

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) | *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) |
| 102 | Pandemic Awareness (30 min) | *820 | Lockout/Tagout (40 min) |
| NEW *103 | Coronavirus Awareness (COVID-19) (15 min) 4/20 | *821 | Respiratory Protection (35 min) |
| *331 | Heat Stress (30 min) | *8220 | Hazard Communication - Part 1 (45 min) |
| *333 | Basics of Electrical Safety (35 min) | *8221 | Hazard Communication - Part 2 (30 min) |
| *334 | Electrical Installations: Lockout/Tagout (20 min) | 823 | Accident Investigation Overview (30 min) |
| *335 | Electrical Installations: Energized Parts (30 min) | *826 | Hazards of Benzene (30 min) |
| *336 | Electrical Safety: Flexible Cord Equipment (25 min) | *827 | Bloodborne Pathogens (35 min) |
| *337 | Electrical Installations: Training and PPE (35 min) | 828 | Hazards of Lead (35 min) |
| *353 | Field Hazard Recognition (40 min) | 829 | Hazards of Hydrogen Sulfide (30 min) |
| *354 | Forklift Operation and Safety (60 min) | 830 | Scaffold Safety (55 min) |
| *355 | Medical Surveillance, Screening, and Records (35 min) | *831 | Fall Protection Systems (50 min) |
| 356 | Office Hazard Recognition and Response (75 min) | *832 | Fall Hazard Awareness (45 min) |
| *801 | Back Safety (25 min) | *833 | Ladder Safety (35 min) 7/20 |
| 802 | Ergonomics (50 min) | *834 | Excavation Safety (55 min) |
| 803 | Wastewater Treatment: Activated Sludge (45 min) | 835 | Hazards of Butadiene (35 min) |
| 804 | DOT Hazardous Materials: Hazardous Materials Table (45 min) | 836 | RCRA: Handling and Shipping Hazardous Waste (60 min) |
| 805 | DOT Hazardous Materials: Shipping Papers (30 min) | 837 | RCRA: Regulations for Hazardous Waste Generators (50 min) 9/20 |
| 806 | DOT Hazardous Materials: Marking (45 min) | 838 | Hazards of Hydrofluoric Acid (30 min) |
| 807 | DOT Hazardous Materials: Labeling (35 min) | 839 | Hydrofluoric Acid Procedures and Controls (40 min) |
| 808 | DOT Hazardous Materials: Placarding (35 min) | *840 | Asbestos Awareness (40 min) |
| *809 | Hot Work Permits (30 min) | 841 | Ionizing Radiation (60 min) |
| 810 | DOT Hazardous Materials: Transportation Security (45 min) | 842 | Hazmat Emergency Response (45 min) |
| *811 | Confined Space Entry (65 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) 7/20 |
| 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 (45 min) 6/20 | 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) 9/20 | 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) | 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) | 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

These courses outline safety and security measures for employees who must travel to hostile or unsafe countries or territories.

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| 100 Protection Specialist: Operation Iraq (55 min) | 102 Avoiding and Dealing With Hostage Situations (40 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.

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 (Pharma cGMP) (30 min)	280	Introduction to Food Current Good Manufacturing Practice (Food 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 (25 min)
262	Pharma cGMP: Validation (25 min)	283	Food cGMP: Buildings, Facilities, and Equipment (30 min)
263	Pharma cGMP: Documentation (30 min)	284	Food cGMP: Processes and Controls (25 min)
264	Pharma cGMP: Standard Operating Procedures (20 min)	285	Food cGMP: Recalls and Traceability (25 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.

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) 12/19
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.

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 (30 min)	704	Fabrication of Threaded Pipe (35 min)
382	Introduction to Hand Tools: Part 2 (25 min)	712	Pipe Hangers and Supports (30 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 (15 min)
		726	Thermodynamic Steam Traps (25 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 (35 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 (70 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 (75 min) | 781 Drug Awareness for Maritime Employees (55 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 CFS: Security Awareness (45 min) | 959 CFS: Information and Cyber Vulnerabilities (55 min) |
| 951 CFS: Threats to Petrochemical Facilities (25 min) | 960 CFS: Training Techniques (45 min) |
| 952 CFS: Security Vulnerability Assessment (65 min) | 961 CFS: Weapons and Dangerous Substances (70 min) |
| 953 CFS: Training Recommendations (30 min) | 962 CFS: Physical Searches and Screening Methods (85 min) |
| 954 CFS: Security Equipment (90 min) | 963 CFS: Site Search Methods (60 min) |
| 955 CFS: Testing, Calibration, and Maintenance of Security Equipment (60 min) | 964 CFS: Recognizing Persons Posing Risks (40 min) |
| 956 CFS: Facility Security Plan (45 min) | 965 CFS: Circumventing Security Measures (55 min) |
| 957 CFS: Emergency Response (55 min) | 966 CFS: Crowd Management (70 min) |
| 958 CFS: Emergency Preparedness Drills and Exercises (65 min) | 967 CFS: 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) |
| 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 (30 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 (25 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 (30 min) |
| 621 Valves (35 min) | 631 Tank Cars (40 min) |
| 622 Introduction to Cooling Towers (40 min) | 633 Reactors (30 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 (10 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.

108	Cutting and Fitting Gaskets (25 min)	120	V-Belts and Positive Drive Belts (60 min)
109	Hydraulics and Pneumatics — Part 1 (40 min)	122	Mechanical Seals (40 min)
110	Hydraulics and Pneumatics — Part 2 (20 min)	125	Introduction to Chain Drives (25 min)
111	Hydraulics and Pneumatics — Part 3 (30 min)	126	Installation and 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 and 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 and Oil Mist Lubrication (40 min)	134	Pump Seals and 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.

450	Municipal: Chlorine Safety (65 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 (44 min)	462	Municipal: Ladder Safety (30 min)
454	Municipal: Ergonomics (45 min)	463	Municipal: Asbestos Awareness (50 min)
455	Municipal: Confined Space Entry (75 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)
458	Municipal: Personal Protective Equipment (40 min)		

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.

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) 3/20
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 (115 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

The Pipeline Operator Qualification courses are designed to assist pipeline operators in meeting the requirements of the DOT Operator Qualification Rule (including 49 CFR Part 192 Subpart N and 49 CFR Part 195 Subpart G). The DOT 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 ASME- and API-Based Covered Tasks courses align with the ASME B31Q and API RP 1161 standards, and the courses follow the task numbering structure. In addition to the ASME- and API-Based courses, you will find general pipeline operator qualification courses listed by category that are based on comprehensive topics. These courses may touch on one or more covered tasks. A link to a Performance Evaluation form is included with applicable courses to assist in documenting the field evaluation.

ASME-BASED COVERED TASKS*

These courses provide an overview of the knowledge, skills, and competencies required to perform specific tasks as required under DOT pipeline operator qualification regulations and are based on the ASME B31Q Covered Tasks. Each Covered Task is accompanied with a Performance Evaluation form.

ASME-0001	Measure Structure-to-Electrolyte Potential (15 min)	ASME-0271	Prove Flowmeters for Hazardous Liquid Leak Detection (25 min)
ASME-0011	Conduct Close Interval Survey (20 min)	ASME-0281	Maintain Flowmeters for Hazardous Liquid Leak Detection (25 min)
ASME-0021	Measure Soil Resistivity (25 min)	ASME-0291	Inspect, Test, and Maintain Gravitometers/Densitometers for Hazardous Liquid Leak Detection (20 min)
ASME-0031	Inspect and Monitor Galvanic Ground Beds/Anodes (20 min)	ASME-0301	Manually Opening and Closing Valves (20 min)
ASME-0041	Installation and Maintenance of Mechanical Electrical Connections (10 min)	ASME-0311	Adjust and Monitor Flow or Pressure — Manual Valve Operation (25 min)
ASME-0051	Installation of Exothermic Electrical Connections (20 min)	ASME-0321	Valve Corrective Maintenance (20 min)
ASME-0061	Inspect or Test Cathodic Protection Bonds (15 min)	ASME-0331	Valve — Visual Inspection and Partial Operation (15 min)
ASME-0071	Inspect or Test Cathodic Protection Electrical Isolation Devices (20 min)	NEW ASME-0341	Valve – Preventive Maintenance (25 min) 6/20
ASME-0081	Install Cathodic Protection Electrical Isolation Devices (25 min)	ASME-0351	Pneumatic Actuator/Operator Inspection and Testing, Preventive and Corrective Maintenance (15 min)
ASME-0091	Troubleshoot Active Cathodic Protection System (20 min)	ASME-0361	Electric Actuator/Operator Inspection and Testing, Preventive and Corrective Maintenance (15 min)
ASME-0101	Inspect Rectifier and Obtain Readings (15 min)	ASME-0371	Hydraulic Actuator/Operator Inspection and Testing, Preventive and Corrective Maintenance (15 min)
ASME-0111	Maintain Rectifier (35 min)	ASME-0381	Spring-Loaded, Pressure-Regulating Device — Inspection and Testing, Preventive and Corrective Maintenance (15 min)
ASME-0141	Visual Inspection for Atmospheric Corrosion (15 min)	ASME-0391	Pilot-Operated, Pressure-Regulating Device — Inspection, Testing, Preventive and Corrective Maintenance (15 min)
ASME-0151	Visual Inspection of Buried Pipe and Components When Exposed (20 min)	ASME-0401	Controller-Type, Pressure-Regulating Device — Inspection, Testing, Preventive and Corrective Maintenance (15 min)
ASME-0161	Visual Inspection for Internal Corrosion (15 min)	ASME-0411	Spring-Loaded, Pressure-Limiting, and -Relief Device — Inspection, Testing, Preventive and Corrective Maintenance (15 min)
ASME-0171	Measure External Corrosion (25 min)	ASME-0421	Pilot-Operated, Pressure-Limiting, and -Relief Device — Inspection, Testing, Preventive and Corrective Maintenance (15 min)
ASME-0181	Measure Internal Corrosion (30 min)		
ASME-0191	Measure Atmospheric Corrosion (30 min)		
ASME-0201	Visual Inspection of Installed Pipe and Components for Mechanical Damage (15 min)		
ASME-0211	Measure and Characterize Mechanical Damage on Installed Pipe and Components (15 min)		
ASME-0221	Inspect, Test, and Maintain Sensing Devices (15 min)		
ASME-0231	Inspect, Test, and Maintain Programmable Logic Controllers (PLC) (15 min)		
ASME-0241	Inspect, Test, and Maintain Liquid Leak Detection Flow Computers (15 min)		

ASME-BASED COVERED TASKS* CONTINUED

NEW ASME-0431	Pneumatic-Loaded, Pressure-Limiting, and -Relief Device – Inspection, Testing, Preventive and Corrective Maintenance (15 min) 6/20	ASME-1051	Fit-Up of Weld-Type Repair Sleeve (10 min)
ASME-0551	Explosive Atmosphere Detection and Alarm System Performance Test and Corrective Maintenance (15 min)	ASME-1071	Repair of Steel Pipe by Grinding (10 min)
ASME-0561	Pressure Test: Nonliquid Medium – MAOP Less Than 100 psi (15 min)	ASME-1081	Tapping a Pipeline (Tap Diameter 2 in. and Less) (15 min)
NEW ASME-0571	Pressure Test: Nonliquid Medium – MAOP Greater Than or Equal to 100 psi (10 min) 6/20	ASME-1091	Tapping a Pipeline (Tap Diameter Greater Than 2 in.) (15 min) 6/20
ASME-0581	Pressure Test: Liquid Medium (10 min) 5/20	NEW ASME-1101	Tapping a Pipeline With a Built-In Cutter (15 min)
ASME-0591	Leak Test at Operating Pressure (15 min)	ASME-1111	Tapping Cast and Ductile Iron Pipe and Low-Pressure Steel Pipe (15 min)
ASME-0641	Visually Inspect Pipe and Components Prior to Installation (15 min)	ASME-1121	Bagging and Stopping Low-Pressure Pipe (30 min)
ASME-0671	Joining of Plastic Pipe: Solvent Cement (10 min)	ASME-1131	Stopper (Stoppie) Pipe (15 min)
ASME-0681	Joining of Plastic Pipe: Stab Fittings (10 min)	ASME-1141	Squeeze Off Plastic Pipe (15 min)
ASME-0691	Joining of Pipe: Nonbottom-Out Compression Couplings (15 min)	ASME-1151	Squeeze Off Steel Pipe (20 min)
ASME-0701	Joining of Pipe: Bottom-Out Compression Couplings (15 min)	ASME-1161	Installation of Customer Meters and Regulators: Residential and Small Commercial (25 min)
ASME-0711	Joining of Pipe: Compression Couplings (15 min)	ASME-1171	Installing Customer Meters: Large Commercial and Industrial (25 min)
ASME-0721	Joining of Pipe: Threaded Joints (20 min)	ASME-1181	Installing/Maintaining Customer Pressure-Regulating/Limiting, and Relief Devices: Large Commercial and Industrial (15 min)
ASME-0731	Joining of Pipe: Flange Assembly (20 min)	ASME-1191	Maintenance of Service Valves Upstream of Customer Meter (10 min)
ASME-0751	Joining of Plastic Pipe – Butt Heat Fusion: Manual (20 min)	ASME-1201	Temporary Isolation of Service Lines and Service Discontinuance (20min)
ASME-0761	Joining of Plastic Pipe – Butt Heat Fusion: Hydraulic Machine (25 min)	ASME-1211	Odorization: Periodic Sampling (20 min)
ASME-0771	Joining of Plastic Pipe: Sidewall Heat Fusion (25 min)	ASME-1221	Odorization: Odorizer Inspection, Testing, Preventive and Corrective Maintenance (20 min)
ASME-0781	Joining of Plastic Pipe: Electrofusion (30 min)	ASME-1231	Inside Gas Leak Investigation (10 min)
ASME-0791	Joining of Plastic Pipe: Socket Heat Fusion (20 min)	ASME-1241	Outside Gas Leak Investigation (10 min)
NEW ASME-0811	Visual Inspection of Welding and Welds (20 min)	ASME-1251	Hazardous Liquid Leak Investigation (15 min)
ASME-0821	Tubing and Fitting Installation: Instrument, Control, and Sampling (25 min)	ASME-1261	Walking Gas Leakage Survey (10 min)
ASME-0861	Installation of Steel Pipe in a Ditch (20 min)	NEW ASME-1271	Mobile Gas Leakage Survey (15 min)
ASME-0871	Installation of Steel Pipe in a Bore (20 min)	ASME-1291	Locate Underground Pipelines (25 min)
ASME-0881	Installation of Steel Pipe Plowing/Pull-In (15 min)	ASME-1301	Install and Maintain Pipeline Markers (25 min)
ASME-0891	Field Bending of Steel Pipe (20 min)	ASME-1311	Inspect Pipeline Surface Conditions: Patrol Right-of-Way or Easement (20 min)
ASME-0901	Installation of Plastic Pipe in a Ditch (15 min)	ASME-1321	Damage Prevention During Excavation Activities by or on Behalf of the Operator (20 min)
ASME-0911	Installation of Plastic Pipe in a Bore (10 min)	ASME-1331	Damage Prevention Inspection During Third-Party Excavation or Encroachment Activities as Determined Necessary by Operator (20 min)
ASME-0921	Installation of Plastic Pipe Plowing/Pull-In (10 min)	ASME-1341	Provide or Ensure Adequate Pipeline Support During Operator-Initiated Excavation Activities (15 min)
ASME-0931	Installation of Plastic Pipe by Plowing/Planting (10 min)	ASME-1351	Vault Inspection and Maintenance (15 min)
ASME-0935	Relocation of a Pipeline (15 min)	ASME-1361	Station Emergency Shutdown System: Inspection, Testing, and Corrective Maintenance (20 min)
ASME-0941	Install Tracer Wire (10 min)	ASME-1411	Indirect Inspection Techniques (15 min)
ASME-0951	Installation of Pipe Aboveground (20 min)	ASME-1421	Direct Examination Techniques (15 min)
ASME-0961	Above-Ground Supports and Anchors: Inspection, Preventive, and Corrective Maintenance (15 min)	ASME-1651	Purge – Flammable or Inert Gas (15 min)
ASME-0971	Installation and Maintenance of Casing Spacers, Vents, and Seals (25 min)		
ASME-0981	Backfilling (20 min)		
ASME-0991	Coating Application and Repair: Brushed or Rolled (30 min) 12/19		
ASME-1001	Coating Application and Repair: Sprayed (25 min) 12/19		
ASME-1011	External Coating Application and Repair: Wrapped (25 min)		
ASME-1041	Install Mechanical Clamps and Sleeves: Bolted (15 min) 5/20		

API-BASED COVERED TASKS*

These courses provide an overview of the knowledge, skills, and competencies required to perform specific tasks as required under DOT pipeline operator qualification regulations and are based on the API RP 1161 Covered Tasks. Each Covered Task is accompanied with a Performance Evaluation form.

CT-1.1	Measurement Structure-to-Soil Potentials (15 min)	CT-19.7	Adjust Actuator/Operator, Hydraulic (15 min)
CT-1.2	Conduct Close Interval Survey (20 min)	CT-21.1	Repair Valve Actuator/Operator, Pneumatic (15 min)
CT-1.4	Inspect and Perform Electrical Test of Bonds (15 min)	CT-21.3	Perform Internal Inspection of Valves (30 min) 9/20
CT-1.5	Inspect and Test Electrical Isolation (15 min)	NEW CT-21.4	Repair Valve Actuator/Operator, Hydraulic (15 min)
CT-2.1	Verify Test Lead Continuity (15 min)	CT-21.5	Repair Valve Actuator/Operator, Electric (15 min)
CT-2.4	Install Test Leads by Exothermic Welding Methods (20 min)	CT-22.2	Inspect, Test, and Calibrate HVL Tank Pressure-Relief Valves (15 min) 5/20
CT-3.0	Obtain a Voltage and Current Output Reading From a Rectifier to Verify Proper Performance (15 min)	CT-23.1	Maintain/Repair Relief Valves (15 min)
CT-4.1	Troubleshoot Rectifier (15 min)	CT-23.2	Inspect, Test, and Calibrate Relief Valves (15 min)
CT-4.2	Repair or Replace Defective Rectifier Components (20 min)	CT-24.1	Maintain/Repair Pressure-Limiting Devices (15 min) 5/20
CT-4.3	Adjustment Rectifier (20 min)	CT-24.2	Inspect, Test, and Calibrate Pressure-Limiting Devices (20 min) 5/20
CT-5.1	Examine for Mechanical Damage on Buried or Submerged Pipe (15 min)	CT-25.1	Inspect, Test, and Calibrate Pressure Switches (15 min)
CT-5.2	Examine for External Corrosion on Buried or Submerged Pipe (15 min)	CT-25.2	Inspect, Test, and Calibrate Pressure Transmitters (20 min)
CT-5.3	Inspect the Condition of External Coating on Buried or Submerged Pipe (15 min)	CT-32.0	Observe Excavation Activities (30 min) 5/20
CT-7.1	Perform Visual Inspection of Atmospheric Coatings (15 min)	CT-38.1	Perform Visual Inspection of Pipe and Pipe Components Prior to Installation (15 min)
NEW CT-7.5	Apply Coating Using Hand Application Methods (40 min)	CT-38.3	Perform Visual Inspection of Welds (10 min)
NEW CT-7.6	Apply Coating Using Spray Applications (25 min)	CT-39.0	Perform Backfilling (20 min) 5/20
NEW CT-7.7	Perform Coating Inspection (20 min)	NEW CT-40.4	Install Mechanical Bolt-On Split Repair Sleeve (15 min) 6/20
CT-8.3	Measure Corroded Area (20 min)	CT-40.6	Install and Remove Plugging Machine (15 min)
CT-9.5	Repair Shorted Casings (20 min)	CT-43.4	Operate Valves Remotely on a Liquid Pipeline System (15 min)
CT-9.6	Install Electrical Insulating Device (40 min)	CT-44.3	Inspect, Test, and Maintain a Flow Computer for Hazardous Liquid Leak Detection (20 min)
CT-12.0	Perform Visual Inspect of Internal Pipe Surface (20 min)	CT-44.5	Prove Flow Meters for Hazardous Liquid Leak Detection (20 min)
CT-14.1	Locate Line (35 min)	CT-44.6	Maintain Flow Meters for Hazardous Liquid Leak Detection (20 min)
CT-14.2	Install, Inspect, and Maintain Permanent Marker (25 min)	CT-44.7	Inspect, Test, and Maintain Gravimeters/Densitometers for Hazardous Liquid Leak Detection (20 min)
CT-14.5	Install, Inspect, and Maintain Temporary Marker (25 min)	CT-44.8	Inspect, Test, and Maintain Temperature Transmitters for Hazardous Liquid Leak Detection (25 min)
CT-15.1	Perform Visual Inspection of Surface Conditions of Right-of-Way (25 min)	CT-63.4	Operate Valves Locally on a Liquid Pipeline System (20 min)
CT-19.5	Adjust Actuator/Operator, Electric (15 min)		
CT-19.6	Adjust Actuator/Operator, Pneumatic (15 min)		

OQ GENERAL

001	Operator Qualification Summary (15 min)	1012	Abnormal Operations (15 min)
002	Introduction to the Natural Gas Industry (25 min)	103	Characteristics and Properties of Natural Gas (55 min)
003	Guidelines for Proctoring Tests and Evaluations (10 min)	*105	CGIs and Flame Ionization Units (60 min)
004	Documenting a Field Evaluation in ExxTend Learning™ (15 min)	*106	OSHA/DOT — Excavation Safety (60 min)
*0361	Electric Valve Actuators (40 min)	*107	Pipeline Pigging (90 min)
*0981	Backfilling (20 min)	108	Work Zone Safety (20 min)
100	Prevention of Accidental Ignition and Potential Ignition Sources (60 min)	*200	Leak Survey and Leak Classification (100 min)
1010	Abnormal Operating Conditions: Recognize and React (40 min)	*201	Population Density Change and Pipeline Patrol (75 min)
1011	Abnormal Operations and Safety-Related Conditions (15 min)	205	Pipeline Crossings (65 min)
		*206	Leak and Pipeline Failure Investigation (65 min)
		*207	Investigating Pipeline Failure (15 min)

OQ GENERAL CONTINUED

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

OQ DOT COMPLIANCE

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

OQ EMERGENCY RESPONSE AND PLANNING

102	Emergency Plans and 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

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

*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

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)