

May 24, 2013

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 12-58
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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 JOB CORPS CENTER FACILITY MANAGERS

FROM: ROBERT W. PITULEJ  
Acting National Director  
Office of Job Corps

SUBJECT: Mandatory Training: Recycling and Waste Management

1. Purpose. To provide the Job Corps community with training in reusing and recycling material, and advise centers on tracking and reducing waste, and increasing recycling in accordance with Executive Order (EO) 13514.

2. Background. As per Executive Order 13514, Federal Leadership in Environmental, Energy and Economic Performance, the federal government aims to divert at least 50 percent of non-hazardous solid waste, excluding construction and demolition debris, by the end of Fiscal Year 2015. In order to help accomplish this goal, Job Corps needs to improve its recycling program, and seize opportunities to reduce waste in meeting or exceeding the EO 13514 requirements.

Many centers have implemented active recycling programs. Now centers need to begin quantifying diversion rates, and taking steps to achieve the target deadline of September 30, 2015. EO 13514 performance is monitored by the White House Office of Management and Budget (OMB), and Job Corps represents a large portion of the Department of Labor's impacts. In addition, reducing waste avoids disposal costs and fosters a culture of stewardship among staff and students.

The full text of the EO can be found on the White House website:  
[http://www.whitehouse.gov/assets/documents/2009fedleader\\_eo\\_rel.pdf](http://www.whitehouse.gov/assets/documents/2009fedleader_eo_rel.pdf).

3. Action. Job Corps centers will work to increase their recycling and waste diversion, and estimate and report the amount of waste diverted through recycling. The amount of waste and recycled materials will be determined by data from the center's waste disposal contractor or a waste audit performed by each center.

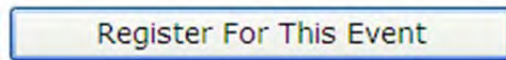
The webinar is offered to the centers' personnel in charge of waste management, usually their Maintenance Managers. Representatives from each center must participate in **one** of the following webinars on Job Corps waste auditing listed below.

Training dates:

June 5 <sup>th</sup>	1:00 p.m. Central
June 7 <sup>th</sup>	10:00 a.m. Central
June 11 <sup>th</sup>	10:00 a.m. Central
June 12 <sup>th</sup>	3:00 p.m. Central

All users, including center Maintenance Managers and appropriate Regional Office and Office of Job Corps staff members are required to pre-register for the training webinar. A dial-in number for the audio segment of the training will be e-mailed following pre-registration. **Users/trainees must pre-register by June 3<sup>rd</sup>.**

To register, log on to Job Corps Community website using your Citrix credentials, then click the **Register For This Event** button (see image below).



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

4. Expiration. Until superseded.
5. Inquiries. If you encounter difficulties trying to register for this event, please contact the Job Corps Data Center Help Desk by e-mail, [helpdesk@jobcorps.org](mailto:helpdesk@jobcorps.org), or by phone at 800-598-5008.

Attachment

Job Corps Solid Waste Audit Guidelines