



Quick Reference Guide For Energy Transfer

Contractor Compliance: Site Specific Training 2018

ISTC: Who We Are

The Industrial Safety Training Council is a 501(c)3 Non-Profit training and education organization located in Southeast Texas. With a location in Baytown, Texas and Corporate offices in Nederland, Texas, (just south of Beaumont, Texas) ISTC delivers safety training and site-specific job safety orientations to contractors, as well as the employees of 42 local refining and chemical plants

The roots of the organization are firmly entrenched in the highly regulated Petro-chemical and Refining industry. With cutting edge technology ISTC also responds to the challenge of other industries by applying their acquired regulatory and compliance expertise in training. The results are reductions in cost while improving the quality of required training and documentation.

The following is a “Process Overview” and a detailed “How to: Comply” for Energy Transfer contractor personnel site access requirements. This document covers ISTC enrollment, site safety training, and badge processing.

Process Overview

- Step #1:** Set-up a Business Account with ISTC (service provider)
- Step #2:** Schedule a Safety Training Course
- Step #3:** Use the Remote Launcher
- Step #4:** Request a Badge for Completed Training

Step #1

How to: Set-up a Business Account with ISTC

Go to: <https://www.istc.net/IstcGeneralEnrollmentCommon/default.aspx?CouncilName=EnergyTransfer>

- Fill out all the required fields and Click on “Create ISTC Account”
- Review the “Online Scheduling Agreement”, enter the contact name and click “I Agree”

After clicking ‘I Agree’ you will receive an email from Victoria Baker, Victoria@istc.net, with your **Client Id number, Username, and Password**

Step #2

How to: Schedule a Safety Training Course

- Go to www.istc.net; click on “Atlas Login”
- Login into Atlas with your Username and Password
- Click on the ‘Participants’ Tab
- Search the participant by their social security number (if they do not have a profile, you will need to ‘Add’ them first)
- Once you have the Participant pulled up, click on them to highlight them in blue
- Click on the white/greyish ‘Schedule’ button
- Select Location, “00 – Energy Transfer Remote Scheduling”
- Click on ‘Order Training’, towards the bottom of the screen
- Select the Code(s) needed; 09ETPOB or 09SETPOB (Spanish), 09ETPMH (Marcus Hook) or 09SETPMH (Marcus Hook Spanish), 09ETPEP (Eagle Point) or 09SETPEP (Eagle Point Spanish) from the Code Box
 - If they are required to take the PSM course, please schedule them for 09ETPPSM or 09SETPPM (Spanish)
- Click on the line with where the course code shows (should say, **Schedule**, under status)
- Change the date in the calendar box, if needed, and click next to the desired time
- Select ‘Book’
- If they are scheduled for any additional classes, please follow the same steps to pick a Date and Time as you did for the first code
- When you see the Energy Transfer courses listed in the “Course Grid ” as **Pending Submit**, please click on “Submit Order”

The system will provide you with an order summary page where you can enter a “Purchase Order” if desired. If not, click ‘Submit’ and a confirmation page with a case number will be provided.

Please Note: The Trainee will have 7 days to take the class. After the 7 days, the course will be no showed in ISTC's system and the trainee will need to be rescheduled. Once the Trainee starts their class, they will need to finish the course within the same day they start it.

Step #3

How to: Use the Remote Launcher

Go to:

https://www.istc.net/Icohere/Landing/IstcLmsLanding_EnergyTransfer.php

- Enter in the Username... **Energy Transfer** and Password... **Energy Transfer**
- The Trainee will type in his/her Social Security Number
 - If the trainee is scheduled for class, they will be able to continue with their training
 - Once the trainee passes their scheduled training, they need to click on 'Return to LMS' for the course scores to save
- When the Trainee passes their Scheduled Training, it will post to their 'Training History' on ISTC's website. You can now request a badge for the Trainee.

*****If Trainee fails the course, the client (employer) will need to reschedule the student (Step #2 above). Trainees are allowed to retake the training once.***

****** Minimum Requirement that your computer needs to run Remote Learning Portal.***

- ***Browsers: Google Chrome is preferred, however, the current version of Firefox, or Internet Explorer 10 or higher (with the correct plugins installed) are supported as well. Other browsers, such as Opera, can run the courses, but not in a consistent enough manner to be suggested for use.***
- ***Courses are currently not compatible with the Apple OS, or Apple Browser (Safari) due to Adobe Flash not being supported by Apple products.***
- ***Make sure that all Pop up Blockers are turned off.***
- ***Make sure that Java is updated by going to <https://java.com/en/download/>.***
 1. ***"Get The Best Of The Web With Yahoo" - select "Do Not Update My Browser Settings" and click next***
 2. ***"Warning out-of-date versions of Java detected" - check next to any older version(s) listed and click next to uninstall***
 3. ***"Restore Java Security Prompts" - this is at your discretion, but it is recommended that Java is updated regularly***
 4. ***A new browser window will open to verify the installation of Java***
 - a. ***Security Warning: Website is untrusted - click continue***
 - b. ***Do you want to run this application? Click the box next to "Do not show this again..." and click Run***

- 5. Once the version of Java is verified, clear your internet cache, then close and re-open your browser**
- **At least a Minimal Broadband (Cable or DSL) Connection of 3Mbps Download Speed and 1Mbps Upload speed**

*****For any assistance, please feel free to contact our Customer Service department at (409)724-2565 *****

Step #4

How to: Request Badges for Completed Training (Requested by the company scheduler)

Go to:

http://www.istc.net/TraineePictureUploader/TraineePhotoUpload_EnergyTransfer.php

- Click on the Badging Template and Login
- Fill out the Badging Template and attach required photo (photo requirements listed below) and a valid form of ID (acceptable form of ID listed below)
- Submit Badging Template
- Badges will be shipped via USPS (2-5 business days) to the listed address for the Company requesting the badges.

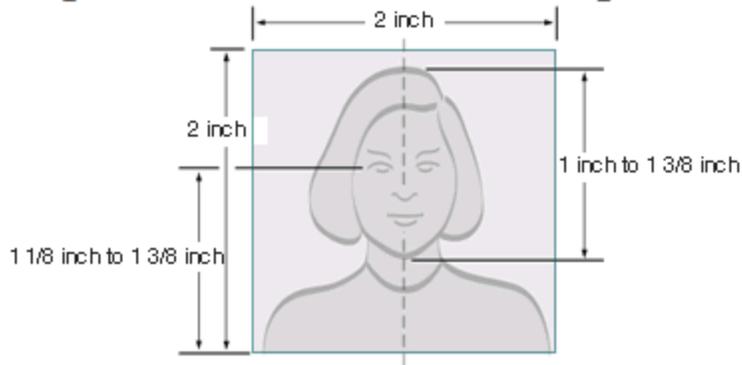
If 2 to 5 business days is not sufficient, to receive your badges, you can request a faster delivery service, but the company will accrue the cost.

There will also be a onetime Social Security Verification ran on all trainees. The SSV is \$5. If a trainee already has an existing SSV with ISTC, another one will not be ran.

Photo Requirements

- In Color
- 2 X 2 inches in size; 600 X 600 pixels
- Taken in front of a plain white or off-white background
- Taken if full-face view directly facing the camera
- Taken with a neutral facial expression (preferred) or a natural smile, and with both eyes open

Paper Photo Head Size Template



Acceptable Forms of ID (must be in color)

- Valid Driver License w/Photo (US State issued)
- Valid Identification Card w/Photo (US State Issued)
- Valid Passport w/Photo (US Government issued only)
- Valid Renewal document w/expired photo Driver License
 - Expired license beyond 60 days will not be accepted
- Valid Renewal document w/expired photo Identification Card
 - Expired identification card beyond 60 days will not be accepted
- Permanent Residence Card (US Government issued only)
- Valid TWIC Card
- Valid TWIC Renewal document w/expired TWIC Card
 - Expired TWIC Card beyond 60 days will not be accepted
- Valid Military Identification Card