

requires a technical background to design, oversee and understand complex Occupational Safety and Health assessments, including but not limited to employee exposure assessments, job hazard assessments, industrial hygiene evaluations, indoor air quality studies, hazardous material, and hazardous waste assessments. The Safety Officer is also required to demonstrate leadership qualities which would enable them to develop a “culture of safety” on center with safety trainings and safety promotional campaigns for staff and students. This change further incorporates recent changes to regulations, standards, and DOL policy, and adds new mandated requirements.

3. Explanation of Change. This notice revises the following section/s of the PRH:

Chapter 5 – Management Services, Section 5.1 – Program Management

- Language was added in R2. Quality Assurance such that preventive maintenance issues could trigger a targeted or full assessment.
- Language was clarified in R13. Facility Maintenance Program to ensure that center facility maintenance programs are comprehensive and include requirements for submission of an annual written Center Preventive and Corrective Maintenance Plan, as well as annual status updates of preventive and corrective maintenance.
- Language was added in R14. Annual Occupational Safety and Health (OSH) Program Reviews to clarify a reference for conducting the review and to reflect the replacement of the Abatement Tracking System (ATS) with Asset Essentials.
- Language was added in R15. Occupational Safety and Health Plan to require a Crystalline Silica Exposure Control Plan be included in the center specific Occupational Safety and Health Plan; to add a reflective vest to the minimum Safety Officer’s equipment; to add current Environmental Protection Agency (EPA) standards that must be followed; to require Center Director attendance at 70% of the safety committee meetings, and revised some references pointing to renumbered Section 5.9.
- Language was added in R16 to clarify the requirements for hazard assessment, equipment selection, and training which only apply to eye and face protection, head protection, foot protection, hand protection, and personal fall protection systems.
- Language was added in R17. Fire Safety and Prevention Plan that:
 - Adds the Facility Maintenance Manager as a possible point of contact in addition to the Center Safety Officer to perform and log the monthly fire alarm, sprinkler, fire extinguisher, and emergency/exit lighting inspection.
 - Requires scheduling and documentation of completion in the centers’ Computerized Maintenance Management System (CMMS).
 - Clarifies that fire alarm, fire suppression, and emergency lighting system inspections must be performed annually and documented.
- Language was revised in R18. Emergency Action Plan (EAP) to clarify that EAPs are required if evacuation is necessary in the event of a fire, or if personnel are required to perform specific actions for other emergencies.
- Language was added in R22. Confined Space Entry Plan to clarify the definition

of a confined space, clarify the requirements for confined spaces, update what centers are required to put in their plan, and include evaluation criteria for non-permit required confined spaces based on the activity or materials being used.

- Language was added in R23. Bloodborne Pathogens Plan to define exposures and establish bloodborne pathogen plan review requirements to require the center to review their plan, policy, and procedures and submit annually to the region to ensure these are up to date.
- Language was added in R24. Respiratory Protection Plan to clarify procedures when respirators are used on a voluntary basis and update the record retainment requirement.
- Language was added in R25. Hearing Conservation Plan to clarify when noise monitoring must be conducted, a Hearing Conservation Program must be implemented, and hearing protection must be used.
- Language was added in R29. Powered Industrial Vehicle Plan to include evaluations of hazardous conditions in the work area to determine a suitable type of industrial vehicle.
- A new requirement, R30. Emergency Eyewash Stations was added to establish requirements for emergency eyewash stations.

Section 5.2 – Personnel

- Language was updated in R10. Center Occupational Safety and Health Orientation and Training to:
 - Clarify when State OSHA training provisions must be implemented.
 - Clarify training standards and documentation.
 - Remove asbestos and lead-based paint competent person training from the minimum training requirements specifically for center Safety Officers. Asbestos and lead based paint training may now be completed by one of the following: Safety Officer, Maintenance, or a Career Technical Training Instructor.

Section 5.4 – Significant Incidents

- Language was added in R2. Reportable Events to require reporting facilities issues that result in disruption to center operations including utilities outages, effects of storms, and fire damage.
- Language was added in R4. Incidents That Require Occupational Safety and Health Administration (OSHA) Notification to clarify incidents that must be reported to State and/or Federal OSHA, reporting timeframes and methods.

Section 5.7 – Financial Management

- Language was revised in R8. Use of Funds for Maintenance and Repairs to clarify when CRA funds must be used for maintenance and repairs.

Section 5.8 – Facility Operations and Maintenance

- Entire section was substantially revised and re-organized as follows to require a comprehensive approach to facility management and preventive and corrective maintenance:

Previous Requirements	Updated Requirements
R1. Legally Mandated Standards	R1. Facilities Codes and Standards
R2. Job Corps Standards	
R3. Facility Maintenance Program	R3. Facility Preventive and Corrective Maintenance Program
R4. Center Sustainability	R10. Center Energy and Sustainability
R5. Facility Survey	R2. Facility Survey
R6. Project Implementation and Demolition	R4. CRA Funding and CRA Projects (New and expanded)
R7. CRA and Funded-Not-Corrected (FNC) Reporting	R5. CRA and Funded-Not-Corrected (FNC) Reporting
R8. CRA Furniture, Furnishings, and Equipment	R6. CRA Furniture, Furnishings, and Equipment
R9. Timeframes for Completion of Funded-Not-Corrected (FNC) Deficiencies	R7. Timeframes for Completion of Funded-Not-Corrected (FNC) Deficiencies
R10. Preoccupancy Survey for Center Projects	R8. Preoccupancy Survey for Center Projects
R11. Vacant or Closed Center Facilities	R12. Facilities Requirements for Closing of a JCC or CCC
	R9. Career Technical Skills Training (CTST) Project Plan Technical Review (New)
	R11. Center Operator Transition (New)

- R1. Legally Mandated Standards and R2. Job Corps Standards were combined and renamed R1. Facilities Codes and Standards. Language was also added to update codes and standards.
- Language was added in R2. Facility Survey (formerly at R5) to clarify that surveys are conducted every 3 years and to clarify center responsibilities and roles in preparation for and during the facility survey.
- Substantially revised and renamed R3 to Facility Preventive and Corrective Maintenance Program to emphasize a comprehensive approach to managing facilities. Language was added to state objectives, set minimum preventive maintenance requirements, provide minimum staff qualifications, identify common maintenance tasks that may require subcontractor support, provide guidance for preventive maintenance planning and execution and mandatory use of a National Office provided Computerized Maintenance Management System

- (CMMS) for tracking, planning, and documenting.
- A new requirement was added in R4. Funding and Timelines to provide guidance on submission of CRA B1a and B1b funding, technical support requests, and demolition packages.
 - Language was revised in R7. Timeframes for Completion of Funded-Not-Corrected (FNC) Deficiencies (formerly R9) to ensure timely completion of approved Life Safety and other deficiencies.
 - Language was added to R8. Preoccupancy Survey for Center Projects (formerly R10) to allow assistance from the National Office.
 - A new requirement R9. Career Technical Skills Training (CTST) Project Plan Technical Review was added to clarify that CTST projects that involve facility alterations including egress, HVAC, electrical circuits, or structural will only be approved with detailed plans and specifications accompanying the proposed CTST project.
 - Renamed former R4. Center Sustainability to R10. Center Energy and Sustainability and added language to require energy efficiency products or obtain an exemption and for centers to adopt DOL goals for annual reductions in energy and water consumption.
 - New requirement R11. Center Operator Transition was added to require incumbent center operator to complete new center operator transition checklist to ensure critical facilities related documentation is properly transferred.
 - Requirement 12 was renamed Facilities Requirements for Closing of a JCC or CCC (formerly R11. Vacant or Closed Center Facilities) and the requirement was revised to provide guidance on activities coincident with center closure or deactivation.

Section 5.9 – OCCUPATIONAL SAFETY AND HEALTH (OSH)

- Section previously named Environment and Occupational Safety and Health (OSH) was renamed to Occupational Safety and Health (OSH) as the requirements covered under 40 CFR for Environment have been moved to new Section 5.13 Environmental Protection.
- Language was added throughout to advise that DFAM is available to serve as a Subject Matter Expert to provide technical clarification to the Contractor and the Contracting Officer's Representative.
- Language was added throughout to emphasize that certain required documentation is the property of DOL and is required to be retained on center permanently.
- Removed Occupational Safety and Health Facility Survey (Preoccupancy) (former Section R6) as it is duplicated in the revised Section 5.8, R8. Preoccupancy Survey for Center Projects. Subsequent sections were renumbered.
- Moved Polychlorinated Biphenyls (PCBs), Underground Storage Tanks (USTs)/Aboveground Storage Tanks (ASTs), Mercury, Freon 113 and Other Ozone Depleting Chemicals, and Water Treatment (former Requirements R9, R10, R14, R15, and R19) to a new Section 5.13 Environmental Protection to emphasize that these are environmental issues under the purview of EPA.

Subsequent sections were renumbered.

- Language was revised in R1. Governing Regulations and Policy to clarify state and federal jurisdiction over center OSH plans depending on location.
- Language was added in R2. to clarify that center's OSH Program must comply with State OSHA standards and regulations where appropriate.
- Language was added in R3. Center Occupational Safety and Health Responsibilities and Duties to consolidate and eliminate redundancy of duties and responsibilities between Center Operators and Center Directors and to clarify reporting requirements in the Significant Incident Reporting System (SIRS), to OSHA, and in the Employees' Compensations and Operations Portal (ECOMP).
- Language was added in R5. Required Inspections and Observations to clarify inspection periodicity and to include vehicle and equipment inspection requirements.
- Language was added in R6. Abatement Plans for Violations Identified in Annual Occupational Safety and Health (OSH) Program Review to clarify that the National Office support contractor conducts the review.
- Language was added in R7. Hazardous Materials Management to clarify OSHA references and include a National Fire Protection Association (NFPA) reference.
- Language was added to R8. Lead to ensure compliance with EPA's Lead Renovation, Repair, and Painting (RRP) rule; and to emphasize that ownership of documentation is the property of DOL and must be maintained on center permanently.
- Language was added to R9. Asbestos Operations and Maintenance to clarify references and to emphasize that ownership of documentation is the property of DOL and must be maintained on center permanently.
- Language was added to R10. Hazard Communication to clarify requirements on maintenance of chemical inventory, Safety Data Sheets (SDS) and proper labeling of chemical containers.
- Language was added to R11. Hexavalent Chromium (Cr(VI)) to clarify requirement to review product SDS for Cr(VI) and to report monitoring results exceeding the action level.
- New requirement, R12. Respirable Crystalline Silica was added to conduct a hazard analysis and require an exposure plan if airborne crystalline silica exceeds action levels. Renumbered subsequent requirements.
- Language was added to R14. Unsanitary Conditions to clarify the source of the requirements.
- Language was added to R15. Student Injury, Occupational Illness/Disease, and Fatality Recordkeeping to clarify references and to provide clarification on occupational injury/illnesses and work relatedness.
- Language was added to R16. Definitions and Procedures for Handling Job Corps Student Injuries to provide clarification on extent of injury classifications.
- Language was added to R17. Staff Injury, Occupational Illness/Disease, and Fatality Recordkeeping to clarify staff injury recordkeeping requirements.
- Language was added to R18. OSHA Form 300A, Summary of Work-Related Injuries and Illnesses to clarify OSHA 300A generating procedures.

- New requirement R19. Anti-retaliation was added to clarify policy regarding reporting unsafe and unhealthful conditions.
- New requirement R20. OSHA Poster was added to clarify the OSHA posting references and requirements.

Section 5.10 Food Services

- Language was added to R1. Food Handling to require food safety training for the Food Service Manager; training on safe handling of time/temperature control for safety (TCS) including safe cooking temperature for Food Service staff; and temperature monitoring logs.

Section 5.13 Environmental Protection

- New Section 5.13. Environmental Protection was added, incorporating former requirements from Section 5.9 to separate those items that are environmental and not regulated by OSH.
- New Requirement R1. Hazardous Waste was added to provide clarification on requirements for hazardous waste management.
- Language was added at R2. Polychlorinated Biphenyls (PCBs) to clarify registration and inventory requirements.
- Language was added at R3. Underground Storage Tanks (USTs)/Aboveground Storage Tanks (ASTs) to emphasize that ownership of documentation is the property of DOL and must be maintained on center permanently; inform that on-site fuel tank reporting is done via the CRA/FNC website; and to implement a Spill Prevention, Control, and Countermeasure (SPCC) plan if fuel storage capacity exceeds the limits set by the Environmental Protection Agency (EPA).
- Language was added to R4. Mercury to clarify center response protocol in the event of a mercury spill.
- Renamed R5. Freon 113 and Other Ozone-Depleting Chemicals to Ozone-Depleting Substances (ODS)/Refrigerants and added language to clarify requirements on handling ODS on center.
- Renamed R6. Water Treatment to Water and Waste-Water Treatment and added language to clarify for centers that use non-municipal water and waste treatment facilities to ensure these are operated by properly trained and qualified personnel.

Exhibit 5-2 Plan and Report Submission Requirements

- Renamed Center Preventive Maintenance Plan (PMP) Checklist to Center Preventive and Corrective Maintenance Plan and renamed Preventive Maintenance Status Report to Preventive and Corrective Maintenance Schedules to emphasize a required comprehensive approach to facilities management.
- Renamed annual GSA Carbon Footprint report to Greenhouse Gas (Carbon Footprint) report.
- Language was added in Occupational Safety and Health Reports section to advise that reports CA-6 Official Superior's Report of Employee's Death and CA-7

Claim for Compensation are now required to be submitted via the ECOMP portal.

Exhibit 5-3 Minimum Staff Qualifications

- Language was added to provide primary duties and minimum qualification requirements for the center safety officer.
- Language was added to provide primary duties and minimum qualification requirements for center facilities maintenance staff including Facilities Maintenance Manager, HVAC Mechanic, Electrician, Plumber, and General Maintenance Worker.
- Language was added to require, if required by the respective state, compliance with state licensure requirements.

Exhibit 5-4 Required Staff Training

- Language was added to include Defensive Driving and Property and Vehicle Management to new staff orientation training.
- Language was added to provide citations and minimum contact hours for each of the required training courses for safety officers where applicable.
- The minimum contact hours for scaffolding training for safety officers was updated from 20 contact hours to 22 contact hours.
- Language was added in the footnote to denote who can complete the asbestos and lead-based training as it aligns with the updated changes made in Section 5.2 to the minimum training requirements for Center Safety Officers.

Appendix 502 Financial Management for Contract Centers

- Language was added to Section C.5.a 2110 Page 2 – Center Operations Expense Line-Item Subcategories - Line 19 Other Facilities Maintenance Expense to clarify that Equipment Rental O&M expenses may include temporary utility and HVAC rental.
- Language was added to Section C.5.c 2110 Page 3 – Capital Expense Categories - Line 2 Construction/Facility Rehabilitation to clarify CRA (Construction, Rehabilitation, and Acquisition) funds are typically for long-lasting physical improvements to major building systems.
- Language was added to Section E.4 to require Form 5-02a accompany vouchers for CRA B1 funds.

Appendix 506 Financial Management for CCCs

- Language was added to Section C.5.a 2110F Page 2 - Line 19 Other Facilities Maintenance Expense to clarify that Equipment Rental O&M expenses may include temporary utility and HVAC rental.
- Language was added to Section C.5.b 2110F Page 3 - Line 11 Facility Construction/ Rehab/Acquisition to clarify CRA (Construction, Rehabilitation,

and Acquisition) funds are typically for long-lasting physical improvements to major building systems.

Form 5-02a Job Corps Invoice Back-Up Sheet (for CRA only)

- New Form 5-02a Job Corps Invoice Back-Up Sheet (for CRA only) provides details of individual deficiency IDs to be provided as an attachment to invoices that include CRA funds.

Form 5-05 Center Preventive Maintenance Plan (PMP) Minimum Requirements

- Renamed Form 5-05 Preventive Maintenance Plan (PMP) Checklist to Center Preventive Maintenance Plan (PMP) Minimum Requirements. The renamed form is a detailed list of minimum preventive activities to be scheduled and performed as part of each center's PMP whether center-performed or sub-contracted.
- Language significantly revised in the 38 sections to provide required periodicities, code or standard references, and qualification/certification requirements.

Form 5-10 Job Corps Center Operator Transition Facilities, Health/Safety, and Fleet Vehicle Checklist

- New Form 5-10 Job Corps Center Operator Transition Facilities, Health/Safety, and Fleet Vehicle Checklist provides a list of related items necessary to facilitate a successful transition of center operators and ensure that critical facility drawings, O&M manuals, life safety system inspections, all reports, and other facility management items; vehicle daily and maintenance logs, and safety and health documentation and records are present, accounted, and have an established chain of custody.
4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate personnel.
 5. Effective Date. Immediately, except for the minimum staff qualifications for the Safety Officer, Facility Maintenance Manager, HVAC Mechanic, Electrician, Plumber, and General Maintenance Worker which shall take effect at the beginning of a new operator contract *or* when that position is replaced or filled by a new hire or existing staff whichever occurs first.
 6. Inquiries. Direct inquiries to Derrek Sanks, Division Chief of Facilities and Asset Management at (202) 693-9972 or the Job Corps Facilities Questions email at DFAM.NOJC@dol.gov.
 7. PRH Website Access. This Change Notice and revisions to the PRH can be accessed within two business days at the PRH website address: <https://prh.jobcorps.gov>.