4. Ensure that the bins are closed when they are not in use and washed daily. Damaged bins shall be taken out of service and replaced immediately.
5. Ensure that the liners containing food waste are removed, tied tightly, taken from the kitchen and disposed of in the designated green organic waste dumpster outside of the kitchen as often as necessary, but at minimum, at the kitchen's closure.

Juvenile Facility Dining Halls and Dormitories

It is the responsibility of MSB staff to adhere to the following food waste processes in the staff and youth dining halls and youth cottages:

1. Staff and Youth Dining Halls – Contract and Probation culinary staff shall mirror their kitchen food waste process for staff and youth dining halls, which includes, providing and cleaning bins and properly disposing of food waste.
2. Youth Dormitories – Probation maintenance staff shall ensure that bins and food service carts are provided and cleaned daily.

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Juvenile Facility Dining Halls and Dormitories (continued)

It is the respective responsibility of Detention Services Bureau (DSB) and Residential Treatment Services Bureau (RTSB) management to ensure that the following food waste processes are followed:

1. Monitor the youth's separation and disposal of food waste in the designated bin and ensure all other types of waste, such as paper, foil, boxes, bottles, cans, etc., are not placed in these designated bins.
2. After each meal, plastic liners containing food waste shall be removed from each green food waste bin, tied tightly, placed on the food service cart by DSB staff and taken by contracted food service staff from each living unit or dorm to be disposed of in the designated green organic waste dumpster outside.
3. Ensure that the bins are closed when not in use.

Downey Complex

Downey Complex employees shall properly separate food waste from all other waste, and dispose of all food waste in the designated bin. Other types of waste, such as paper, foil, boxes, bottles, cans, etc., shall not be placed in the green designated food waste bin.

It is the responsibility of MSB's Field Maintenance operation to provide and service the bins in the staff lunch rooms and patio rest area. Plastic liners containing food waste shall be removed from the bins and disposed of in a designated green organic waste dumpster as often as necessary.

Auditing

MSB shall ensure that regular juvenile facility and administrative office audits occur and are documented to monitor the food waste recycling processes described above. The MSB Division Manager shall work with the institutional Bureau Chiefs on any corrective actions.

Questions regarding this Directive should be directed to the MSB Division Manager.



Robert Smythe
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