



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-162500 Sanitation Inspections, Housekeeping, Pest  
Control, Waste Disposal, and Recycling

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Revised: 07/31/15

Alisha Tafoya Lucero, Cabinet Secretary

*Original Signed and Kept on File*

## AUTHORITY:

- A. NMSA 1978, Section 33-1-6, as amended.
- B. NMSA 1978, Sections 74-9-1 through 74-9-42, Solid Waste Act
- C. NMAC 20.9.20, Environmental Protection, Solid Waste, Recycling, Illegal Dumping and Scrap Tire Management
- D. Policy *CD-010100*

## REFERENCES:

- A. ACA Standard 2-CO-1A-06-1, 2-CO-2A-01, 2-CO-2A-02, and 2-CO-4D-01, *Standards for the Administration of Correctional Agencies*, 1993.
- B. ACA Standard 5-ACI-1A-04, 5-ACI-5D-01 (M), 5-ACI-5D-03 (M) thru 5-ACI-5D-05, and 5-ACI-7A-07 (M), *Performance Based Standards and Expected Practices for Adult Correctional Institutions Supplement*, 5<sup>th</sup> Edition.
- C. ACA Standards 3D-05-1, *Standards for Adult Probation and Parole Field Services*. 4<sup>th</sup> Edition
- D. ACA Standards 1-CTA-1A-02-1, 1-CTA-3E-03 and 1-CTA-3E-04, *Standards for Correctional Training Academies*, 1993.

## PURPOSE:

To ensure a healthy and sanitary living and work environment for inmates and staff by maintaining sanitation practices that comply with ACA standards and local, state, and federal health and sanitation codes. **[2-CO-2A-01]**

To ensure effective housekeeping practices and pest and waste control by conducting daily inspections and by developing a written housekeeping plan.

To provide the employees of the New Mexico Corrections Department the opportunity to help contribute to a cleaner environment.

## APPLICABILITY:

All Department employees who manage or inspect operations or programs relating to institutional sanitation, housekeeping, pest control, or recycling at NMCD facilities and institutions, especially to supervisory personnel and safety and sanitation staff, and inmates.

## FORMS:

None

## ATTACHMENTS:

**Recycling Tips Attachment (CD-162501.A) (3 pages)**

## DEFINITIONS:

- A. Housekeeping Plan: A cleaning schedule which assigns responsibility and prescribes cleaning activities to be performed and areas to be cleaned.
- B. Fire, Safety and Sanitation Officer: An employee assigned to manage and direct safety, sanitation, and fire prevention programs within an institution that has been trained in these specific areas and is familiar with the safety and sanitation requirements of the institution.
- C. Fire Safety Programs Administrator: An employee trained in Fire Prevention and Life Safety, who is assigned to act as the liaison between the Corrections Department Central Office, state facilities and other state agencies and offices concerned with Fire Prevention and Life Safety.

## POLICY:

- A. Facilities shall comply with all applicable health codes and regulations and standards governing jurisdiction regarding housekeeping, pest control, and waste disposal. There is documentation by an independent, outside source that any past deficiencies noted in annual inspections have been corrected. Copies of all inspections will be forwarded to both the Deputy Warden and the health authority. The following facility inspections are required: **[2-CO-4D-01] [5-ACI-5D-01 (M)]**
  - 1. Weekly sanitation inspections of all facility areas by a qualified departmental staff member;
  - 2. Comprehensive and thorough monthly inspections by a safety or sanitation specialist; and
  - 3. At least annual inspections by federal, state, or local sanitation and health officials or other qualified person(s).
  - 4. All facilities will use the results of weekly and annual inspections to document compliance with all applicable laws and regulations of the governing jurisdiction. The institution's Fire, Safety, and Sanitation Officer will submit a monthly report to the Warden or designee noting any deficiencies and actions required to correct deficiencies. Any deficiencies noted in official reports by outside individuals or agencies will be corrected, and documentation of corrective action will be developed and maintained by the institution.
- B. The Director of the Academy will ensure those sanitation inspections and all required Fire and Safety inspections are conducted in all New Mexico Corrections Training Academy (NMCTA) and Administrative facilities.
- C. In addition, each department head, section supervisor, and appropriate correctional officer shall inspect his or her areas on a daily basis and take corrective action as appropriate.
- D. All institutional work, industry, and vocational education programs shall meet minimum

applicable federal, state, and local work, health, and safety standards. Documentation shall be maintained reflecting that all programs are inspected by federal, state, and local health and safety officials at least annually. The programs shall also be inspected weekly by qualified departmental staff and monthly by a safety officer. **[5-ACI-7A-07 (M)]**

- E. Each facility and institution shall develop and implement a written housekeeping plan for all areas of the facilities physical plant that provides for daily housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and inmates. **[5-ACI-5D-05]**
- F. Each facility, institution, and training academy shall develop a plan for control of vermin and pests that conforms to appropriate standards and jurisdictional requirements. **[5-ACI-5D-04 (M)] [1-CTA-3E-04]**
- G. Each facility, institution, and training academy shall develop a plan for a waste disposal system that conforms to appropriate standards and jurisdictional requirements. **[5-ACI-5D-03(M)] [1-CTA-3E-03]**
- H. The Department's Fire Safety Programs Coordinator shall inspect each facility and institution at least annually or as needed to document and report on compliance with this policy. His or her report shall be submitted to the Director of Adult Prisons and the IASC Bureau Chief.
- I. The Department's recycling program enables staff to set aside targeted materials to be recovered and returned to manufacturing processes as economically valuable commodities, and thus be diverted from disposal in a landfill.
- J. Each facility shall develop a plan for recycling that conforms to appropriate standards and requirements.
- K. The facility/agency shall demonstrate it has examined, and where appropriate and, feasible, implemented strategies that promote recycling, energy and water conservation, pollution reduction, and utilization of renewable energy alternatives. **[2-CO-1A-06-1] [5-ACI-1A-04] [1-CTA-1A-02-1] [APPFS 3D-05-1]**



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CD-162501 Central Office Recycling

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## AUTHORITY:

Policy CD-162500

## PROCEDURES:

### A. Central Office Complex

1. It is the responsibility of the employee to separate recyclable material.
2. A contracted vendor will pick up the following items bi-weekly on Tuesdays: (All containers **must** be kept indoors until pickup day.) The containers will be located in various areas throughout the Central Office complex as follows:
  - a. White/Colored Copy Paper:
    - 1) At each of the three copy rooms (2 upstairs and 1 downstairs).
    - 2) At the copy room for both Correction Industries and the New Mexico Corrections Training Academy (NMCTA).
  - b. Shredded White Copy Paper (bagged):
    - 1) The mail room downstairs of the Main Building; and,
    - 2) The Correction Industries break room.
3. A separate contracted vendor will pickup the following items bi-weekly on Thursdays:
  - a. Aluminum Cans – Containers will be located as follows:
    - 1) Main building upstairs in the copy room;
    - 2) Outside the Auditorium exit;
    - 3) NMCTA break room; and,
    - 4) Cadet dormitory break room.
  - b. Plastic Bottles:
    - 1) The main building upstairs in the hallway copy room;
    - 2) Outside the Auditorium exit;

- 3) The NMCTA break room; and,
  - 4) The Cadet dormitories breakroom.
- c. Mixed Paper: (see Recycling Tips attached for definition of mixed paper)
- 1) The end of the south hallway on both the 1st and 2nd floor of the main building;
  - 2) Outside the Auditorium exit; and,
  - 3) The Training Academy copy room.
- d. Galvanized Steel Cans:
- 1) Three containers will be kept in the Cafeteria; and,
  - 2) Rear exit of the Cafeteria/Gym.
- e. Cardboard Boxes:
- 1) A cage will be kept behind the Cafeteria/Gym for flattened cardboard boxes.

## **Container #1: CINTAS**

### **White/Colored Copy Paper:**

- Recyclable paper includes – office copy paper and colored copy paper
- Shredded copy paper can be included in a separate plastic bag
- White envelopes allowed, not manila envelopes (see Mixed Paper)
- You do NOT need to remove staples
- DO NOT include shredded CD disks.

## **Container #2: Unicor**

### **Mixed Paper:**

- Magazines
- Catalogs
- Telephone books
- Brochures
- Pamphlets
- Xerox wrappers
- Glossy paper

#### Note:

1. Paper bags and other non-newsprint paper are considered contaminants and are NOT compatible with newspaper recycling.
2. It takes time to sort out non-newsprint materials at recovery facilities, so do not mix non-newspaper items with newsprint items.
3. Other non-recyclable paper includes tissue, waxed, and carbon paper.

**NEW MEXICO CORRECTIONS DEPARTMENT  
RECYCLING TIPS**

**Container #3: Unicolor**

**Aluminum:**

- Prepare aluminum cans for recycling by either crushing the cans to save space or leaving them uncrushed.
- Cans that are rinsed out will have little or no odor and are less likely to attract bugs.

**Steel:**

- Prepare steel cans by rinsing them with water to remove any food residue.
- To save space, remove both ends of the steel can and crush flat.
- Labels on the steel can DO NOT have to be removed since they are burned off during the melting process.

**Container #4: Unicolor**

**Plastic:**

Prepare plastic containers for recycling by ensuring first that they are:

- (PETE): soda-pop bottles, cooking-oil bottles and peanut-butter jars
- (HDPF): milk, water and some grocery sacks
- (PVC): piping and other commercial grade materials
- (LDPE): food packaging, shrink-wrap, carryout bags and heavy-duty bags
- (PP): commercial grade materials
- (PS): commercial grade materials
- (Other): commercial grade materials in large volumes.

These identification codes are often on the bottom of the plastic container encircled by three chasing arrows.

**NEW MEXICO CORRECTIONS DEPARTMENT  
RECYCLING TIPS**

**Plastic: (continued)**

Note:

1. Remove plastic tops from the plastic containers being recycled and rinse containers with water.
2. Crushing containers will help save space while storing them.

**Cage #5: Unicor**

**Cardboard:**

- Prepare cardboard for recycling by removing all other materials in the box such as plastic wrap, polystyrene peanuts, and other packing materials.
- Cereal, cake, chip, and cracker boxes are acceptable; be sure to remove the liner and all food from the box, flatten the box, and place flattened box in a paper sack.
- Break down cardboard boxes to save storage space.
- Try to keep cardboard dry and free from food waste. Cardboard can get wet and still be recycled, but is more difficult to carry due to the added weight of the water.