

July 1, 2008

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 08-01
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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

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

SUBJECT: Revised Job Corps Quarterly Environmental Health Inspection Forms and Report Submission Requirements

1. Purpose. To provide to the Job Corps community revised quarterly environmental health inspection forms and report submission requirements.

2. Background. In accordance with Policy and Requirements Handbook (PRH) Chapter 5, Section 5.13, Job Corps centers are required to arrange for quarterly environmental health inspections by qualified non-center personnel of food service facilities, residential facilities, training facilities, water supply and distribution facilities (where not part of municipal systems), wastewater treatment facilities (except for septic systems, which shall be inspected annually, and municipal sewer systems, which are exempt from this requirement), and child development centers (where appropriate). The ETA forms used for these inspections—6-36, 6-37, 6-38, and 6-39—have been revised and reissued as OJC 6-36, OJC 6-37, OJC 6-38, and OJC 6-39 (Attachments A–D to this directive).

3. Action. All Job Corps centers should cease using the ETA quarterly environmental health inspection forms (dated November 1980) and begin using the attached, revised OJC quarterly environmental health inspection forms (dated June 2008) in the fourth quarter of fiscal year 2008 (July 1, 2008).

- a. Inspections should be conducted according to the fiscal calendar. The National Office of Job Corps environmental health support contractor and the Regional Office project manager must receive inspection forms, narratives, additional inspection details, and the center's corrective action plan (CAP) no later than the 15th day following the end of the quarter:

Fiscal Quarter	Period for Inspection	Submission Deadline
First	October – December	January 15
Second	January – March	April 15
Third	April – June	July 15
Fourth	July – September	October 15

- b. In an effort to reduce paper and administrative costs, centers should no longer submit reports by mail. Centers are requested to submit reports via e-mail to the National Office environmental health support contractor at safety@jobcorps.org and to the Regional Office project manager. Inspection forms must include a signature and should be scanned for submission.
- c. If extenuating circumstances prevent a center from meeting this requirement for a single quarter, the Center Director or the center safety officer should notify the National Office environmental health support contractor and Regional Office project manager in writing by the submission deadline. Repeated missed inspections are not allowed. It is the responsibility of the center to identify a qualified inspector to perform this service on a consistent basis.
- d. The revised inspection forms will be made available in the forms section of the Job Corps Community Web Site.
- e. Centers are not required to mass produce the inspection forms as has been done in the past. Given the change to e-mail submission, multi-copy forms are unnecessary. Centers may print the Adobe PDF or Microsoft Word forms to provide to inspectors.
- f. Each form consists of an inspection form and instructions. Instructions have changed; be mindful of the revised instructions.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

- 4. Expiration Date. Until superseded.
- 5. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.

Attachments

- A – Job Corps Environmental Health Program, Inspection of Food Service Facilities (OJC 6-36)
- B – Job Corps Environmental Health Program, Inspection of Residential and Educational Facilities (OJC 6-37)
- C – Job Corps Environmental Health Program, Inspection of Water Supply Facilities (OJC 6-38)
- D – Job Corps Environmental Health Program, Inspection of Wastewater Treatment Facilities (OJC 6-39)