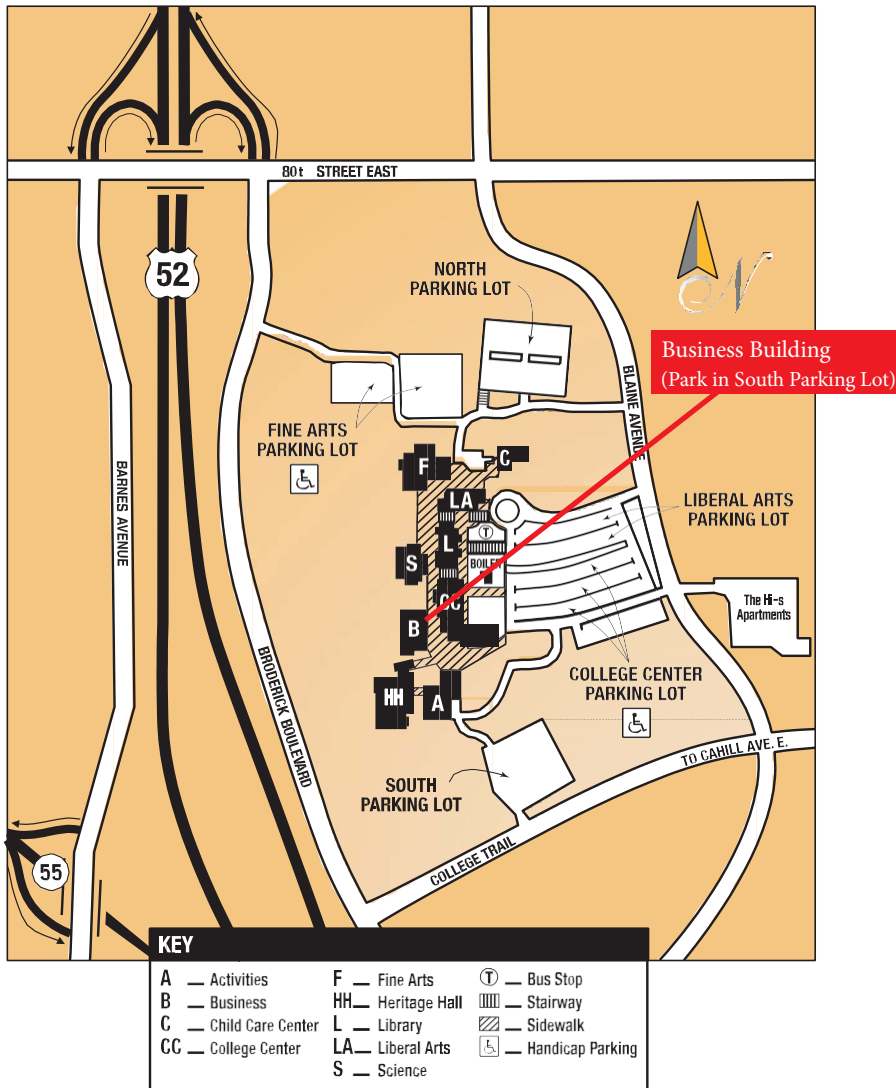


## Location and Directions

Inver Hills Community College is located in Inver Grove Heights just off Highway 52 (two miles south of I-494) Exit Hwy 52 at 80th Street. Go east one block to Blaine, south one block to campus. From Highway 55 eastbound, exit Hwy 52 at Barnes. Go north to 80th Street, east one block to Blaine, south one block to campus.

Via I-94: From I-94 in downtown St. Paul, exit on south Highway 52; go approximately 10 miles to the 80th Street exit. Go east one block to Blaine Avenue, south to campus.

Via I-494: From I-494 in Inver Grove Heights, exit on south Highway 52; go approximately 1.5 miles to the 80th Street exit. Go east one block to Blaine Avenue, south to campus.



# SPPR and Inver Hills Community College Safety Training

- Information and Procedures
- Training Schedule



## St. Paul Park Refining Company LLC

- SPPRC new hires are only required to complete the “Site Specific” computer based orientation.
- All contractor personnel must have both pre-requisite safety training and receive “site specific” orientation training before they can work in the refinery. Inver Hills Community College (IHCC) provides this training. Course information, locations, and schedules are included in this brochure.

## St. Paul Park Refining Company LLC

Please note that before any contractors who would be considered a “craftsmen” (examples include but are not limited to welders, electricians, scaffold builders, etc), you must first complete pre-requisite training via the OSHA 10 course. If you are unfamiliar with the OSHA 10 course, you can access information via the internet at [www.osha.gov](http://www.osha.gov) “OSHA Outreach Training Program”. The Inver Hills Community College does not offer this training.

There have been other similar training courses that have been reviewed and determined to be the equivalent of the OSHA 10 course. These are as follows:

- Basic Plus/Refresher Course  
*Administered by the Association of Reciprocal Safety Councils, Inc.*
- C-STOP Contractor Safety Training-Orientation Program/Refresher  
*Administered by the Northwest Construction Consumer Council, Inc.*
- Contractor Safety Orientation (CSO) /Contractor Safety Refresher (CSR) Course  
*Administered by the Three Rivers Manufacturers' Association (TRMA) – Three Rivers Safety Council (TRSC) (Joliet, IL area)*
- Refinery Construction and Maintenance Safety Level V Course  
*Administered by the Pioneer Technology Safety Center (Ponca City, OK area)*
- Los Angeles Refinery Safety Overview Course  
*Administered by the Occupational Safety Councils of America (Long Beach, CA area)*
- Safe Gulf – Safe Land USA  
*Administered by PEC*

Please note that some of the above courses have expiration dates associated with them. If the course/ card is expired, it will not be accepted.

**Non-craftsmen are Contractors/Consultants who will not be doing any invasive work in a Process Unit.**

Some personnel, such as vendors or other “non-craftsmen” employees do not require an OSHA 10 card. If you fall into this classification, the OSHA 10 can be waived. You are required to contact your SPPR main point of contact to arrange this waiver.

There are three computer based courses that the Inver Hills Community College (IHCC) offers for personnel who will work at the St. Paul Park Refining Company LLC. Drug tests and the three computer based courses are offered Monday, Tuesday, Wednesday, and Thursday from: 7:30 a.m.-9:30 a.m. Drug tests are performed on the lower level of the College Center Building (see map) and should be completed prior to taking the courses. The location of the courses is in the IHCC Business Building, Room 144 (see map). A valid government issued picture is required to attend along with a current OSHA 10 card or an approved equivalent. In addition, bring the invoice address of your contractor company, contact name, and telephone number.

## Site Specific Orientation Computer Based Training (CBT) \$49 St. Paul Park Refining Company LLC

This course is designed to give you an overview of the SPPRC refinery so that you will fully understand the specific safety requirements. This course can only be taken after the required pre-requisite training has been completed as previously explained in this brochure. It is estimated that this course will take approximately 2½ hours to complete. An overview of the course is as follows:

- Responsible Care ®
- Safety related rules and responsibilities
- Environmental related compliance
- SPPR behavioral based safety process overview (called AWARE)

Tests will be administered for various sections of this course in which a passing score must be obtained before credit is received.

## HF Alkylation Unit Computer Based Training (ALKY) \$23 St. Paul Park Refining Company LLC

This course was developed to increase safety and health awareness for personnel engaged in entering the refinery’s Hydrofluoric Acid (or HF) Alkylation Unit and performing work in affiliation with equipment in HF service. The Hydrofluoric Acid Alkylation Unit is commonly known as and often referred to as the HF Alky Unit. This course is also intended to educate personnel on the chemical properties of HF acid, as well as the materials of construction, health hazards, first aid, personal protective equipment, and general safe practices and procedures for working with or around hydrofluoric acid.

Tests will be administered for various sections of this course in which a passing score must be obtained before credit is received. This course will take approximately 1 hour to complete.

## Firewatch-Outside Attendant Computer Based Training (CBT) \$23 St. Paul Park Refining Company LLC

This course was developed to certify personnel to serve as firewatchers and outside attendants so that hot work and/or confined space entry can be performed in a safe manner at the SPPRC Refinery. This course will educate personnel on the duties and responsibilities of firewatchers and outside attendants.

Once again, a test will be administered for various sections of this course in which a passing score must be obtained before credit is received. This course will take approximately one hour to complete.

**A training Photo I.D. Card will be created onsite:** Upon successful completion of a course and drug test the individual will be issued a photo I.D. card listing the course descriptions and completion date. This training photo I.D. card will need to be presented to the SPPRC East Gate Security Group upon arrival. You will then be issued a refinery access badge.

**Payment:** Contractor individuals will be asked to pay at the time of testing with either a check or credit card. If an individual is not able to pay at this time, Inver Hills Community College will send a monthly invoice to the respective contractors’ business office and contact.

**Code of Conduct:** Personnel enrolled in the Safety program are required to adhere to the code of conduct as established by Inver Hills Community College.

**Dress Code:** Please refrain from wearing torn, dirty or frayed clothing that has words, terms or pictures that may be offensive to others.

### Summary:

- Arrive between 7:30 and 9:30 a.m.
- Bring:
  - SPPRC New hires – Government issued ID
  - Contractors New hires – Government issued ID and OSHA 10 or equivalent
- Bring: Contact information of employer/contractor including: company name, invoice address, contact name and telephone number.

**SPPRC New hires will not have to pay, SPPRC will be invoiced.**