

Attachment B  
Guidance on the Quarterly Waste Report Template

The Quarterly Waste Report Template is an Excel workbook located on the Job Corps/ESC Login page (commonly known as Funded Not Corrected [FNC] login page). Job Corps centers will use the template to submit Quarterly Waste Reports. The Office of Job Corps will use these reports to track progress towards meeting the 50 percent recycling requirement.

**Centers that receive hauler slips** from their waste management companies listing the amounts of recycled materials will use these slips to calculate their recycling rate for each month within the quarter. **Centers that do not receive hauler slips** will select 1 week within each quarter to conduct a waste audit, and then use the tool to calculate their total waste and recycling rate based on either volume or weight measurements.

The Quarterly Waste Report Template is located on the Job Corps/ESC Login page, which is located here: <http://166.97.89.26/login/login.asp>, under “Announcements/Links.” It is also on the left-hand side of the Construction, Rehabilitation, Acquisition (CRA) Funding Request Web site, which centers can reach by logging in through the Job Corps/ESC Login page. Centers are to use the most recent templates posted on this Web site, and they will download the template to input their data. Once the data has been entered according to the “Instructions” tab on the spreadsheets, centers are to save their file using this naming convention:

[Insert name of JCC] Quarterly Waste Report for Q[Insert Quarter #] FY14.xlsx

Centers are to then submit it through the CRA Funding Web site by following these steps:

1. Enter your username and password on the Job Corps/ESC Login page (Web site is presented above).
2. Ensure the CRA Funding Request option is selected under the username and password.
3. Click Login.
4. Click on the “New CRA Funding Request” on the top left of the page to generate new CRA Funding Request in the system (this will take you to CRA Funding Request Detail Form).
5. On the CRA Funding Request Detail Form, complete the following sections:
  - a. CRA Funding Title: Type “Quarterly Waste Report.”
  - b. Buildings: This section can be ignored.
  - c. Description/Details of the Request: Type “[Insert name of JCC]’s Quarterly Waste Report for Q[Insert Quarter #] FY 2014.”
  - d. Impact If Not Done: Type “N/A.”

- e. CRA Funding Type: Select “Non-Emergency” and leave the amount as “0.”
  - f. Category: Select “Waste Management Reporting.”
  - g. Number of Estimates: This section can be ignored.
  - h. Estimates Expiration: Type “N/A.”
  - i. Reason for Less than 3 Estimates: This section can be ignored.
  - j. Method of Accomplishing Construction: Select “Center Personnel.”
  - k. Attachments: Under “Step 1,” selection “Other.” Under “Step 2,” click “Browse,” and locate the completed Quarterly Waste Report that was saved using the naming convention described above. Under “Step 3,” click “Attach File.”
  - l. E-mail Notifications: This section can be ignored.
  - m. Additional E-mail Notifications: This section can be ignored.
  - n. Name of Submitter and Phone Number: Type your name and telephone number.
6. Click “Submit to Regional Office” to complete the submission.