

January 16, 2009

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 08-29</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

**FROM:** ESTHER R. JOHNSON, Ed.D.  
National Director  
Office of Job Corps

**SUBJECT:** Abatement Tracking System and Form DL 1-2029, Notice of Unsafe or Unhealthful Conditions

1. Purpose. To clarify the requirements for centers posting and filing Form DL 1-2029, Notice of Unsafe or Unhealthful Conditions and responding to safety hazards via the Abatement Tracking System (ATS).
2. Background. The National Office of Job Corps has received a number of inquiries from centers regarding the required posting of Form DL 1-2029, Notice of Unsafe or Unhealthful Conditions, which is to be used to list hazards identified during the annual occupational health and safety (OSH) program review. In accordance with 29 CFR 1960.26(c) and Job Corps PRH Appendix 505, Section VII (Abatement Actions/Plans for OASAM Safety and Health Violations), Job Corps centers are required to abate OSH violations cited during the annual review and post a copy of Form DL 1-2029 at or near each place where an unsafe or unhealthful condition exists. The DL 1-2029 will remain posted until the condition has been abated or for 3 working days, whichever is later, at each hazard location. A copy of the notice will be filed and maintained for a period of 5 years after abatement. In addition, centers are required to respond to deficiencies annotated on Form DL 1-2029 via ATS in accordance with Job Corps Information Notice No. 97-27, Abatement Actions/Plans for Safety and Health Violations (April 20, 1998). Currently, centers are unable to generate Form DL 1-2029 in ATS.

3. Action. Job Corps centers should continue to track safety and health deficiencies using Form DL 1-2029 and ATS. Attachment A, a blank Form DL 1-2029, should be used by centers to list all deficiencies documented in the ATS case corresponding to the current year's OSH program review and posted according to 29 CFR 1960.26(c)(3) and (4). An example of a completed Form DL 1-2029 is provided in Attachment B. OSH program reviewers from Mabbett & Associates, Inc. will continue to issue a "stop" at Element VIA, level 2.0, for centers that fail to make available completed DL 1-2029 forms, indicating the dates posted in the upper right hand corner, available during the annual OSH program review.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Direct all inquiries to Marsha Fitzhugh at (202) 693-3099 or e-mail [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov), Kelley Clark at (202) 693-3089 or [clark.kelley@dol.gov](mailto:clark.kelley@dol.gov), or Heather Edmonds at (202) 693-3774 or [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov).

Attachments

A – Blank Form DL 1-2029

B – EXAMPLE of a Completed Form DL 1-2029