

December 23, 2013

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO.13-18</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS

**FROM:** GRACE A. KILBANE  
National Director  
Office of Job Corps

**SUBJECT:** Job Corps Mandatory Solid Waste Management Policy and Quarterly Waste Reports

1. Purpose. To establish the Job Corps Solid Waste Management Program and quarterly waste reports.
2. Background. Pursuant to Job Corps Information Notice 13-05, Job Corps Centers (JCCs) submitted waste audit reports in August 2013. These audits showed Job Corps' average waste diversion rate is approximately 32 percent. (Waste diversion means redirecting materials that might otherwise be placed in the waste stream to recycling or recovery.) Job Corps' required waste diversion rate is at least **50 percent by 2015**, as established by Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance."

The Office of Job Corps (OJC) may include solid waste management in an update to the Policy and Requirements Handbook, and solicits feedback on related policies and procedures.

3. Action. To increase and track Job Corps' progress in reaching the 50 percent requirement, all centers must update and complete the attached Solid Waste Management Policy Template (Attachment A) **by February 7, 2014**, and ensure the policy's implementation. Centers are to e-mail their completed policies to Leonardo Sanabria of the Engineering Support Contractor (ESC) at [sanabria.leonardo@dol.gov](mailto:sanabria.leonardo@dol.gov), and copy their respective Regional Project Managers.

In addition, each center will submit a Quarterly Waste Report for each quarter of Fiscal Year 2014. The deadline dates are **February 7, 2014, April 30, 2014, July 31, 2014, and October 31, 2014**. Centers will use the most recent Quarterly Waste Report Template, Attachment C. See Attachment B, "Guidance on the Quarterly Waste Report Template," for further instructions. The template and its submission through the "Funded Not Corrected" Web site are pilot procedures, and the OJC welcomes comments about ease of use.

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

4. Expiration Date. Until superseded.

5. Inquiries. Any questions or comments may be directed to David Wiley at [wiley.david@dol.gov](mailto:wiley.david@dol.gov) or (202) 693-3396; or to Leonardo Sanabria of the ESC, at [sanabria.leonardo@dol.gov](mailto:sanabria.leonardo@dol.gov) or (703) 516-2258.

#### Attachments

- A – Solid Waste Management Policy Template
- B – Guidance on the Quarterly Waste Report Template
- C – Quarterly Waste Report Template