



Quick Reference Guide For Motiva Port Arthur Refinery

Contractor Compliance: Site Access

2018

The following is a “Process Overview” and a detailed “How to: Comply” for Motiva Port Arthur Refinery contractor personnel site access requirements. This document covers ISTC enrollment, pre-access drug screen, pre-access fit for duty, and site safety training.

Process Overview

- Step #1:** Set-up a Business Account with ISTC (service provider)
- Step #2:** Order a Background Check Graded 2.0 (if needed)
- Step #3:** Schedule the Pre-Access Drug Screen and Pre-Access Fit for Duty
- Step #4:** Schedule the Safety Training Courses
- Step #5:** Where to Report to Take Scheduled Training

***If you receive a message stating “cannot order” in red during scheduling, please reference pre-access requirements. ***

Step #1

How to: Set-up a Business Account with ISTC

Go to: http://www.istc.net/forms/client_information_forms.pdf

- Fill out all the required fields and Click “Submit”
- After clicking ‘Submit’ you will receive an email from Victoria Baker, Victoria@istc.net, with your **Client Id number, Username, and Password.**
- Once you receive the email from Victoria Baker, please respond requesting background vendor access.

Step #2

How to: Order Background Check Graded 2.0 (applicable only if individual does not have a current background from your company in our system)

Go to: www.istc.net

- Click on “Atlas Login”
- Type your Username and Password to login
- Click on the ‘Participant’ 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, “ISTC Nederland” or “ISTC Baytown”

- Click on 'Order Background Service', towards the bottom of the screen
- Select the code needed; 09BCPRIOR (if eligible) or 09BCG2 from the Code Box
- Click on the line where the course code shows (should say 'Order' under status)
- Select your preferred vendor
- Click 'Select'
- Enter the required county, address, driver's license state, and driver's license number field.
- Click "Select"
- Status should display 'pending submit'
- Click '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.

Results can be found on the background vendor contractor portal. Once results are available, contractors can move forward to step #3 if Motiva's background grading requirements were met.

Step #3

How to Schedule the Pre-Access Drug Screen and Pre-Access Fit for Duty

Go to: www.istc.net

- Click on "Atlas Login"
- Type your Username and Password to login
- 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, "ISTC Nederland" or "ISTC Baytown"
- Click on 'Order Training', towards the bottom of the screen
- Select the Code needed; 09STMD (Motiva Pre-Access Drug Screen) and 09STMFFD0 (Motiva Pre-Access Fit for Duty)/09STMFFD1 (Motiva Pre-Access Fit for Duty Level 1)/09STMFFD2 (Motiva Pre-Access Fit for Duty Level 2) (please reference descriptions for each course below.)
- Click on the line 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 Motiva 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.

Motiva Pre-Access Drug Screen – 09STMD – This is a 10 Panel Instant Cup w/expanded opiates which will be administered by BHP (Baytown & Beaumont).

Motiva Pre-Access Fit for Duty Office – 09STMFFDO – This Exam is intended for those employees that will not be performing any work in the field. These employees may include, but are not limited to human resources, accountants, administration, and secretaries.

Motiva Pre-Access Fit for Duty Level 1 – 09STMFFD1 – This exam is intended for those employees performing light to medium duty work. These employees may include, but are not limited to inspectors, planners, engineers, safety, supervisors, instrumentation, security, and equipment operators.

Motiva Pre-Access Fit for Duty Level 2 – 09STMFFD2 – This exam is intended for those employees performing medium to heavy duty work. These employees may include, but are not limited to welders, insulators, attendants/firewatch, railcar workers, electricians, painters, HVAC workers, blasters, vacuum truck operators, scaffold builders, laborers, boilermakers, riggers and pipefitters.

Step #4

How to Schedule the Safety Training Courses

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, “ISTC Nederland” or “ISTC Baytown”
- Click on ‘Order Training’, towards the bottom of the screen
- Select the code(s) needed; 09BN/09BN1 (Basic Orientation Plus ®/ Basic Orientation Plus ® Refresher), and 09ST (Motiva PAR Site Specific)
- Click on the line 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’
- For all additional courses needing to be scheduled, please repeat the steps above.
- Once you see all 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 need to take their training on their scheduled date.

Step 5:

Where to Report to Take Scheduled Training.

Please report to BHP (located at the back of the building on the right side) for the following courses.

- Motiva Pre-Access Drug Screen – 09STMD
- Motiva Pre-Access Fit for Duty Office – 09STMFFDO
- Motiva Pre-Access Fit for Duty Level 1 – 09STMFFD1
- Motiva Pre-Access Fit for Duty Level 2 – 09STMFFD2

Please report customer service (located through the main entrance of the back of the building) for the following courses.

- Basic Plus/ Basic Plus Refresher - 09BN/09BN1,
- Motiva Site Specific – 09ST

Please report to badge pick up once all Pre-Access Programs and Safety Training Courses have been completed. All completed training will appear on the back of the ISTC badge.