MOUNTAIN STATES LINE CONSTRUCTORS
Joint Apprenticeship and Training Committee

GAS TECHNICIAN OPERATOR

GENERAL POLICY STATEMENT

May 2024

Basic Principles

It is the sincere desire of the Mountain States Line Constructors Joint Apprenticeship and Training Committee (JATC) to present an up-to-date and adequate program of training for all enrolled participants in order that they might receive the proper training required to perform the work of their trade. The JATC operates the Training Program with the thought in mind that the trainees who are being trained today are to become the journeymen of tomorrow. To promote a smoother operating program and for matters of clarification, the JATC therefore sets forth the following policies and rules, which must be observed by each trainee in the Training Program.

It is the policy of the JATC to conform to Title 29 CFR. Part 30. We have adopted an "open door" policy of applications and notification of Training opportunities, adopted and inserted where proper a non-discrimination clause, and adopted a selection procedure based on valid, proven minimum qualifications, plus oral interview to assure that entry into the Training Program shall be on a basis of qualifications alone, without regard to race, color, religion, national origin or sex.

Responsibility and Authority

The JATC is delegated the full responsibility and authority for the selection, qualification, education, training, evaluation, certification, and the supervision of all trainees as well as all other matters regarding trainees and/or Training Program.

Director

The Director shall act for, and under the direction of the JATC, in the administration of the Training Program.

At the discretion of the Director, trainees will be required to appear for a performance review.

Selection Process

The selection, employment and training of trainees shall be without discrimination because of race, color, religion, national origin, sex, or age.

Applicants must be at least eighteen (18) years of age.

Applicants must fill out the online application and pay an application fee.

Applicants applying to the program must have a valid Driver's License and DOT Medical.

Applicants will be added to the eligibility list once their application is completed. Trainee selection will be from the top of the eligibility list unless they are working for a contractor.

If the individual is not currently working for a member Contractor, they will be called out as “Gas Groundman” until they have satisfied the Probationary Period.

There is no “open enrollment” for the Training Program. A trainee is appointed to the program by one of our signatory union contractors or by IBEW Local Unions (44, 532, 768).

Applicants have 30 days after their application has been processed to sign the Gas Groundman Books at one of these IBEW Local Union (44, 532, 768). Failing to do so, their application will be closed.

Refusal to accept placement as a trainee will be reason for dropping the applicant from the eligibility list.

Waiting Period
There will be a one (1) year waiting period before an individual can reapply after turning down a job assignment or after quitting the Training Program.

Probationary Period
Individuals must work a minimum of two (2) months in the trade before enrollment into the Training Program. This timeframe is considered an on-the-job interview and probationary period. Hours worked performing gas related tasks will be credited toward OJT. A max of 2 months will be credited.

Termination of Employment
Trainees shall not terminate themselves from any place of employment. This action will be subject to immediate suspension.

Trainees requesting time away from their place of employment, for any reason, must obtain approval from the Employer, the area Local Union and the Director prior to leaving the job.

Upon termination of employment, the trainee shall notify the Director, immediately.

Cancellation from the Training Program
The Subcommittee may cancel the trainee and remove the trainee from the Training Program for cause. Such removal by the JATC shall cancel their classification of trainee and the opportunity to complete the Training Program.

Should the trainee quit or be terminated, the trainee shall appear before the Subcommittee for an evaluation including possible recommendation of cancellation from the Training Program.

If cancellation is the recommendation, the trainee may appeal the decision rendered by the Subcommittee. In order to be heard by the Five State Committee, appeals must be filed in writing or by email within thirty (30) days of the cancellation date.

Job Evaluation Reports
Each trainee is responsible for submitting a monthly Job Evaluation Report to be approved by their Foreman or Journeyman with whom the trainee worked with. Job Evaluation Reports are submitted once a month after the Monthly Work Report is completed by entering the correct email address provided by their Foreman or Journeyman. The JATC may contact the trainee's Foreman or Journeyman for more information if necessary.

If any trainee misuses or fails to have the proper person complete the online form, the trainee shall be subject to disciplinary action.

Monthly Work Report
Every trainee must submit a Monthly Work Report regardless of current working status. Work Reports are due by the 1st day of the following month, no later than the 5th.

Work Reports include the type of work being performed and how those hours were spent for each day worked. The trainee's crew foreman or job supervisor shall approve each Work Report.

If there are ANY working hours to report in a calendar month, whether employed or not, must submit a Monthly Work Report to a supervisors email address to be evaluated.

If there are ZERO working hours in a calendar month, whether employed or not, must submit a Monthly Work Report and choose unemployed reason.

No credit will be given for Monthly Work Reports submitted online after the 5th day of each month. Late reports will not be used to calculate future advancements. Incomplete Work Reports may be treated the same as late reports at the discretion of the Director. Excessive late reports may be cause for cancellation.

Step Requirements for Advancement

Pay on advancement will become effective on the pay period following receipt of the advancement notice from the JATC. A trainee must meet the following minimum requirements by the 5th of the month to advance:

1. Must accrue both 6 months' time and 500 hours of on-the-job training to be eligible for advancement in step. Accumulative hours may be used, at the discretion of the Director.
2. Maintain a Class A Commercial Driver's License.
    - **NOTE**: All new trainees will be expected to obtain a Class A CDL within their first 6 months of admittance into the Training Program.
3. Must be current on certifications: CDL, First Aid, CPR, and DOT Medical.
4. Achieve an 80% passing grade on all required: online material, classroom trainings, written and practical examinations.
5. All computer-based training completed within Step coursework requirements.
6. All fees paid to the JATC.

A trainee is not eligible to advance if the status is one of the following: Terminated, Suspended, Quit, Military Duty, Light Duty, Medical Hold, or Personal Leave Hold.

Advancements will be reviewed by the Subcommittee.

Wages

Gas Technician Operator trainees shall receive wages as outlined in the Montana Statewide Line Construction Agreement. Percentages shall be based on URD Tech Gas wages:

Trainee Step 1	70%
Trainee Step 2	75%
Trainee Step 3	80%
Trainee Step 4	90%

Related Training: Online Coursework

Each trainee shall complete the online coursework requirements identified in the Mountain States Line Constructors JATC Gas Technician Operator Training Program Step Document (STEP DOCUMENT), as scheduled by the Director. Coursework assignments shall be completed prior to testing. Each article of coursework will be graded on a percentage basis with the stipulation that all articles must be completed to post a satisfactory grade. A trainee must receive a satisfactory grade (80% or higher) on required coursework to be eligible for advancement. Anyone verifiably caught cheating may be cancelled.

Related Training: Tests / Exams

The trainee will complete written and practical tests identified in the Step Document, as scheduled by the Director, with a grade of 80% or higher.

Trainee's not achieving an 80% on required assessments may be requested to appear before a Subcommittee for a Performance Review. At the discretion of the Subcommittee, a trainee posting a score or scores under 80% may be allowed to retake the training exam. The re-taken assessments/exams will be reflected in the trainees' progress.

Related Training: Step Requirements

Each trainee shall satisfactorily complete step requirements identified in the Step Document, as scheduled by the Director.

Anyone failing to achieve expected progress, including but not limited to required training, assessments, grades, and hours will appear before the Subcommittee. The Subcommittee will determine corrective action for the trainee including possible recommendation of cancellation from the Training Program. If cancellation is the recommendation, the trainee may appeal the decision rendered by the Subcommittee. In order to be heard by the Five State Committee, appeals must be filed in writing or by email within thirty (30) days of the cancellation date.

Related Training: Classes

Trainees should attend all required Related Training sessions. Any variance/exemptions will be at the discretion of the Director and/or the Subcommittee.

Acceptable excuses for missing scheduled class sessions are an unavoidable conflict with emergency work and/or a death in the immediate family.

Each unexcused absence will result in no credit for one month of on-the-job training hours. Absenteeism may be cause for cancellation from the Training Program.

Training Facilities

The JATC training facilities are an investment in the utility industry. All facilities and equipment within will be treated with the highest value and respect. Anyone found to be damaging JATC property will be immediately suspended and may be required to attend a Subcommittee meeting for a performance review.

Several work methods will be taught and practiced at the training facilities. All PPE, safe work practices, and safety equipment will be required while training and must be used properly. Violation of safety rules at the training facility will result in disciplinary action, and a possible performance review with the Subcommittee.

Completion Criteria

Must be a fourth (4^{th}) step trainee. A trainee may be allowed to graduate from the Training Program prior to completing the fourth step six-month time in grade requirement, provided all criteria has been met.

Must have completed all related training.

Must have a minimum of 2,000 total hours.

Must be current on CDL, First Aid, CPR, and DOT Medical Examiner's Certificate.

Must have completed training for Competent Person and OSHA 10 ET&D or OSHA 10 Construction.

Must complete the Final Written Exam with a minimum 80%, as well as satisfactorily completing the Practical Exam.

Upon completion of the Training Program, the JATC will notify all applicable Locals and Contractors to upgrade the individuals Classification to URD Tech Gas.

Certifications

A trainee must be current on certifications with the JATC. Expired certifications will result in the loss of one month's credit towards advancement.

- First Aid
- CPR
- DOT Medical
- CDL

First Aid/CPR Requirement: Further Explained

A trainee must possess and maintain a recognized First Aid and CPR Course. Online CPR courses are not accepted; a hands-on course is required.

To be eligible for advancement, trainees will be required to maintain and provide to the JATC valid certifications. Renewed documents must be provided to the JATC.

The JATC will recognize the expiration date on the cards issued.

DOT Medical Requirement: Further Explained

Trainees entering the Training Program must have a DOT Medical Examiner's Certification (DOT Medical).

A trainee must possess and maintain a valid DOT Medical.

To be eligible for advancement, trainees will be required to maintain and provide to the JATC valid certifications. Renewed documents must be provided to the JATC.

CDL Requirement: Further Explained

Trainees entering the Training Program must have a valid driver's license or be able to attain a CDL within their first 6 Months of admittance into the Training Program.

A trainee must possess and maintain a valid Class A Commercial Driver's License (CDL) with no restrictions on air brakes and transmission type.

CDL Obtaining Requirements

- Full CDL to advance to Step 2

To be eligible for advancement, trainees will be required to maintain and provide to the JATC valid certifications. Renewed documents must be provided to the JATC.

Any changes to driving status must be reported to the JATC, immediately. Loss of CDL may be cause for suspension or cancellation.

Controlled Substances

All applicants in the Training Program will be subject to the Drug Policy as adopted by the JATC. Trainees will also conform to the various drug policies adopted by the DOT and contractor/customer requirements or their respective employers.

Harassment

The JATC has recognized that harassment, sexual or otherwise, is against the law and will not be tolerated. The terms of the Policy Against Sexual Harassment, as adopted by the JATC, will apply to all trainees.

Personal Conduct

It is the JATC's Policy to comply with all laws, which are applicable to its business, wherever conducted. Compliance with the law means observing both the letter and the spirit of the law and conducting all affairs so the Training Program continues to earn the highest respect in the community and from the customers that we serve.

Compliance with all laws is so vitally important that failure to meet legal requirements cannot be excused by claims of ignorance, good intention, or failure to seek timely advice.

Therefore, any violation of a legal statute or related JATC policies or procedures will result in appropriate disciplinary action, which may include termination from the Training Program and legal action for civil or criminal penalties.

THIS POLICY IS A CHANGING AND DEVELOPING DOCUMENT. REQUIRED COURSEWORK IS ALSO EVOLVING WITH CHANGING NEEDS AND REQUIREMENTS. SUPPLEMENTS WILL BE ISSUED AS CHANGES OCCUR.
Revision dates: 05/20, 8/20, 9/20, 12/20, 10/21, 3/22, 6/22, 11/22, 12/22, 5/23, 9/23, 11/23, 3/24, 5/24

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STEP DOCUMENT

April 2022

STEP 1 COURSEWORK REQUIREMENTS
Revision Date 4/2022

192-0101	Characteristics and Hazards of Natural Gas		
	CBT		Properties of Natural Gas
192-0802	Protection During Disturbance of Segment Support		
	CBT		Pipeline Support During Excavation Activities
192-0803.01	Inspection For Damage		
	CBT	PE	Perform Visual Inspection of Installed Pipe and Components for Mechanical Damage
	CBT	PE	Measure and Characterize Mechanical Damage on Installed Pipe and Components
192-0804.01	Damage Prevention During Excavation		
	CBT	PE	Damage Prevention During Excavation Activities by or On Behalf of the Operator
	CBT	PE	Damage Prevention Inspection During Third-Party Excavation or Encroachment Activities as Determined Necessary by Operator
192-1002.01	Plastic Pipe: Electrofusion - Couplings		
	CBT		Joining of Plastic Pipe: Electrofusion
		PE	Company PE - Joining of Plastic Pipe: Electrofusion - Couplings
192-1002.02	Plastic Pipe: Electrofusion - Sidewall		
	CBT		Joining of Plastic Pipe: Electrofusion
		PE	Company PE - Plastic Pipe: Electrofusion - Sidewall
192-1003.01	Plastic Pipe: Butt Heat Fusion - Conventional		
	CBT		Joining of Plastic Pipe: Butt Heat Fusion: Manual
		PE	Company PE - Plastic Pipe: Butt Heat Fusion - Conventional
192-1003.02	Plastic Pipe: Butt Heat Fusion - Hydraulic		
	CBT		Joining of Plastic Pipe: Butt Heat Fusion: Hydraulic Machine
		PE	Company PE - Joining of Plastic Pipe: Butt Heat Fusion - Hydraulic Machine
192-1004.01	Plastic Pipe: Sidewall Heat Fusion		
	CBT		Joining of Plastic Pipe: Sidewall Heat Fusion
		PE	Company PE - Plastic Pipe: Sidewall Heat Fusion
192-1005.02	Mechanical Joints		
	CBT		Joining of Plastic Pipe: Stab Fittings
		PE	Company PE - Mechanical Joints - Compression Couplings 2" and less *Task is Equivalent to NWE 1005.03*
192-1006.01	Plastic Pipe: Socket Heat Fusion		
	CBT		Joining of Plastic Pipe: Socket Heat Fusion
		PE	Company PE - Plastic Pipe: Socket Heat Fusion
192-1402.01	Backfilling		
	CBT	PE	Backfilling
192-1405	Underground Clearances		
	CBT		Measure Clearance From Existing Pipe Underground Structures Installed by Excavation, Boring or Directional Drilling
192-1410.01	Cover - Service/Mains/Transmission Lines		
	CBT	PE	Backfilling

192-1417	Protection When Minimum Cover Not Met	
	CBT	Backfilling
192-AOC	Abnormal Operating Conditions	
	CBT	Ignition Sources
	CBT	Properties of Natural Gas

STEP 2 COURSEWORK REQUIREMENTS
Revision Date 4/2022

192-1301.01	Leak/Strength Test - Service/Mains/Transmission Lines: Gas Pressure <100 PSI		
	CBT	PE	Pressure Test - Nonliquid Medium - MAOP Less Than 100 PSI
192-1301.02	Leak/Strength Test - Svc/Main/Trans. Line: Gas pressure => 100 psi (1:3)		
	CBT	PE	Pressure Test - Nonliquid Medium - MAOP Greater Than or Equal to 100 Psi
192-1301.04	Leak/Strength Test - Svc/Main/Trans. Line: Soap Test (1:3)		
	CBT	PE	Leak Test at Operating Pressure
192-1408.01 (N)	Installation of Plastic Pipe: Direct Burial		
	CBT	PE	Installation of Plastic Pipe in a Ditch
	CBT	PE	Install Tracer Wire
192-1408.02	Installation of Plastic Pipe: Boring		
	CBT	PE	Installation of Plastic Pipe in a Bore
192-1408.03	Installation of Plastic Pipe: Plowing/Planting		
	CBT	PE	Installation of Plastic Pipe by Plowing/Planting
192-1408.04	Installation of Plastic Pipe: Plowing/Pull-In		
	CBT	PE	Installation of Plastic Pipe Plowing/Pulling In
192-1408.06 (N)	Installation of Plastic Pipe: Insertion		
	CBT	PE	Installation and Maintenance of Casing Spacers, Vents, and Seals
192-1411.01	Inspection: Compliance with Procedures and Standards		
	CBT	PE	Visually Inspect Pipe and Components Prior to Installation
192-1411.02	Inspection: Inspection of Materials		
	CBT	PE	Visually Inspect Pipe and Components Prior to Installation
192-1413	Line Markers		
	CBT		Install and Maintain Pipeline Markers
192-1418.01	Purging: Large Volume Segment of Main or Transmission Line, Etc.		
	CBT	PE	Purge - Flammable or Inert Gas
192-1418.02	Purging: Small Volume Short Pipe, Compressor, Etc.		
	CBT	PE	Purge - Flammable or Inert Gas
192-2011	Prevention of Accidental Ignition		
	CBT		Ignition Sources

192-0701.01	Locate, Install, Protect Customer Meters and Regulators - Residential/Small Commercial		
	CBT	PE	Installation of Customer Meters and Regulators - Residential and Small Commercial
192-0701.02	Locate, Install, Protect Customer Meters and Regulators - Large Comm/Ind		
	CBT	PE	Installing Customer Meters - Large Commercial and Industrial
192-1401	Abandonment or Inactivation of Facilities		
	CBT		Abandonment of Facilities
192-1414.02	Pipeline Shutdown/Startup/Pressure Change: Squeeze Off Pipe		
	CBT	PE	Squeeze Off Plastic Pipe
	CBT		Squeeze Off Steel Pipe
192-1414.04	Pipeline Shutdown/Startup/Pressure Change: Operating Identified Valves		
	CBT	PE	Operate Valves Manually to Adjust Flow/Pressure and Monitor for Changes
192-1415	Protection From Hazards		
	CBT		Backfilling
192-1424	Support, Expansion Joints, and Anchor Maintenance - Exposed Pipeline		
	CBT		Above Ground Supports and Anchors-Inspection, Preventative, and Corrective Maintenance
192-1426.06	Tapping Plastic Pipe: Self-Tapping Plastic Pipe		
	CBT	PE	Tapping a Pipeline with a Built-In Cutter
			Task is Equivalent to NWE 1426.04

192-1426.06 PE 107461: NWE said that completing apprentices without the tapping tee performance assessment is appropriate. NWE only does PE's for this task every 3 years and might not be in a cycle. Apprentices are exposed and proficient at the tapping process as part of training and practice.

192-1431	Segment Removal		
	CBT		Temporary Isolation of Service Lines and Service Discontinuance
192-2010	Service Line Replacement		
	CBT		Temporary Isolation of Service Lines and Service Discontinuance
192-2014	Service Lines Not In Use and Service Discontinuance		
	CBT		Temporary Isolation of Service lines and Service Discontinuance

Will focus on OJT, Training Classes, and Performance Evaluations