

September 2018

ENVIRONMENTAL, HEALTH, AND SAFETY

These courses promote sound work practices and are designed to satisfy many of the environmental, health, and safety regulations for initial and refresher employee training.

**Available in Spanish*

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| 001 Introduction to OSHA: Worker Rights (60 min) | *813 Hearing Conservation (45 min) |
| 002 Introduction to OSHA: Employer Responsibilities (60 min) 6/18 | *814 Fire Extinguisher Basics (30 min) |
| 100 Anthrax Awareness (40 min) | 815 Process Safety Management (50 min) |
| 101 Severe Acute Respiratory Syndrome (SARS) (50 min) | *819 Personal Protective Equipment (45 min) 1/18 |
| 102 Pandemic Awareness (30 min) | *820 Lockout/Tagout (40 min) |
| *331 Heat Stress (30 min) | *821 Respiratory Protection (35 min) |
| *333 Basics of Electrical Safety (35 min) | *8220 Hazard Communication - Part 1 (45 min) |
| *334 Electrical Installations: Lockout/Tagout (20 min) | *8221 Hazard Communication - Part 2 (30 min) |
| *335 Electrical Installations: Energized Parts (30 min) | 823 Accident Investigation Overview (30 min) |
| *336 Electrical Safety: Flexible Cord Equipment (25 min) | *826 Hazards of Benzene (30 min) |
| *337 Electrical Installations: Training and PPE (35 min) | *827 Bloodborne Pathogens (35 min) |
| *353 Field Hazard Recognition (40 min) | 828 Hazards of Lead (35 min) |
| *354 Forklift Operation and Safety (60 min) 1/18 | 829 Hazards of Hydrogen Sulfide (30 min) |
| *355 Medical Surveillance, Screening, and Records (35 min) | 830 Scaffold Safety (55 min) 1/18 |
| 356 Office Hazard Recognition and Response (75 min) | *831 Fall Protection Systems (50 min) |
| *801 Back Safety (25 min) 1/18 | *832 Fall Hazard Awareness (45 min) |
| 802 Ergonomics (50 min) | *833 Ladder Safety (35 min) 3/18 |
| 803 Wastewater Treatment: Activated Sludge (45 min) | *834 Excavation Safety (55 min) |
| 804 DOT Hazardous Materials: Hazardous Materials Table (45 min) | 835 Hazards of Butadiene (35 min) |
| 805 DOT Hazardous Materials: Shipping Papers (30 min) | 836 RCRA: Handling and Shipping Hazardous Waste (60 min) 6/18 |
| 806 DOT Hazardous Materials: Marking (45 min) | 837 RCRA: Regulations for Hazardous Waste Generators (50 min) 7/18 |
| 807 DOT Hazardous Materials: Labeling (35 min) | 838 Hazards of Hydrofluoric Acid (30 min) |
| 808 DOT Hazardous Materials: Placarding (35 min) | 839 Hydrofluoric Acid Procedures and Controls (40 min) |
| *809 Hot Work Permits (30 min) | *840 Asbestos Awareness (40 min) |
| 810 DOT Hazardous Materials: Transportation Security (45 min) | 841 Ionizing Radiation (60 min) |
| *811 Confined Space Entry (65 min) | 842 Hazmat Emergency Response (45 min) |
| | 843 NORM in the Oil and Gas Industry (35 min) |

LIQUEFIED NATURAL GAS (LNG)

The LNG Library includes courses based primarily on U.S. Department of Transportation, Department of Homeland Security, and NFPA standards.

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| 141 Characteristics and Hazards of LNG (25 min) | 147 LNG Plant Operations – Pumps and Compressors (30 min) |
| 142 Potential Hazards – LNG Release (35 min) | 148 LNG Plant Operations – Instrumentation and Controls (50 min) |
| 143 LNG Operating Concepts Overview (30 min) | 149 LNG Plant Operations – Transfer Concepts (65 min) |
| 144 LNG Plant Operations – Gas Treating (30 min) | 150 LNG Maintenance Concepts: Part 1 (35 min) |
| 145 LNG Plant Operations – Liquefaction (30 min) | 151 LNG Maintenance Concepts: Part 2 (40 min) |
| 146 LNG Plant Operations – Storage and Regasification (40 min) | |

HUMAN RESOURCES

These courses address employee performance issues as well as regulations affecting employment practices.

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| 196 Americans With Disabilities Act (ADA) (25 min) | 208 Anger Management: Managing Your Anger (25 min) |
| 197 Fair Labor Standards Act (FLSA) (30 min) | 209 Time Management: Effective Prioritization (30 min) |
| 198 Family and Medical Leave Act (FMLA) (40 min) | 210 Time Management: Efficient Organization (25 min) |
| 199 Email Etiquette (20 min) | 211 Coaching and Counseling (20 min) |
| 200 Telephone Etiquette (20 min) | 212 Effective Listening Skills (25 min) |
| 201 Sexual Harassment Awareness: Managers (25 min) | 213 Safe Driving Skills (35 min) |
| 202 Sexual Harassment Awareness: Employees (30 min) | 214 Civil Rights Act – Title VII (25 min) |
| 203 Workplace Violence (25 min) | 215 Equal Pay Act (EPA) (15 min) |
| 204 Diversity in the Workplace (30 min) | 216 Age Discrimination in Employment Act (ADEA) (20 min) |
| 205 Creating an Alcohol- and Drug-Free Workplace (35 min) | 217 Sarbanes-Oxley Act: Ethics Awareness (45 min) |
| 206 Recognizing Substance Abuse in the Workplace (95 min) | 218 Sarbanes-Oxley Act: Overview for Managers (65 min) |
| 207 Anger Management: Dealing With Angry Coworkers (20 min) | |

FIRST RESPONDER TRAINING

Courses cover all topics in the NHTSA First Responder National Standard Curriculum and are a valuable addition to your first responder training program. Courses are approved for CE hours under Texas Dept. of State Health Services On-Going Program #600196.

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| 401 Introduction to EMS Systems: Part 1 (50 min) (1 CE) | 419 Bleeding and Soft Tissue Injuries (60 min) (1 CE) |
| 402 Introduction to EMS Systems: Part 2 (50 min) (1 CE) | 420 Burn Treatment (50 min) (1 CE) |
| 403 Well-Being of the First Responder (50 min) (1 CE) | 421 Bandaging and Splinting (50 min) (1 CE) |
| 404 Legal and Ethical Issues (50 min) (1 CE) | 422 Injuries to Muscles and Bones (50 min) (1 CE) |
| 405 The Human Body (60 min) (1 CE) | 423 Head and Spine Injuries (65 min) (1 CE) |
| 406 Lifting and Moving Patients (50 min) (1 CE) | 424 Emergency Childbirth (65 min) (1 CE) |
| 407 Body Substance Isolation (50 min) (1 CE) | 425 Pediatric Patient Assessment (50 min) (1 CE) |
| 408 Interpersonal Communications (55 min) (1 CE) | 426 Treatment Consent Issues (50 min) (1 CE) |
| 409 Airway: Part 1 (60 min) (1 CE) 6/18 | 427 Clandestine Drug Labs (50 min) (1 CE) |
| 410 Airway: Part 2 (50 min) (1 CE) | 428 Domestic Violence (50 min) (1 CE) |
| 411 Patient Assessment: Part 1 (50 min) (1 CE) | 429 Basic First Aid (55 min) (1 CE) |
| 412 Patient Assessment: Part 2 (70 min) (1 CE) | 430 Responding to Terrorism (75 min) (1 CE) |
| 413 Patient Assessment: Part 3 (70 min) (1 CE) | 431 EMS Operations (50 min) (1 CE) |
| 414 Circulation (50 min) (1 CE) | 432 Fundamentals of Extrication (60 min) (1 CE) |
| 415 Cardiopulmonary Resuscitation (CPR) (65 min) (1 CE) 3/18 | 433 Hazardous Materials (55 min) (1 CE) |
| 416 Medical Emergencies: Part 1 (50 min) (1 CE) | 434 Multiple Casualty Incidents (50 min) (1 CE) |
| 417 Medical Emergencies: Part 2 (60 min) (1 CE) | 435 Pediatric Medical Emergencies (50 min) (1 CE) |
| 418 Behavioral Medical Emergencies (55 min) (1 CE) | 436 Chemistry for First Responders (75 min) (1 CE) |

SECURITY FOR PROFESSIONALS

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|--|---|
| 100 Protection Specialist: Operation Iraq (55 min) | 102 Avoiding and Dealing With Hostage Situations (60 min) |
| 101 Civilian Safety: Operation Iraq (60 min) | 103 Traveling Safely in Dangerous Places (65 min) |

GLP / cGMP

Whether your non-clinical study team needs training in Good Laboratory Practices (GLP) or your pharmaceutical or food manufacturing group needs to learn the ins and outs of current Good Manufacturing Practices (cGMP), our GLP/cGMP Library will help you navigate the FDA requirements for compliance.

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| 253 Introduction to Good Laboratory Practice (GLP) (20 min) | 265 Pharma cGMP: Buildings, Facilities, and Equipment (35 min) |
| 252 GLP: Regulations (60 min) | 266 Pharma cGMP: Controlling Materials (35 min) |
| 254 GLP: Resources (20 min) | 267 Pharma cGMP: Sanitation and Hygiene (20 min) |
| 255 GLP: Responsibilities (20 min) | 268 Pharma cGMP: Sterile Pharmaceutical Production (40 min) |
| 256 GLP: Conducting the Study (25 min) | 269 Pharma cGMP: Quality Unit (30 min) |
| 257 GLP: Test Articles and Test Systems (30 min) | 270 Pharma cGMP: Complaints and Recalls (20 min) |
| 258 GLP: Records, Reports, and Archives (25 min) | 271 Pharma cGMP: Inspections and Audits (20 min) |
| 259 Electronic Records, Electronic Signatures (30 min) | 272 Pharma cGMP: Training (25 min) |
| 260 Introduction to Pharma Current Good Manufacturing Practice (cGMP) (30 min) | 280 Introduction to Food Current Good Manufacturing Practice (cGMP) (25 min) |
| 251 Pharma cGMP: Regulations (45 min) | 281 Food cGMP: Hazards to Food Safety (50 min) |
| 261 Pharma cGMP: Personnel (20 min) | 282 Food cGMP: Hygiene and Sanitary Operations (30 min) |
| 262 Pharma cGMP: Validation (25 min) | 283 Food cGMP: Building, Facilities, and Equipment (30 min) |
| 263 Pharma cGMP: Documentation (30 min) | 284 Food cGMP: Production and Process Controls (35 min) |
| 264 Pharma cGMP: Standard Operating Procedures (20 min) | 285 Food cGMP: Recalls and Traceability (35 min) |

HAZWOPER

The HAZWOPER library provides a comprehensive selection of topics for everyone from new hires to Incident Commanders. These courses also can be used as the foundation for satisfying the 8-hour HAZWOPER refresher training requirements outlined in OSHA's Title 29 CFR 1910.120.

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| 850 Site Security and Control (30 min) | 862 Chemical Hazards (55 min) |
| 851 Site Characterization and Analysis (25 min) | 863 Physical Hazards (75 min) |
| 852 Regulations (45 min) | 864 Personal Protective Equipment (60 min) |
| 853 Hazards of Toxic Substances (50 min) | 865 Medical Surveillance (45 min) |
| 854 Identifying Hazardous Materials (55 min) | 866 Confined Space Entry (75 min) |
| 855 Spill Response (45 min) | 867 Information Sources (35 min) |
| 856 Decontamination (40 min) | 868 Containment and Cleanup (25 min) |
| 857 Site Safety and Health Program (35 min) | 869 Rescue Equipment and First Aid (55 min) |
| 858 Site-Specific Safety and Health Plan (30 min) | 870 Lockout/Tagout Procedures (55 min) |
| 859 Training (30 min) | 871 Emergency Response Plan (45 min) |
| 860 Air Monitoring and Detection (40 min) | 872 Handling Drums and Containers (55 min) |
| 861 Sampling and Analysis (75 min) | |

GENERAL MAINTENANCE

These courses cover general maintenance tasks performed in a wide variety of industries. Introductory information is presented with an emphasis on safety.

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| 351 Machine Guarding (30 min) | 417 Control Valves and Actuators (35 min) |
| 352 Aerial Lifts (35 min) | 432 Pressure Leak Testing Methods for Piping/Tubing (15 min) |
| 357 Crane Operator Communication (30 min) | 448 Controller Basics (35 min) |
| 381 Introduction to Hand Tools: Part 1 (35 min) | 704 Fabrication of Threaded Pipe (35 min) |
| 382 Introduction to Hand Tools: Part 2 (25 min) | 712 Pipe Hangers and Supports (25 min) |
| 383 Power Tools (50 min) | 715 Valve Installation and Maintenance (50 min) |
| 384 Basic Rigging (45 min) | 723 Introduction to Steam Traps (50 min) |
| 385 Slings (30 min) | 724 Thermostatic Steam Traps (20 min) |
| 386 Scaffolds (35 min) | 725 Mechanical Steam Traps (50 min) |
| | 726 Thermodynamic Steam Traps (50 min) |

PORT FACILITY SECURITY

Motivated by the rapid rise in global terrorism and the events of 9/11, the International Maritime Organization (IMO) responded with the International Ship and Port Facility Security Code (ISPS). The Port Facility Security library is designed to provide the FSO and others with the maritime security knowledge they need to perform their specific duties, as well as to meet MTSA requirements.

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| 749 Port Facility Security Awareness (40 min) | 765 Port Facility Security Plan Development and Approval (40 min) |
| 750 International Maritime Security Regulations (25 min) | 766 FSP Implementation and Maintenance (40 min) |
| 751 Threats to Maritime Security (40 min) | 769 Emergency Procedures (55 min) |
| 752 Intermodal Operations (55 min) | 770 Emergency Preparedness Drills and Exercises (70 min) |
| 753 Maritime Transportation Security Act (MTSA) (55 min) | 771 Recordkeeping and Document Management (35 min) |
| 754 MTSA for Facilities (20 min) | 772 Training Requirements (15 min) |
| 755 MTSA for Certain Dangerous Cargo (CDC) (20 min) | 773 Training Techniques (45 min) |
| 756 MTSA for Vessels (20 min) | 774 Weapons and Dangerous Substances (80 min) |
| 757 Government and Law Enforcement in Maritime Security (25 min) | 775 Physical Searches and Screening Methods (85 min) |
| 758 Ship/Port Interface Security (15 min) | 776 Site Search Methods (60 min) |
| 759 Maritime Security Levels (MARSEC) (10 min) | 777 Recognizing Persons Posing Risks (45 min) |
| 760 Port Facility Security Actions (40 min) | 778 Circumventing Security Measures (50 min) |
| 761 Facility Security Assessments (45 min) | 779 Crowd Management (70 min) |
| 762 Risk Assessment Methodology (50 min) | 780 Hazardous Materials (45 min) |
| 763 Security Equipment (90 min) | 781 Drug Awareness for Maritime Employees (50 min) |
| 764 Equipment Maintenance, Testing, and Calibration (55 min) | 782 Drug and Alcohol Awareness for Supervisors (50 min) |

CHEMICAL FACILITY SECURITY

Today, the threat of terrorism has added an imposing dimension to protecting petrochemical facilities. The Chemical Facility Security library provides comprehensive courses to help security personnel develop the vital edge they need to protect their workplaces.

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| 950 Security Awareness (45 min) | 959 Information and Cyber Vulnerabilities (55 min) |
| 951 Threats to Petrochemical Facilities (25 min) | 960 Training Techniques (45 min) |
| 952 Security Vulnerability Assessment (65 min) | 961 Weapons and Dangerous Substances (65 min) |
| 953 Training Recommendations (30 min) | 962 Physical Searches and Screening Methods (85 min) |
| 954 Security Equipment (90 min) | 963 Site Search Methods (55 min) |
| 955 Testing, Calibration, and Maintenance of Security Equipment (60 min) | 964 Recognizing Persons Posing Risks (40 min) |
| 956 Facility Security Plan (40 min) | 965 Circumventing Security Measures (55 min) |
| 957 Emergency Response (55 min) | 966 Crowd Management (70 min) |
| 958 Emergency Preparedness Drills and Exercises (65 min) | 967 Hazardous Materials Awareness (75 min) |

VOCATIONAL / TECHNICAL

This series covers general vocational subjects and is appropriate for educational settings. Safety is emphasized and introductory level information is presented.

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| 900 Woodshop Safety (40 min) | 904 Auto Shop Safety Procedures (20 min) |
| 901 Laboratory Safety (25 min) | 905 Auto Shop Tool Safety (25 min) |
| 902 Introduction to Auto Shop Safety (45 min) | 906 Metal Shop Safety (50 min) |
| 903 Auto Shop Chemical Safety (25 min) | |

INDUSTRIAL PROCESS FUNDAMENTALS

These courses provide basic knowledge to all plant personnel, but primarily focus on the plant operator. This series covers subjects common to most industrial plants. Topics are discussed in detail, emphasizing principles and theories.

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| 211 How Process Operators Can Reduce Costs (50 min) | 226 Centrifugal Pumps (65 min) |
| 212 Process Control Tests – Part 1 (30 min) | 227 Positive Displacement Pumps – Part 1 (45 min) 3/18 |
| 213 Process Control Tests – Part 2 (20 min) | 228 Positive Displacement Pumps – Part 2 (60 min) |
| 214 Plant Firefighting: Fuels and Combustion (45 min) | 229 Process Control Instruments (50 min) |
| 215 Plant Firefighting: Use of Water (45 min) | 231 Furnaces: Combustion and Air Control (40 min) |
| 216 Plant Firefighting: Extinguishers and Foam (45 min) | 232 Furnaces: Startup and Shutdown (40 min) |
| 217 Plant Firefighting: Tactics and Strategy (45 min) | 233 Distillation: Hydrocarbons (55 min) |
| 218 Heat: Temperature and Heat (45 min) | 234 Distillation: Fractionating Equipment (60 min) |
| 219 Heat: Heat Transfer (50 min) | 235 Distillation: Normal Operations (35 min) |
| 220 Heat: Combustion and Fuel (40 min) | 236 Accident Control Techniques (50 min) |
| 221 Fluid Mechanics: The Nature of Fluids (25 min) | 237 Compression in Industry – Part 1 (35 min) |
| 222 Fluid Mechanics: Units of Measurement (20 min) | 238 Compression in Industry – Part 2 (35 min) |
| 223 Fluid Mechanics: The Behavior of Gases (35 min) | 380 Basic Plant Mathematics (60 min) |
| 224 Fluid Mechanics: Fluid Statics (45 min) | 611 AC Motors (50 min) |
| 225 Fluid Mechanics: Motion of Fluids (40 min) | |

PROCESS OPERATIONS

These courses are aimed at process plant operators, but can also be useful to maintenance personnel. They are designed to minimize accidents and downtime by promoting safety and efficiency.

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| 612 Distillation Basics (60 min) | 623 Operating and Troubleshooting Cooling Towers (35 min) |
| 613 Operating Distillation Towers (30 min) | 624 Reciprocating Compressors (30 min) |
| 617 Reading P&IDs and PFDs (40 min) | 625 Process Chemistry Basics (20 min) |
| 618 Centrifugal Pump Basics (55 min) | 626 Process Chemistry: Chemical Combinations and Properties (35 min) |
| 619 Centrifugal Pumps: Installation, Troubleshooting, and Safety (45 min) | 627 Process Chemistry: Organic Compounds (30 min) |
| 620 Heat Exchangers (40 min) | 629 Cargo Trucks (25 min) |
| 621 Valves (35 min) | 631 Tank Cars (40 min) 7/18 |
| 622 Introduction to Cooling Towers (40 min) | 633 Reactors (55 min) |

OPERATOR-PERFORMED MAINTENANCE

These courses are designed to help operations personnel perform the necessary maintenance tasks needed to keep an operations process online.

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| 301 Natural Feed Lubrication Systems: Maintenance (10 min) | 312 Pipe Fitting Basics (10 min) |
| 302 Filter Maintenance and Line Cleaning (15 min) | 313 Pipe Materials of Construction (10 min) |
| 303 Connecting Flanges (10 min) | 314 Tube Cutting (10 min) |
| 304 Installing Blinds (10 min) | 315 Small Threaded Pipe Basics (10 min) |
| 305 Stopping Pipe and Flange Leaks (10 min) | 316 Common Tools (25 min) |
| 306 Gauge Glass Maintenance Glass (10 min) | 317 Tube Fittings (5 min) |
| 307 Friction and Lubrication Basics (15 min) | 318 Tube Installation (5 min) |
| 308 Natural-Feed Lubrication Systems: Monitoring (15 min) | 319 Valve Identification (10 min) |
| 309 Manways (5 min) | 320 Installing Valves (10 min) |
| 310 Natural-Feed Lubrication Systems (10 min) | 321 Stopping Valve Leaks (10 min) |
| 311 Replacing Pressure and Temperature Gauges (10 min) | 322 Wrenches (10 min) |

MILLWRIGHT

These courses present the basics of the millwright craft. They include detailed information on millwright methods, techniques, common mechanical components, and maintenance and repair tasks.

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| 108 Cutting and Fitting Gaskets (25 min) | 120 V-Belts & Positive Drive Belts (60 min) |
| 109 Hydraulics & Pneumatics – Part 1 (40 min) | 122 Mechanical Seals (40 min) |
| 110 Hydraulics & Pneumatics – Part 2 (20 min) | 125 Introduction to Chain Drives (25 min) |
| 111 Hydraulics & Pneumatics – Part 3 (30 min) | 126 Installation & Maintenance of Chain Drives (25 min) |
| 112 Lubrication (25 min) | 129 Introduction to Pumps – Part 1 (25 min) |
| 113 Introduction to Bearings (25 min) | 130 Introduction to Pumps – Part 2 (35 min) |
| 114 Bearing Types & Maintenance (30 min) | 131 Introduction to Pumps – Part 3 (25 min) |
| 115 Introduction to Bearing Lubrication (20 min) | 133 Shaft Alignment (35 min) |
| 116 Greased Bearing & Oil Mist Lubrication (40 min) | 134 Pump Seals & Seal Flushes (45 min) |
| 117 Compression Packings (35 min) | 135 Positive Displacement Pumps (40 min) |
| 118 Automatic Packings (25 min) | 136 Centrifugal Pumps (40 min) |

MUNICIPAL: ENVIRONMENTAL, HEALTH, AND SAFETY

These courses promote sound work practices for municipal employees. They are designed to satisfy many of the environmental, health, and safety regulations for initial and refresher employee training.

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| 450 Municipal: Chlorine Safety (60 min) | 459 Municipal: Lockout/Tagout (30 min) |
| 451 Municipal: Heat Stress (30 min) | 460 Municipal: Hazard Communication (70 min) |
| 452 Municipal: Basics of Electrical Safety (55 min) | 461 Municipal: Bloodborne Pathogens (25 min) |
| 453 Municipal: Back Safety (40 min) | 462 Municipal: Ladder Safety (30 min) |
| 454 Municipal: Ergonomics (35 min) | 463 Municipal: Asbestos Awareness (45 min) |
| 455 Municipal: Confined Space Entry (70 min) | 464 Municipal: Forklift Basics, Operation, and Safety (100 min) |
| 456 Municipal: Hearing Conservation (45 min) | 465 Municipal: Hot Work Permit (30 min) |
| 457 Municipal: Fire Extinguisher Basics (30 min) | 466 Municipal: Fall Protection (45 min) 02/18 |
| 458 Municipal: Personal Protective Equipment (40 min) 10/17 | |

OFF-THE-JOB SAFETY

These courses promote safety in areas of interest to the family at home, during recreational activities, during trips, and at school. They are designed for awareness of safety issues outside of the work environment.

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| 501 Poison Control (30 min) | 516 Hypertension (25 min) |
| 502 Stress Management (35 min) | 517 Heat Stress Prevention (40 min) |
| 503 Physical Fitness (30 min) | 518 Fireworks Safety (30 min) |
| 504 Spring Cleaning (35 min) | 519 Skin Cancer (40 min) |
| 505 Home Safety (50 min) | 520 Bites and Stings (40 min) |
| 506 Summer Safety (35 min) | 521 Preventing Sports Injuries (40 min) |
| 507 Have a Safe Trip (95 min) | 522 Halloween Safety (15 min) |
| 508 Back to School Safety (35 min) | 523 Handling Food Safely (45 min) |
| 509 Hunting Safety (35 min) | 524 Toy Safety (55 min) |
| 510 Fire Prevention (55 min) | 525 Safe Driving Practices (30 min) |
| 511 Winter Preparation (40 min) | 526 Bicycle Safety (35 min) |
| 512 Christmas Safety (30 min) | 527 Boating Safety (55 min) |
| 513 Weight Control (60 min) | 528 Home Fall and Ladder Safety (35 min) |
| 514 Child Passenger Safety (45 min) | 529 Creating Streetwise Kids (55 min) |
| 515 Smoking Awareness (25 min) | |

PIPELINE OPERATOR QUALIFICATION

These courses are designed to assist pipeline operators in meeting the requirements of the DOT Operator Qualification Rule. The DOT Operator Qualification Rule requires pipeline operators to develop and maintain a written qualification program for individuals performing covered tasks on pipeline facilities. The DOT also requires that pipeline operators qualify their workforce on covered tasks. The Operator Qualification Rule includes Subpart N 49 CFR Part 192 and Subpart G 49 CFR Part 195.

- 001 Operator Qualification Summary (15 min)
- 002 Introduction to the Natural Gas Industry (25 min)
- 003 Guidelines for Proctoring Tests and Evaluations (10 min)
- 004 Documenting a Field Evaluation in ExxTend Learning (15 min)
- *0361 Electric Valve Actuators (40 min)
- *0981 Backfilling (20 min)
- 100 Prevention of Accidental Ignition & Potential Ignition Sources (60 min)
- 1010 Abnormal Operating Conditions: Recognize and React (40 min)
- 1011 Abnormal Operations and Safety-Related Conditions (15 min)
- 1012 Abnormal Operations (15 min)
- 103 Characteristics and Properties of Natural Gas (55 min) 10/17
- *105 CGIs and Flame Ionization Units (60 min)
- *106 OSHA/DOT – Excavation Safety (60 min)
- *107 Pipeline Pigging (90 min) 7/18
- 108 Work Zone Safety (20 min)
- *200 Leak Survey & Leak Classification (100 min)
- *201 Population Density Change & Pipeline Patrol (75 min)
- 205 Pipeline Crossings (65 min)
- *206 Leak & Pipeline Failure Investigation (65 min)
- *207 Investigating Pipeline Failure (15 min)
- *244 Current Interrupters (20 min)
- *3000 Damage Prevention (35 min)
- *3001 Locating and Marking Buried Pipelines (30 min)
- *301 Vault Inspection and Confined Space Entry (75 min)
- 305 Dehydration of Natural Gas (40 min)
- 306 Dehydration with Triethylene Glycol (75 min)
- *400 Valve Actuators (45 min)
- *4010 General Valve Maintenance (25 min)
- *4011 Plug Valve Maintenance (20 min)
- *4012 Ball Valve Maintenance (25 min)
- *4013 Gate Valve Maintenance (20 min)
- *4020 Inspecting and Testing Pressure Limiting Devices (25 min)
- *4021 Inspecting and Testing Regulators (30 min)
- *4022 Inspecting and Testing Control Valves (15 min)
- *4030 Pressure Testing Steel Pipelines – Gas (40 min)
- *4031 Pressure Testing Plastic Pipelines (35 min)
- *407 Joining Steel Pipe Other Than by Welding (35 min)
- 408 Maintaining and Repairing Pressure Limiting Devices (30 min)
- *4090 Pipeline Repair: Grinding, Welding, and Sleeving (35 min)
- *4091 Pipeline Repair: Composites (25 min)
- *4095 Pipeline Repair: Sleeving Including Helical Pipe (40 min)
- *410 Cast Iron Joints (15 min)
- *411 Pipeline Purging With Air and Gas (40 min)
- *4120 Hot Tapping (35 min)
- *4121 Line Stopping (50 min)
- 414 Abandonment of Facilities (45 min)
- *415 Installation of Anodes (25 min)
- 416 Pipeline Shutdown and Startup Planning (45 min)
- *501 Cathodic Protection Troubleshooting (50 min)
- *502 Cathodic Protection – Rectifiers (35 min)
- *503 Protective Coatings (45 min)
- *504 Installation of Test Stations (25 min)
- 505 Cathodic Protection Criteria (40 min)
- *506 Electrical Insulator Inspections and Testing Casings (40 min)
- *507 Internal Corrosion (45 min)
- *508 Interference: AC and DC (45 min)
- *5090 Structure to Electrolyte Surveys (40 min)
- 5091 Basic Corrosion (25 min)
- *5093 Close Interval Surveys (35 min)
- *510 Atmospheric Corrosion – Pipeline Operations (30 min)
- 5110 Rigging: Planning and Inspections (55 min)
- 5111 Safe Rigging Practices (35 min)
- *600 Electric Arc Welding (95 min)
- *601 Welder Qualification (130 min)
- *602 Weld Repairs and Welding Procedures (60 min)
- *604 Oxygen/Acetylene Welding & Cutting (90 min)
- *606 NDT: Magnetic Particle Inspection (35 min)
- *607 NDT: Liquid Dye Penetrant Inspection (35 min)
- 608 Pipeline Integrity: High Consequence Area Field Surveys (30 min)
- *609 Dresser Coupled Pipelines (25 min)
- *610 Ultrasonic Thickness Testing (35 min)
- 7000 Compressor Station Operations and Safety (40 min)
- *7001 Compressor Stations: Design and Emergency Planning (45 min)
- *701 Reciprocating Compressor Units (85 min)
- *703 Compressor Operation: Turbine Units (95 min)

PIPELINE OPERATOR QUALIFICATION (OQ) CONTINUED

- *704 Compressor Operation: Compressor Cylinders (60 min)
- *705 Compressor Operation: Gas Path Integrity (70 min)
- *706 Compressor Operation: Power Cylinder Balancing (45 min)
- *800 Gas Control (60 min)
- 900 Fundamentals of Electricity (95 min)
- *901 Basic Electronics: PLCs (70 min)
- 902 Basic Electronics: SCADA (105 min)
- 1200 Underground Storage of Natural Gas and Liquids (95 min)
- *1312 Aerial Patrol (30 min)

OQ DISTRIBUTION

- *202 Odorization: Concentration Testing (70 min)
- *404 Plastic Pipe Fusion (100 min)
- *404 Plastic Pipe Fusion – Spanish Version (100 min)
- *405 Electrofusion (70 min)
- *406 Mechanical Fittings (65 min)
- 413 Up-Rating Pipeline Systems (65 min)
- *417 Installation of Plastic Mains and Services – Part 1 (45 min)
- *418 Installation of Plastic Mains and Services – Part 2 (55 min)
- 419 Natural Gas Operations and Maintenance Safety (70 min)
- *420 Installation of Steel Mains and Services (65 min)
- *421 Pipeline Tie-In Methods (35 min)
- *500 Atmospheric Corrosion – Distribution Operations (40 min)
- *1221 Install Meters and Regulators - Residential (50 min)
- *1231 Install Meters and Regulators - Commercial (60 min)

OQ LIQUIDS PIPELINE

- LQ100 LQ: Subpart H – Corrosion Control (30 min)
- *LQ201 LQ: Pipeline Patrol (50 min)
- *LQ202 LQ: Pressure Testing Steel Pipelines (35 min)
- *LQ300 LQ: Marking Pipelines – Temporary and Permanent (65 min)
- *LQ400 LQ: Below Ground Pipe Coatings & Exposed Pipe (85 min)
- *LQ415 LQ: Installation of Anodes (50 min)
- *LQ416 LQ: Conduct Annual Surveys (110 min)
- *LQ501 LQ: Cathodic Protection Troubleshooting (70 min)
- *LQ502 LQ: Rectifier Inspections (80 min)
- *LQ504 LQ: Installation of Test Stations (50 min)
- *LQ508 LQ: Interference (AC and DC) (60 min)
- *LQ707 LQ: Introduction to Compressor and Pump Operations (85 min)
- *LQ800 LQ: Pipeline System Control (65 min)
- *LQ901 LQ: Programmable Logic Controllers (125 min)
- *LQ902 LQ: Pressure Switches (50 min)
- *LQ903 LQ: Pressure Transmitters (60 min)
- *LQ0271 LQ: LQ: Meter Maintenance and Proving (35 min)
- *LQ0293 LQ: Flushing and Purging Pipeline Systems (40 min)
- *LQ0401 LQ: Inspecting and Testing Control Valves (25 min)
- LQ1012 LQ: Abnormal Operations (15 min)
- *LQ1100 LQ: Cathodic Protection – Aboveground Storage Tanks (70 min)
- *LQ1102 LQ: Inspection - Aboveground Storage Tanks (60 min)
- *LQ1641 LQ: Pigging: Launching and Receiving (55 min)
- *LQ2350 LQ: Aboveground Storage Tank Overfill Protection (70 min)

OQ DOT COMPLIANCE

- 850 Public Awareness (35 min)
- 851 DOT Drug Awareness (75 min)
- 852 DOT Alcohol Awareness (60 min)
- 853 Contractor Safety (20 min)
- 854 Accident/Incident Investigation Overview (30 min)
- 858 System Control: Fatigue Management for Supervisors (30 min)
- 859 System Control: Fatigue Management for Controllers (30 min)
- 860 System Control: Control Room Management Regulations (30 min)

OQ EMERGENCY RESPONSE AND PLANNING

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|--------|---|--------|--|
| 102 | Emergency Plans & Public/Contractor Education (100 min) | ER1305 | Pipeline Security Planning (50 min) |
| ER1300 | Facility Response Plan for Hazardous Liquids Pipelines (25 min) | ER1306 | Corporate Emergency Management Plan (20 min) |
| ER1301 | Emergency Response Plan for Natural Gas Pipelines (25 min) | ER1308 | SPCC Plans for Non-Production/Bulk Storage Facilities (35 min) |
| ER1302 | Working With the Media During an Emergency (35 min) | ER1309 | SPCC Plans for Onshore Production Facilities (35 min) |
| ER1304 | Pandemic Preparedness: What Every Employee Should Know (30 min) | | |

OQ ENVIRONMENTAL

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|-----|--|------|-----------------------------------|
| 855 | Introduction to Waste Management and Minimization (50 min) | 8561 | Air Permitting Awareness (20 min) |
| 856 | Air Permitting for Supervisors (25 min) | 857 | Environmental Awareness (30 min) |

OQ INSTRUMENT USE AND CARE

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|------|--|------|--|
| *903 | Using the DTEX Odorant Detection Instrument (30 min) | *907 | Using the Radiodetection Pipe Locator (75 min) |
| *904 | Using the Heath ODORATOR® (15 min) | *908 | Using the Metrotech Pipe Locator (60 min) |
| 905 | Using the Heath Gasurveyor® 3-500 (30 min) | *909 | Ditch Witch® Pipe Locators (40 min) |
| 906 | Using the T82 Single Gas Monitor (20 min) | 910 | Using a Digital Multimeter (45 min) |

OQ HUMAN RESOURCES

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|--------|--------------------------------------|--------|--|
| HR1000 | Human Performance Systems (40 min) | HR1004 | Incident Command System and Natural Gas Emergencies (35 min) |
| HR1001 | The Mentoring Process (65 min) | HR1005 | Ethics and Compliance (50 min) |
| HR1002 | Job Performance Evaluations (35 min) | HR1006 | Management of Change (35 min) |
| HR1003 | Effective Media Relations (35 min) | HR1007 | Right-of-Way Agent Training: Landowner Communications (30 min) |