

November 12, 2010

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 10-22
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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: EDNA PRIMROSE
 National Director
 Office of Job Corps

SUBJECT: Mandatory Federal Greenhouse Gas Emissions Reporting Survey

1. Purpose. To release the mandatory Fiscal Year (FY) 2010 Greenhouse Gas (GHG) Emissions Reporting Survey to all Job Corps centers, in compliance with Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance.

2. Background. Executive Order 13514, issued October 5, 2009, establishes requirements for federal agencies to report energy consumption, energy production, refrigerant use, and solid waste generation, among other factors, that affect GHG emissions. Job Corps reports this information as requested through the Department of Labor's Office of the Assistant Secretary for Administration and Management (DOL OASAM). Data requested for the FY 2010 reporting period is reflected in the attached survey, which is included for your planning purposes only (do not use the attachment when responding to the survey). Job Corps centers, including Job Corps Civilian Conservation Centers (CCCs), are required to submit this information not later than November 30, 2010, using only the online survey tool identified in the Action section below.

3. Guidance on Questions.

a. Staff and Students (Questions 4-8), and Visitors (Questions 9, 10)

This part of the survey is to estimate greenhouse gas emissions from on-site wastewater treatment. Do not fill out unless you have an on-site wastewater treatment system such as a lagoon, septic system, or package plant.

The best data would be an average from the entire year. If that is not readily available, estimate using averages for a typical 2- to 4-week period. Avoid counting holidays. Include weekends in the averages. When estimating, we will assume that the center has a skeleton staff (1/2 average) during the July and December breaks.

Example

Month	Day	Resident students	Non-Res students	Full-time staff	Part-time staff	Average Part-time Shift
July	18	254	0	60	5	8
	19	258	24	80	10	8
	20	258	24	86	10	8
	21	256	22	86	10	8
	22	257	22	86	15	8
	23	250	22	86	14	8
	24	259	0	80	13	6
	25	250	0	80	11	6
	26	247	24	80	12	8
	27	250	25	86	12	8
	28	250	26	86	13	8
	29	251	25	86	15	6
	30	250	24	88	13	6
	31	252	0	50	15	6
Averages		253	17	80	12	7.3

b. Renewable Energy Production – Questions 11-24

Questions 16 and 23 refer to the sale of Renewable Energy Credits to a third party as part of the financing of the project. If a third party has not purchased the Renewable Energy Credits, they remain the property of the center.

c. Fugitive Emissions (Refrigerants) – Questions 26, 27

These questions refer to any refrigerants purchased for air conditioning, refrigerators, vehicle air conditioning, or other purpose. The type of refrigerant should be available on manufacturer’s tag on the equipment recharged. Typical refrigerants are R-11, R-12, R-22, R-134a, and R-410a.

d. Solid Waste – Questions 28-32

This is the most difficult calculation. If your waste hauler provides an estimate or calculation of the weight or volume of waste removed (not including recycled materials), provide it here. Also provide a weight of materials recycled. If you don’t know, measure the dumpsters on your site and provide this information. If a compactor is attached to the dumpster, include this information. The amount full is an estimate and does not need to be exact.

4. Action.

- a. Each center director or his/her designee shall **identify one individual** to complete and submit the Fiscal Year 2010 Greenhouse Gas Emissions Reporting Survey, using the online form.

- b. The reporting period for this information is October 1, 2009 through September 30, 2010. Only include information from this reporting period.
- c. The designated individual must complete the online survey **no later than Tuesday, November 30, 2010.**
- d. Please submit only **one survey per center.**
- e. The survey may be found at the following website:
<http://www.zoomerang.com/Survey/WEB22BFE3LR6YS>

5. Expiration Date. **Tuesday, November 30, 2010.**

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

6. Inquiries. Inquiries should be directed to Andrea Kyle at kyle.andrea@dol.gov or (202) 693-3396.

Attachment
GHG Survey
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