



# LETTER AGREEMENT NO. 03-02-PGE



PACIFIC GAS AND ELECTRIC COMPANY  
INDUSTRIAL RELATIONS DEPARTMENT  
2850 SHADELANDS DRIVE, SUITE 100  
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INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS, AFL-CIO  
LOCAL UNION 1245, I.B.E.W.  
P.O. BOX 4790  
WALNUT CREEK, CALIFORNIA 94596  
925-933-6060

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STEPHEN A. RAYBURN  
DIRECTOR AND CHIEF NEGOTIATOR

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PERRY ZIMMERMAN  
BUSINESS MANAGER

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January 14, 2003

Local Union No. 1245  
International Brotherhood of Electrical Workers, AFL-CIO  
P.O. Box 4790  
Walnut Creek, CA 94598

Attention: Mr. Perry Zimmerman, Business Manager

Dear Mr. Zimmerman:

This letter supersedes Letter Agreement 97-06. A joint Company-Union Committee revised the training program for the Gas System Operator-in-Training classification. A copy of the training guidelines and requirements are attached.

The Joint Apprenticeship and Training Committee reviewed the proposed changes and recommends the program for approval.

If you are in accord with the foregoing and agree thereto, please so indicate in the space provided below and return one executed copy of this letter to the Company.

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By: \_\_\_\_\_

  
Stephen A. Rayburn  
Director and Chief Negotiator

The Union is in accord with the foregoing and agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL  
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

By: \_\_\_\_\_

  
Perry Zimmerman  
Business Manager

July 11, 2003

**GAS SYSTEM OPERATOR-IN-TRAINING**

**PROGRAM GUIDELINES  
AND TRAINING  
REQUIREMENTS**



**Gas System Operations**

**August 2002**



***Pacific Gas and  
Electric Company***

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# **GAS SYSTEM OPERATOR-IN-TRAINING PROGRAM GUIDELINES**

## **Introduction**

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### **Background**

In 1996, the Gas Supply Business Unit and the International Brotherhood of Electrical Workers negotiated an agreement to consolidate the duties and responsibilities of the Region Gas Control Operator and the GSBU Gas Supply Coordinator into a new classification, Gas System Operator (GSO).

To ensure continued technical expertise in operating a safe and reliable pipeline, a formalized training program was developed. Representatives from the Company and the Union collaborated to outline a new training program for the Gas System Operator-in-Training (GSOIT).

The program was designed to be completed by incumbent Region Gas Control Operators and Gas Supply Coordinators in a 12-month period of time. New Operators-in-Training were to complete the program in 18 months. The training material was arranged alphabetically in a training program binder with site-specific material. Each of the two control rooms, Brentwood and San Jose, had training material for the facilities within their area of control.

Since the program was introduced, new OITs have been completing the training in an average of 12 months. During the training, OITs have expressed a desire for a more structured program. It has also been recognized that it is more effective to train on the operation of pipeline systems rather than to focus only on the individual stations within those systems. For these reasons, representatives of the Company and Union formed a subcommittee in May of 2001 to recommend ways to improve the existing training program.

The following pages summarize the subcommittee's recommendations for a revised OIT training program, including:

- Rearrangement of the existing training materials into training modules.
  - Reduction of nominal program length from 18 months to 12 months.
  - Addition of end-of-module proficiency tests.
-

**Eligibility**

Gas System Operator-in-Training is a beginning level classification.

Prior to entering the classification, current PG&E employees must:

- Pass the Arithmetic Computation Test (ACT).
- Pass a DOT drug-screening test (if not currently in a covered classification).

New PG&E employees entering the classification must:

- Pass the Operator-in-Training Test Battery (OTB).
  - Pass a DOT drug-screening test.
  - Pass the Arithmetic Computation Test (ACT) within the first 6 months.
- 

**Completion of  
the Operator-  
in-Training  
Program**

Upon completion of all training modules for pipeline facilities controlled or monitored from the OITs Gas Control Center (Brentwood or San Jose), the GSOIT will be advanced to the Gas System Operator classification.

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# TRAINING REQUIREMENTS

## General Information

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**Objective** This program is a result of the need for trained and qualified employees to accomplish the duties of a Gas System Operator in a manner consistent with the company's standards, policies, and procedures. This systematic acquisition of knowledge and skills allows the Operator-in-Training to attain necessary self-confidence and provides employees with the correct and safe methods of performing the Company's work.

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**Training duration** The Gas System Operator-in-Training program consists of four training modules with a training period of three months each. The first three-month module consists of material common to both the San Jose and Brentwood Gas Control Centers. The second, third, and fourth modules contain information on specific pipeline subsystems currently within each gas control center's area of responsibility and control.

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**Appropriate work assignments** As much as possible, work assignments in each module will give the OIT the opportunity to obtain basic knowledge of the equipment and the proper operating procedures to be used for the system under study.

The primary purpose for the OIT classification is training. For this reason, work assignments will concentrate on the development of new skills and knowledge. Work that offers little or no learning activity is to be minimized.

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## Curriculum and Schedule

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**Course Summary** Attachment 1 summarizes the contents of each of the three-month training modules. Module 1 contains information common to both control rooms and includes both computer based training (CBT) and on the job training (OJT) in control room procedures and processes.

Subsequent modules contain information specific to the pipeline subsystem being studied. There are currently three such modules for each Gas Control Center.

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## Wage Progression

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**Introduction** Wage progression for the Gas System Operator-in-Training consists of progressive wage increases at six months and at 12 months after reporting to an assigned Control Center. These are automatic increases.

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**Promotion to Gas System Operator** All requirements contained in these Program Guidelines and Training Requirements for the appropriate Gas Control Center must be successfully completed before an OIT may be advanced to the Gas System Operator classification and wage rate.

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## Testing

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**Purpose of testing** The purpose of testing is to permit the Operator-in-Training to display mastery of the skills and knowledge required to become a Gas System Operator.

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**CBTs** Each CBT topic contains a test at the end of the topic. A score of 70% will be required to pass each CBT end-of-topic test. If the test is not passed on the first attempt, the employee will review the material and re-take the test. If the test is not passed on the second attempt, the employee shall schedule a time with the Training Advisor to discuss the areas of concern. After this discussion, the employee will take the test for the third time. If the employee is still unable to pass the test, the employee will schedule a time with the Supervisor and the Training Advisor to discuss the issue.

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**Written Tests** After completing the training in an area that has an associated written test, the employee shall schedule time with the Supervisor or Training Advisor to take the written test. Employees will have three opportunities to complete each test. The employee should take time to review any missed questions with the Training Advisor before attempting the test a second or third time. After three attempts, the Training Review Committee will meet to discuss the situation.

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**Job Performance Measures** Upon completing a Job Aid or Field Training Outline that has an associated Job Performance Measure (JPM), the employee will schedule a time with the Supervisor to complete the JPM. The JPM will be completed with the Supervisor and with the Training Advisor or other GSO.

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**JPM Retesting** Employees will have three opportunities to complete each JPM. If an employee does not successfully complete the JPM after three attempts, the Training Review Committee will meet to discuss the situation.

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**Module Proficiency Tests** With the exception of the first module, each three-month module contains a proficiency test. After completion of the topics within a module, the employee will schedule time with the Supervisor to complete the proficiency test. The employee must receive a test score of 70% or higher to pass the proficiency test.

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**Testing is cumulative** Proficiency tests will be based on the learning objectives and the content of the module under study. Proficiency tests may include topics from previous modules.

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**Retesting** If a proficiency test is not passed on the first attempt, the employee will receive two additional attempts. Both attempts must be completed within 30 days. (The Training Review Committee may grant additional time between testing if scheduling conflicts prevent the employee from receiving adequate training opportunities.) If an employee does not successfully complete the proficiency test after three attempts, the Training Committee will meet to discuss the situation.

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## **ROLES AND RESPONSIBILITIES**

### **Roles and Responsibilities of the Gas System Operator-in-Training**

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**Safety first** The OIT must learn and observe the procedures and policies applicable to the tasks being performed. Safety is a condition of employment and shortcuts or deviations from approved practices will not be tolerated.

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**Responsibility for learning and fulfilling program requirements** The OIT must take charge of personal learning, understanding the performance objectives and standards that are required to demonstrate required job proficiency. The OIT must identify problems with learning and progression and must request assistance should problems occur during training.

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**Documenting Training Milestones** When the OIT satisfactorily completes a task listed in the Course Summary, the OIT will, after consultation with the Training Advisor or Operating Supervisor, initial and date the Course Summary.

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**Requirement for OJT** Except where otherwise specified, Gas System Operators in the Brentwood and San Jose Gas Control Centers will train the OIT on the job.

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## **Roles and Responsibilities of the Gas System Operator**

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**Safety first** The GSO will ensure that the OIT observes all safety practices and procedures. While performing any operation on the pipeline, a qualified GSO will always observe the OIT.

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**Actively participate in training** The GSO is the key component in the successful training of the OIT. The GSO will actively teach and demonstrate relevant skills. The instruction will include what is to be done, how it is to be done, the reasons for performing the operation in a specific manner, the hazards and problems to be anticipated, and the means to operate the pipeline safely and reliably.

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**Model the desired performance** The GSO will teach and will practice acceptable operating procedures. The GSO will be a role model who will use the work practices that are expected of the OIT. The expectation is to lead by example. The practice of "Do as I say, not as I do" is unacceptable.

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## **Roles and Responsibilities of the Operations Supervisor**

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**Schedule activities** The Supervisor will assist the Training Advisor in coordinating the OIT's work schedule to take advantage of training opportunities as they occur. Training opportunities may consist of assigning the OIT to a schedule with Gas System Operators either because of the particular knowledge and skill of the Operator or because of work that is to take place on that shift (e.g. therm billing, pipeline clearances, pipeline pigging, etc.). The Supervisor will also schedule training trips to stations and pipelines, to System Gas Control in San Francisco, and to classes at the San Ramon Valley Learning Center.

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**Implement corrective action plans** The Supervisor, in conjunction with the Training Advisor, will arrange work assignments and any necessary training to ensure the OIT is given the opportunity to complete any corrective action plan which may be developed by the Training Review Committee as a result of the OIT's unsatisfactory completion of testing.

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## **Roles and Responsibilities of the Training Review Committee**

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### **Training Review Committee**

The Training Review Committee is comprised of two Company members and two Union members who hold the Training Advisor special skill block. Employees who are unable to successfully complete the training modules in the specified time will have their specific situation reviewed by the Training Review Committee. Employees will not be subject to displacement under the provisions of 206.15 for failing to complete the training program until the Training Review Committee determines that the Company has provided the employee every reasonable training opportunity. Note: If an employee does not pass a module proficiency test on the first attempt, the Committee will contact the Human Resources Advisor, who in turn will contact the Union Business Representative.

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## **Training Records**

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### **OIT maintains training records**

Each OIT will maintain an individual Course Summary (Attachment 1). The date of completion of each training topic, test, site visit, etc. will be documented.

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## **TRANSITION PLAN**

### **Current OITs**

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#### **OITs in program prior to agreement**

Because the pipeline subsystem (module approach) to learning has offered a better way to present the existing training material, all current OITs have been progressing through the existing OIT program following the organization of the new modules. On the date this agreement is adopted, current OITs will continue training in their current module and will be required to take the proficiency test for their current module and all subsequent modules. Current OITs will not be required to take the proficiency tests for modules completed prior to the date that this agreement is adopted.

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## **New OITs**

**OITs in  
program after  
date of  
agreement**

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New OITs who enter the OIT classification after the date that this agreement is adopted will be required to complete all module training and testing for their appropriate headquarters (Brentwood or San Jose) as outlined in these guidelines.

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# ATTACHMENTS



## Requirements For Operator In Training Program (0-3 Months)

Trainee Name: \_\_\_\_\_

| ORIENTATION AND HUMAN RESOURCES  | SOURCE     | TRAINEE | TRAINER | DATE COMPLETED |
|----------------------------------|------------|---------|---------|----------------|
| GENERAL ORIENTATION              | Supervisor |         |         |                |
| JOB DESCRIPTION                  | Binder     |         |         |                |
| ON SITE FACILITY / BUILDING TOUR | Checklist  |         |         |                |
| NEW EMPLOYEE CHECKLIST           | Supervisor |         |         |                |
| EXPLANATION OF BENEFITS          | Supervisor |         |         |                |
| DRUG FREE PIPELINE               | Supervisor |         |         |                |
| EMPLOYEE CONDUCT                 | Supervisor |         |         |                |
| DIVERSITY AWARENESS              | Supervisor |         |         |                |

| STANDARD PRACTICES            | SOURCE        | TRAINEE | TRAINER | DATE COMPLETED |
|-------------------------------|---------------|---------|---------|----------------|
| GENERAL ORDERS 112D           | Std. Practice |         |         |                |
| OPERATIONAL STANDARD PRACTICE | Std. Practice |         |         |                |

| FIELD TRAINING OUTLINES        | SOURCE | TRAINEE | TRAINER | DATE COMPLETED |
|--------------------------------|--------|---------|---------|----------------|
| CLERICAL DUTIES                | FTO    |         |         |                |
| LAN OPERATION(E-MAIL)          | FTO    |         |         |                |
| CLEARANCE PROCESSING           | FTO    |         |         |                |
| SCADA                          | FTO    |         |         |                |
| INCIDENT REPORTING             | FTO    |         |         |                |
| AIR PATROL REPORTING           | FTO    |         |         |                |
| GAS QUALITY                    | FTO    |         |         |                |
| USA                            | FTO    |         |         |                |
| THERM BILLING                  | FTO    |         |         |                |
| EMERGENCY MANUALS & PROCEDURES | FTO    |         |         |                |
| BOMB THREAT PROCEDURE          | FTO    |         |         |                |
| THEFT REPORTING PROCEDURE      | FTO    |         |         |                |
| FIRE PERMITS                   | FTO    |         |         |                |
| RADIO                          | FTO    |         |         |                |
| WORK REQUESTS                  | FTO    |         |         |                |
| WINTER/SUMMER OPERATIONS       | FTO    |         |         |                |

| JOB AIDS     | SOURCE  | TRAINEE | TRAINER | DATE COMPLETED |
|--------------|---------|---------|---------|----------------|
| SCADA        | JOB AID |         |         |                |
| WORK REQUEST | JOB AID |         |         |                |
| RADIO        | JOB AID |         |         |                |

| FACILITY TRAINING VISITS | SOURCE | TRAINEE | TRAINER | DATE COMPLETED |
|--------------------------|--------|---------|---------|----------------|
|                          |        |         |         |                |

|                                     |              |  |  |  |
|-------------------------------------|--------------|--|--|--|
| <b>ALTERNATE GAS CONTROL CENTER</b> | <b>Visit</b> |  |  |  |
| <b>SYSTEM GAS CONTROL</b>           | <b>Visit</b> |  |  |  |

# Requirements For Operator In Training Program (0-3 Months)

| <b>COMPUTER BASED TRAINING</b>                | <b>DATES</b>           |                        |                        |                  |
|---|------------------------|------------------------|------------------------|------------------|
|   | <b>1st<br/>ATTEMPT</b> | <b>2nd<br/>ATTEMPT</b> | <b>3rd<br/>ATTEMPT</b> | <b>COMPLETED</b> |
| <b>GAS SYSTEM KNOWLEDGE</b>                   |                        |                        |                        |                  |
| NATURE AND PROPERTIES OF NATURAL GAS          |                        |                        |                        |                  |
| INTRODUCTION TO NATURAL GAS SAFETY            |                        |                        |                        |                  |
| NATURAL GAS CONDITIONING                      |                        |                        |                        |                  |
| FUND. OF NATURAL GAS DEHYDRATION (PART 1)     |                        |                        |                        |                  |
| FUND. OF NATURAL GAS DEHYDRATION (PART 2)     |                        |                        |                        |                  |
| FUND. OF PRESSURE PIPING                      |                        |                        |                        |                  |
| MAIN LINE VALVES                              |                        |                        |                        |                  |
| RELIEF VALVES                                 |                        |                        |                        |                  |
| FUND. OF GAS REGULATORS                       |                        |                        |                        |                  |
| PRINCIPLES OF GAS MEASUREMENT                 |                        |                        |                        |                  |
| INTRO. TO RECIPROCATING AND CENTRIFUGAL COMP. |                        |                        |                        |                  |
| CENTRIFUGAL COMPRESSOR OPERATION              |                        |                        |                        |                  |
| UNDERGROUND STORAGE FACILITIES                |                        |                        |                        |                  |
| <b>WRITTEN TESTS</b>                          | <b>DATES</b>           |                        |                        |                  |
|   | <b>1st<br/>ATTEMPT</b> | <b>2nd<br/>ATTEMPT</b> | <b>3rd<br/>ATTEMPT</b> | <b>COMPLETED</b> |
| CLEARANCE PROCEDURES                          |                        |                        |                        |                  |
| ALARM SETTING PROCEDURES AND POLICIES         |                        |                        |                        |                  |
| ON-CALL AREAS OF RESPONSIBILITY               |                        |                        |                        |                  |
| MINIMUM/ MAXIMUM OPERATING PROCEDURES         |                        |                        |                        |                  |
| INCIDENT REPORTING PROCEDURES                 |                        |                        |                        |                  |
| AIR PATROL REPORTING PROCEDURES               |                        |                        |                        |                  |
| USA PATROL REPORTING PROCEDURES               |                        |                        |                        |                  |
| GAS QUALITY REPORTING PROCEDURES              |                        |                        |                        |                  |
| EMERGENCY MANUALS / EMERGENCY PROCEDURES      |                        |                        |                        |                  |
| GAS LOGGING SYSTEM                            |                        |                        |                        |                  |
| GAS QUALITY AND NOTIFICATIONS                 |                        |                        |                        |                  |
| <b>JOB PERFORMANCE MEASURES</b>               | <b>DATES</b>           |                        |                        |                  |
|   | <b>1st<br/>ATTEMPT</b> | <b>2nd<br/>ATTEMPT</b> | <b>3rd<br/>ATTEMPT</b> | <b>COMPLETED</b> |
| SCADA   |                        |                        |                        |                  |
| RADIO   |                        |                        |                        |                  |

# REQUIREMENTS FOR OPERATOR IN TRAINING PROGRAM (4-6 MONTHS) *Brentwood*

Name here

## FIELD TRAINING OUTLINES / JOB AIDS

|                                 |         | TRAINEE | TRAINER | DATE COMPLETED |
|---------------------------------|---------|---------|---------|----------------|
| <b>FIELD TRAINING OUTLINES</b>  |         |         |         |                |
| MODULE OVERVIEW                 | FTO     |         |         |                |
| ANTIOCH CONTROL                 | FTO     |         |         |                |
| ANTIOCH TO LAS VINAS            | FTO     |         |         |                |
| BRENTWOOD CONTROL               | FTO     |         |         |                |
| <b>JOB AIDS</b>                 |         |         |         |                |
| ANTIOCH L-400 PLS               | JOB AID |         |         |                |
| ANTIOCH V-103/103R              | JOB AID |         |         |                |
| ANTIOCH V-124                   | JOB AID |         |         |                |
| ANTIOCH D/S                     | JOB AID |         |         |                |
| BRENTWOOD L-303 B/P             | JOB AID |         |         |                |
| BRENTWOOD T-21, 22, 23, & 24    | JOB AID |         |         |                |
| BRENTWOOD T-14 & 15             | JOB AID |         |         |                |
| BRENTWOOD V-26                  | JOB AID |         |         |                |
| BRENTWOOD EMERGENCY GENERATOR   | JOB AID |         |         |                |
| STATION VALVES                  | JOB AID |         |         |                |
| <b>FACILITY TRAINING VISITS</b> |         |         |         |                |
| McDONALD ISLAND UGS             | Visit   |         |         |                |
| LOS MEDANOS UGS                 | Visit   |         |         |                |

## JOB PERFORMANCE MEASURES

|                                | DATE ON 1st ATTEMPT | DATE ON 2nd ATTEMPT | DATE ON 3rd ATTEMPT | DATE COMPLETED |
|--------------------------------|---------------------|---------------------|---------------------|----------------|
| ANTIOCH L-400 PLS OPERATION    |                     |                     |                     |                |
| ANTIOCH T-14 & 15 OPERATION    |                     |                     |                     |                |
| ANTIOCH V-124 SUPPORT          |                     |                     |                     |                |
| BRENTWOOD L-303N B/P OPERATION |                     |                     |                     |                |
| BRENTWOOD V-26 OPERATION       |                     |                     |                     |                |
| BRENTWOOD MAX. WITHDRAWAL      |                     |                     |                     |                |

## MODULE PROFICIENCY TEST

|                           | DATE ON 1st ATTEMPT | DATE ON 2nd ATTEMPT | DATE ON 3rd ATTEMPT | DATE COMPLETED |
|---------------------------|---------------------|---------------------|---------------------|----------------|
| SECTION FINAL SKILLS TEST |                     |                     |                     |                |

LAST UPDATE ON:



# REQUIREMENTS FOR OPERATOR IN TRAINING PROGRAM (4-6 MONTHS) *Brentwood*

Name here

## FIELD TRAINING OUTLINES / JOB AIDS

|                                 |                     | TRAINEE             | TRAINER             | DATE COMPLETED |
|---------------------------------|---------------------|---------------------|---------------------|----------------|
| <b>FIELD TRAINING OUTLINES</b>  |                     |                     |                     |                |
| MODULE OVERVIEW                 | FTO                 |                     |                     |                |
| ANTIOCH CONTROL                 | FTO                 |                     |                     |                |
| ANTIOCH TO LAS VINAS            | FTO                 |                     |                     |                |
| BRENTWOOD CONTROL               | FTO                 |                     |                     |                |
| <b>JOB AIDS</b>                 |                     |                     |                     |                |
| ANTIOCH L-400 PLS               | JOB AID             |                     |                     |                |
| ANTIOCH V-103/103R              | JOB AID             |                     |                     |                |
| ANTIOCH V-124                   | JOB AID             |                     |                     |                |
| ANTIOCH D/S                     | JOB AID             |                     |                     |                |
| BRENTWOOD L-303 B/P             | JOB AID             |                     |                     |                |
| BRENTWOOD T-21, 22, 23, & 24    | JOB AID             |                     |                     |                |
| BRENTWOOD T-14 & 15             | JOB AID             |                     |                     |                |
| BRENTWOOD V-26                  | JOB AID             |                     |                     |                |
| BRENTWOOD EMERGENCY GENERATOR   | JOB AID             |                     |                     |                |
| STATION VALVES                  | JOB AID             |                     |                     |                |
| <b>FACILITY TRAINING VISITS</b> |                     |                     |                     |                |
| McDONALD ISLAND UGS             | Visit               |                     |                     |                |
| LOS MEDANOS UGS                 | Visit               |                     |                     |                |
| <b>JOB PERFORMANCE MEASURES</b> |                     |                     |                     |                |
|                                 | DATE ON 1st ATTEMPT | DATE ON 2nd ATTEMPT | DATE ON 3rd ATTEMPT | DATE COMPLETED |
| ANTIOCH L-400 PLS OPERATION     |                     |                     |                     |                |
| ANTIOCH T-14 & 15 OPERATION     |                     |                     |                     |                |
| ANTIOCH V-124 SUPPORT           |                     |                     |                     |                |
| BRENTWOOD L-303N B/P OPERATION  |                     |                     |                     |                |
| BRENTWOOD V-26 OPERATION        |                     |                     |                     |                |
| BRENTWOOD MAX. WITHDRAWAL       |                     |                     |                     |                |
| <b>MODULE PROFICIENCY TEST</b>  |                     |                     |                     |                |
|                                 | DATE ON 1st ATTEMPT | DATE ON 2nd ATTEMPT | DATE ON 3rd ATTEMPT | DATE COMPLETED |
| SECTION FINAL SKILLS TEST       |                     |                     |                     |                |
|                                 |                     |                     | LAST UPDATE ON:     |                |

# Requirements For Operator In Training Program (4-6 Months)

San Jose



Trainee Name:

|                                     | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
|-------------------------------------|-------------|-------------|-------------|----------------|
| <b>Module overview/outline</b>      | FTO         |             |             |                |
| <b>PLS</b>                          | FTO         |             |             |                |
| <b>LRCV</b>                         | FTO         |             |             |                |
| <b>Kern River Station</b>           | FTO         |             |             |                |
| <b>Kern River Rate Calculation</b>  | FTO         |             |             |                |
| <b>Bakersfield Tap</b>              | FTO         |             |             |                |
| <b>Kettleman Compressor</b>         | FTO         |             |             |                |
| <b>Estrella River PLS</b>           | FTO         |             |             |                |
| <b>L-306</b>                        | FTO         |             |             |                |
| <b>Panoche</b>                      | FTO         |             |             |                |
|                                     | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
| <b>PLS</b>                          | Job Aid     |             |             |                |
| <b>LRCV</b>                         | Job Aid     |             |             |                |
| <b>Pisgah</b>                       | Job Aid     |             |             |                |
| <b>Kern-Daggett</b>                 | Job Aid     |             |             |                |
| <b>Harper Lake</b>                  | Job Aid     |             |             |                |
| <b>Button-Willow</b>                | Job Aid     |             |             |                |
| <b>Kern River</b>                   | Job Aid     |             |             |                |
| <b>Bakersfield Tap</b>              | Job Aid     |             |             |                |
| <b>Kettleman Intertie</b>           | Job Aid     |             |             |                |
| <b>Kettleman Compressor</b>         | Job Aid     |             |             |                |
| <b>Estrella River</b>               | Job Aid     |             |             |                |
| <b>Morro Bay MM</b>                 | Job Aid     |             |             |                |
| <b>Morro Bay</b>                    | Job Aid     |             |             |                |
| <b>Coalinga</b>                     | Job Aid     |             |             |                |
| <b>Panoche</b>                      | Job Aid     |             |             |                |
|                                     | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
| <b>Kettleman Compressor Station</b> | Visit       |             |             |                |
| <b>Brentwood Gas Control</b>        | Visit       |             |             |                |
| <b>Dehydrator Station</b>           | Visit       |             |             |                |
| DATES                               |             |             |             |                |
|                                     | 1st ATTEMPT | 2nd ATTEMPT | 3rd ATTEMPT | COMPLETED      |
| <b>PLS</b>                          |             |             |             |                |
| <b>LRCV</b>                         |             |             |             |                |
| <b>Kern River</b>                   |             |             |             |                |
| <b>Bakersfield</b>                  |             |             |             |                |
| <b>Estrella</b>                     |             |             |             |                |
| <b>Kettleman to L-306</b>           |             |             |             |                |
| <b>Kettleman Compressor Station</b> |             |             |             |                |

# Requirements For Operator In Training Program (4-6 Months)

San Jose

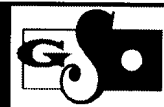


Trainee Name:

|                                     | SOURCE  | TRAINEE | TRAINER | DATE COMPLETED |
|-------------------------------------|---------|---------|---------|----------------|
| <b>Module overview/outline</b>      | FTO     |         |         |                |
| <b>PLS</b>                          | FTO     |         |         |                |
| <b>LRCV</b>                         | FTO     |         |         |                |
| <b>Kern River Station</b>           | FTO     |         |         |                |
| <b>Kern River Rate Calculation</b>  | FTO     |         |         |                |
| <b>Bakersfield Tap</b>              | FTO     |         |         |                |
| <b>Kettleman Compressor</b>         | FTO     |         |         |                |
| <b>Estrella River PLS</b>           | FTO     |         |         |                |
| <b>L-306</b>                        | FTO     |         |         |                |
| <b>Panoche</b>                      | FTO     |         |         |                |
|                                     | SOURCE  | TRAINEE | TRAINER | DATE COMPLETED |
| <b>PLS</b>                          | Job Aid |         |         |                |
| <b>LRCV</b>                         | Job Aid |         |         |                |
| <b>Pisgah</b>                       | Job Aid |         |         |                |
| <b>Kern-Daggett</b>                 | Job Aid |         |         |                |
| <b>Harper Lake</b>                  | Job Aid |         |         |                |
| <b>Button-Willow</b>                | Job Aid |         |         |                |
| <b>Kern River</b>                   | Job Aid |         |         |                |
| <b>Bakersfield Tap</b>              | Job Aid |         |         |                |
| <b>Kettleman Intertie</b>           | Job Aid |         |         |                |
| <b>Kettleman Compressor</b>         | Job Aid |         |         |                |
| <b>Estrella River</b>               | Job Aid |         |         |                |
| <b>Morro Bay MM</b>                 | Job Aid |         |         |                |
| <b>Morro Bay</b>                    | Job Aid |         |         |                |
| <b>Coalinga</b>                     | Job Aid |         |         |                |
| <b>Panoche</b>                      | Job Aid |         |         |                |
|                                     | SOURCE  | TRAINEE | TRAINER | DATE COMPLETED |
| <b>Kettleman Compressor Station</b> | Visit   |         |         |                |
| <b>Brentwood Gas Control</b>        | Visit   |         |         |                |
| <b>Dehydrator Station</b>           | Visit   |         |         |                |
| <b>Panoche Station</b>              |         |         |         |                |

**Requirements For  
Operator In Training Program (4-6 Months)**

*San Jose*



|                                | DATES          |                |                |           |
|--------------------------------|----------------|----------------|----------------|-----------|
|                                | 1st<br>ATTEMPT | 2nd<br>ATTEMPT | 3rd<br>ATTEMPT | COMPLETED |
| <b>Module Proficiency Test</b> |                |                |                |           |

# Requirements For Operator In Training Program (7-9 Months)

Brentwood



Trainee Name:

|  | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
|--|-------------|-------------|-------------|----------------|
| <b>Module overview/outline</b>   | FTO         |             |             |                |
| Brentwood Subsystem Overview   | FTO         |             |             |                |
| Tionesta Compressor Station  | FTO         |             |             |                |
| Burney Compressor Station  | FTO         |             |             |                |
| Gerber Compressor Station  | FTO         |             |             |                |
| Delevan Compressor Station   | FTO         |             |             |                |
| Creed Station  | FTO         |             |             |                |
| Brentwood Subsystem Overview   | FTO         |             |             |                |
|  | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
| Operate Bixler Road  | Job Aid     |             |             |                |
| Operate Delevan Compressor Station   | Job Aid     |             |             |                |
| Operate Gerber Compressor Station  | Job Aid     |             |             |                |
| Operate Gerber Line 177  | Job Aid     |             |             |                |
| Indian Springs Monitor L-400 & L-401 Downstream Pressures                                  | Job Aid     |             |             |                |
| Operate Bethany Compressor Station   | Job Aid     |             |             |                |
| Shingletown Monitor L-400 and L-401 Downstream Pressure                                    | Job Aid     |             |             |                |
| Operate Tionesta Compressor Station  | Job Aid     |             |             |                |
| Remotely Operate Valves at Old River Station   | Job Aid     |             |             |                |
| Brannan Island Monitor Delivery of Production Gas and Emergency Operation of V-0.01 & V-83 | Job Aid     |             |             |                |
| BTU Calculation  | Job Aid     |             |             |                |
| Buckeye Creek Operate Downstream Pressure on Line 401                                      | Job Aid     |             |             |                |
| Operate Burney Compressor Station  | Job Aid     |             |             |                |
| Operate Creed Station  | Job Aid     |             |             |                |
| FACILITY TRAINING VISITS   | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
| Bethany Compressor Station   | Visit       |             |             |                |
| Delevan Compressor Station   | Visit       |             |             |                |
| Bixler Rd. PLS   | Visit       |             |             |                |
|  | DATES       |             |             |                |
|  | 1st ATTEMPT | 2nd ATTEMPT | 3rd ATTEMPT | COMPLETED      |
| Bethany Compressor Station   |             |             |             |                |
| Buckeye Creek PLS  |             |             |             |                |
| Delevan Compressor Station   |             |             |             |                |
| Creed Station  |             |             |             |                |
|  | DATES       |             |             |                |
|  | 1st ATTEMPT | 2nd ATTEMPT | 3rd ATTEMPT | COMPLETED      |
| Module Proficiency Test  |             |             |             |                |

# Requirements For Operator In Training Program (7-9 Months)

San Jose



Trainee Name:

|   | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
|---|-------------|-------------|-------------|----------------|
| Module Overview/Outline                               | FTO         |             |             |                |
| Milpitas Mixer  | FTO         |             |             |                |
| Milpitas Line to Line                                 | FTO         |             |             |                |
| Milpitas Incoming Lines                               | FTO         |             |             |                |
| Santa Cruz Holder                                     | FTO         |             |             |                |
|   | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
| Blossom Hill  | Job Aid     |             |             |                |
| Milpitas Incoming Lines                               | Job Aid     |             |             |                |
| Milpitas Liquid Removal                               | Job Aid     |             |             |                |
| Milpitas Mixer Bypass                                 | Job Aid     |             |             |                |
| Milpitas L-109  | Job Aid     |             |             |                |
| Milpitas Mixer valves                                 | Job Aid     |             |             |                |
| Milpitas Monitor valves                               | Job Aid     |             |             |                |
| Milpitas Station Bypass                               | Job Aid     |             |             |                |
| Milpitas Routing valves                               | Job Aid     |             |             |                |
| Milpitas Moore Controllers                            | Job Aid     |             |             |                |
| Milpitas VAX and backup                               | Job Aid     |             |             |                |
| Moss Landing PP                                       | Job Aid     |             |             |                |
| San Juan Road   | Job Aid     |             |             |                |
| Tres Pinos  | Job Aid     |             |             |                |
| Tully Station   | Job Aid     |             |             |                |
| Hollister Station                                     | Job Aid     |             |             |                |
|   | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
| Milpitas Terminal                                     | Visit       |             |             |                |
| Santa Cruz Holder                                     | Visit       |             |             |                |
| Hollister Station                                     | Visit       |             |             |                |
| DATES   |             |             |             |                |
|   | 1st ATTEMPT | 2nd ATTEMPT | 3rd ATTEMPT | COMPLETED      |
| Milpitas Terminal Operate Incoming Lines              |             |             |             |                |
| Milpitas Terminal Minimum BTU Operations              |             |             |             |                |
| Milpitas Terminal Line to Line Delivery               |             |             |             |                |
| Milpitas Terminal Operate Mixer Regulator/Load Valves |             |             |             |                |
| Santa Cruz Holder                                     |             |             |             |                |
| Tres Pinos Creek Station                              |             |             |             |                |
| DATES   |             |             |             |                |
|   | 1st ATTEMPT | 2nd ATTEMPT | 3rd ATTEMPT | COMPLETED      |
| Module proficiency test                               |             |             |             |                |

# Requirements For

## Operator In Training Program (10-12 Months)

Brentwood



Trainee Name:

|  | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
|--|-------------|-------------|-------------|----------------|
| <b>Napa "Y"</b>  | FTO         |             |             |                |
| <b>Sacramento Subsystem Overview</b>                       | FTO         |             |             |                |
| <b>Santa Rosa Compressor Station</b>                       | FTO         |             |             |                |
| <b>North Sacramento Holder</b>                             | FTO         |             |             |                |
| <b>Low Pressure Gas System</b>                             | FTO         |             |             |                |
| <b>Hershey Junction</b>                                    | FTO         |             |             |                |
|  | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
| <b>Remotely Operate Valve 60.45 at Merced</b>              | Job Aid     |             |             |                |
| <b>Operate Santa Rosa Compressor Station</b>               | Job Aid     |             |             |                |
| <b>Remotely Operate Valves at Napa Wye Station</b>         | Job Aid     |             |             |                |
| <b>Remotely Operate Valve at Baseline Road</b>             | Job Aid     |             |             |                |
| <b>Remotely Operate Valves at Fresno Junction</b>          | Job Aid     |             |             |                |
| <b>Remotely Operate Valves at Raisin City</b>              | Job Aid     |             |             |                |
| <b>Remotely Operate V-20 at Fell Station</b>               | Job Aid     |             |             |                |
| <b>Remotely Operate Valves at French Camp</b>              | Job Aid     |             |             |                |
| <b>Remotely Operate Valves at Hershey Junction</b>         | Job Aid     |             |             |                |
| <b>Remotely Operate Valves at Herrmann Station</b>         | Job Aid     |             |             |                |
| <b>Remotely Operate Valves at Herndon Junction</b>         | Job Aid     |             |             |                |
| <b>Remotely Operate Valves at North Sacramento Holder</b>  | Job Aid     |             |             |                |
| <b>Remotely Operate Valves at Davis Station</b>            | Job Aid     |             |             |                |
| <b>Vernalis Meter Station Regulate and Meter Gas Flow</b>  | Job Aid     |             |             |                |
| <b>Yuba City Holder Station Overview</b>                   | Job Aid     |             |             |                |
| <b>Remotely Operate Valves at SP3/191 Crosstie Station</b> | Job Aid     |             |             |                |
| FACILITY TRAINING VISITS                                   |             |             |             |                |
|  | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
| <b>North Sacramento Holder</b>                             | Visit       |             |             |                |
| <b>Hershey Junction</b>                                    | Visit       |             |             |                |
| JOB PERFORMANCE MEASURES                                   |             |             |             |                |
|  | DATES       |             |             |                |
|  | 1st ATTEMPT | 2nd ATTEMPT | 3rd ATTEMPT | COMPLETED      |
| <b>Herrmann Station</b>                                    |             |             |             |                |
| <b>Hershey Junction</b>                                    |             |             |             |                |
| <b>North Sacramento Holder</b>                             |             |             |             |                |
| <b>Santa Rosa Compressor Station</b>                       |             |             |             |                |
| <b>Napa "Y"</b>  |             |             |             |                |
| <b>Fell Station</b>  |             |             |             |                |
| WRITTEN TESTS  |             |             |             |                |
|  | DATES       |             |             |                |
|  | 1st ATTEMPT | 2nd ATTEMPT | 3rd ATTEMPT | COMPLETED      |
| <b>Module Proficiency Test</b>                             |             |             |             |                |

# Requirements For

## Operator In Training Program (10-12 Months)

San Jose



Trainee Name:

|  | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
|--|-------------|-------------|-------------|----------------|
| <b>Module Overview/Outline</b>                 | FTO         |             |             |                |
| <b>San Jose/Milpitas Subsystem Overview</b>    | FTO         |             |             |                |
| <b>Irvington Station</b>                       | FTO         |             |             |                |
| <b>Sheridan Road Pressure Limiting Station</b> | FTO         |             |             |                |
| <b>East Bay Transmission Lines</b>             | FTO         |             |             |                |
| <b>Low Pressure System</b>                     | FTO         |             |             |                |
| <b>San Francisco Gas Load Center</b>           | FTO         |             |             |                |
|  | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
| <b>Irvington Station</b>                       | Job Aid     |             |             |                |
| <b>Sheridan Road PLS</b>                       | Job Aid     |             |             |                |
| <b>Marina Blvd.</b>                            | Job Aid     |             |             |                |
| <b>Crockett Station</b>                        | Job Aid     |             |             |                |
| <b>Franklin Canyon</b>                         | Job Aid     |             |             |                |
| <b>San Pablo Station</b>                       | Job Aid     |             |             |                |
| <b>Carlson &amp; Adams</b>                     | Job Aid     |             |             |                |
| <b>East Bay GLC</b>                            | Job Aid     |             |             |                |
| <b>Lomita Park</b>                             | Job Aid     |             |             |                |
| <b>Sullivan Station</b>                        | Job Aid     |             |             |                |
| <b>Martin Station</b>                          | Job Aid     |             |             |                |
| <b>San Francisco</b>                           | Job Aid     |             |             |                |
| <b>FACILITY TRAINING VISITS</b>                |             |             |             |                |
|  | SOURCE      | TRAINEE     | TRAINER     | DATE COMPLETED |
| <b>Irvington Station</b>                       |             |             |             |                |
| <b>DATES</b>                                   |             |             |             |                |
|  | 1st ATTEMPT | 2nd ATTEMPT | 3rd ATTEMPT | COMPLETED      |
| <b>Irvington Station</b>                       |             |             |             |                |
| <b>Crockett Station</b>                        |             |             |             |                |
| <b>Franklin Canyon Station</b>                 |             |             |             |                |
| <b>San Pablo Station</b>                       |             |             |             |                |
| <b>Carlson &amp; Adams Station</b>             |             |             |             |                |
| <b>DATES</b>                                   |             |             |             |                |
|  | 1st ATTEMPT | 2nd ATTEMPT | 3rd ATTEMPT | COMPLETED      |
| <b>Module Proficiency Test</b>                 |             |             |             |                |