

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Received 8/26/19 Bellingham - GWP

REQUEST FOR APPROVAL OF PROPOSED STANDARDS



TO: Washington State Apprenticeship & Training Council

Teri Gardner 8-30-19

FROM WESTERN REFINERY SERVICES - LABORER

NAME OF PROGRAM STANDARDS

Check appropriate box:

☒ Committee

☐ Plant

☐ OJT

| OCCUPATION(S): | HOURS: | SOC #: |
|----------------|--------|------------|
| LABORER | 6000 | 47-2061.00 |
| | | |
| | | |
| | | |

Authorized Signatures:

| | |
|--|--|
| Chair: <u>Samuel T. Kles - [Signature]</u> | Approved by: <u>Washington State Apprenticeship & Training Council</u> |
| Secretary: <u>Joshua E. Henrie [Signature]</u> | Secretary of Council |
| Date: <u>8/15/19</u> | Date: |

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APPRENTICESHIP PROGRAM STANDARDS
adopted by

WESTERN REFINERY SERVICES – LABORER

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

LABORER

47-2061.00

6000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Fraud Prevention and Labor Standards

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

Provisional Registration

Standards Last Amended

Permanent Registration

By:

Chair of Council

By:

Secretary of Council

WESTERN REFINERY SERVICES - LABORER

INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold "**insert text**" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

Sponsor Introductory Statement (Required):

Western Refinery Services, hereafter identified as WRS, recognizes the need for a highly skilled journey person laborer that can meet the year-round demands of both refinery

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work and heavy civil public works projects. A “weekly-evening-onsite” training program that runs year-round is critical to the mission of the Sponsor. This program establishes the necessary training that leads the successful apprentice to the status of the State Certified Journey Level worker in the specified occupation.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

The area covered by these standards shall be Island, Skagit, Snohomish, & Whatcom counties.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

Age: **Applicants shall be at least 18 years of age.**

Education: **A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required.**

Physical: **Applicants must be physically capable of performing the work of this trade with or without reasonable accommodations, and without posing a direct threat to the health and safety of the individual or others.**

Testing: **None**

Other: **Applicants must be a current employee of WRS.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and

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gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. **The company shall do a companywide posting, announcing openings as they occur in the apprentice occupation.**
2. **Applicants must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.**
3. **Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.**
4. **The company shall select the apprentices from those employees in the company who answer the posting.**
5. **Selection shall be based on past work history, a demonstrated learning ability, prior schooling or experience, and Committee interview panel.**
6. **The Committee will notify applicants of the selection.**

B. Equal Employment Opportunity Plan:

The employment policy of WRS is to provide equal opportunity to all persons. Our company, therefore, has made a commitment to equal employment opportunity through a positive and continuing Affirmative Action Program.

Particular attention will be given to female and minority representation, both from within and outside the Company.

1. **Communicate and distribute information about the nature of the apprenticeship program, admission requirements, current apprenticeship opportunities, the source of apprenticeship applications, and the equal opportunity policies of the program sponsor within WRS.**
2. **Use journey-level workers, including minority and female, to assist in the implementation of the sponsor's equal employment opportunity plan.**
3. **Grant credit for previous trade experience or trade-related courses for all applicants equally.**

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4. **Participate in events at the nearby community colleges, high schools, and technical schools. Focus will be on the recruitment and placement of minorities and women (minority and non-minority) into the WRS - Laborer apprenticeship program.**

C. Discrimination Complaints:

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint with the supervisor of apprenticeship (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

The term of apprenticeship shall be six thousand (6000) hours of reasonably continuous on the job training including the apprenticeship initial probationary period.

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-015(22)]:

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

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- C. **The initial probationary period shall be the first twelve hundred (1,200) hours of the apprenticeship employment.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

The ratio of apprentices to journey-level workers shall be one (1) apprentice to one (1) journey-level worker on each jobsite.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.

- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

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- C. Wage Progression Schedules
Laborer

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| Step | Hour Range or competency step | Percentage of journey-level wage rate* |
|----------|-------------------------------|--|
| 1 | 0000 – 1000 hours | 65 % |
| 2 | 1001 – 2000 hours | 70 % |
| 3 | 2001 - 3000 hours | 75 % |
| 4 | 3001 – 4000 hours | 80 % |
| 5 | 4001 – 5000 hours | 85 % |
| 6 | 5001 – 6000 hours | 90% |

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

A. Laborer

Approximate Hours/Competency Level

1. General Laborer Skills: (shall include the following).....4000

a. Site/Project Preparation and Maintenance

- i. **Clearing/Demolition** (Includes falling and bucking)
- ii. **Setup/Security/Cleanup** (Includes Erosion Controls and Landscaping)
- iii. **Grading** (Includes all non-mechanized aspects of grading)
- iv. **Compaction** (Includes all walk-behind compaction machinery)
- v. **Staking and Layout** (Traditional Vertical and Horizontal Methods)

b. Tools, Equipment, and Materials

- i. **Equipment Tools** (Includes recognition, safety, handling, use, and care)
- ii. **Material Handling** (Includes recognition, safety, handling, use, and care)
- iii. **Hand Tools** (Includes hand electric, gas, pneumatic tools use and maintenance)

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- iv. Storage and Security (Includes tool, equipment, and material storage and security)

c. Safety

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- i. Confined Space Safety
- ii. Flagging, Signing, and Traffic Safety
- iii. Trenching and Site Safety
- iv. Rigging, Hoisting, Signaling, and Spotting
- v. Hazardous Material Recognition

2. Specific Laborer Skills: (shall include the following).....2000

a. Environmental Remediation

- i. Hazardous Waste Abatement
- ii. Petro-Chemical Abatement
- iii. Weatherization
- iv. Stormwater Pollution Prevention

b. Sitework Construction

- i. Concrete Work (Includes tending, placement, clean-up and demolition)
- ii. Landscaping (Includes layout, planting, and staking)
(Includes spreading, grading, and compaction by walk behind equipment)
(Includes falling, trimming, and pruning hedges, trees, and shrubs)

c. Heavy/Highway Construction

- i. Asphalt Work (Includes all non-mechanized aspects of asphalt work and cleanup)
- ii. Drilling and Blasting (Includes all non-mechanized aspects of drilling and blasting)
- iii. Grade Checking (Includes traditional, robotic station, and GPS fieldwork methods)
- iv. Pipe Laying (Includes work traditionally performed by construction craft laborers)

Hours/# of Competency Levels:.....6000

All work shall be performed under the supervision of a journey-level worker. Supervision should not be of such nature as to prevent the development of responsibility.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in RSI shall not be considered as hours of work and the apprentice is not required to be paid.

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

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RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

A. The methods of related/supplemental training must be indicated below (check those that apply):

☐ Supervised field trips

☒ Sponsor approved training seminars (specify) **Venders, Equipment Manufacturers, Material Manufacturers, Safety Professionals**

☒ Sponsor approved online or distance learning courses (specify) **NCCER Connect**

☐ State Community/Technical college

☐ Private Technical/Vocational college

☒ Sponsor Provided (lab/classroom) **WRS Facilities**

☐ Other (specify):

B. **(160)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

☐ Twelve-month period from date of registration.*

☒ Defined twelve-month school year: **(September)** through **(August)**.

☐ Two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

C. Additional Information:

1. **Apprentices will be responsible for completing the prescribed curriculum within the designated period. All courses need to be completed with a 75% or better.**

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2. **At the end of each quarter, any Apprentices who fail to complete the required courses with passing scores must arrange within one (1) week of the end of the quarter to meet with the Training Director.**
3. **The Apprentice and the Training Director will work together to establish a plan for making up incomplete courses.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. **Voluntary Suspension:** A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. **Advanced Standing or Credit:** The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. **Sponsor Procedures:**
 - a. **A daily record of hours worked in each category of on-the-job training will be maintained by each Apprentice. Apprentices will review their properly completed and signed work progress reports weekly with their Journey Level Trainer. Apprentices will submit reports monthly to the Training Director. The report will be submitted on or before the 10th of the following month.**
 - b. **The Apprentice's Journey Level Trainer will sign off the Apprentice's record of hours worked in each category every week.**
 - c. **The Apprentice will apply oneself both on the job and in related training programs and continually strive to become a skilled worker.**
 - d. **The classroom policies and procedures shall be adhered to at all times by the Apprentice. Apprentices will receive a copy of these policies/procedures on an annual basis.**

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- e. The Apprentice must read, understand, and abide by the provisions of these standards and WRS Policies and Procedures.**
- f. Apprentices must be in the classroom with the required materials and ready for class by the scheduled time of class.**
- g. The responsibility rests solely with the Apprentice to complete all lessons and topics missed due to absenteeism.**
- h. Any Apprentice who fails to return to class following a break or who decides to leave early of their own volition, shall be given no credit for that class and shall be marked as absent for the entire class.**
- i. Any test missed due to absence of the Apprentice shall be made up at the convenience of the Training Director.**
- j. Overtime hours worked shall be recorded as actual hours worked.**

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.

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- b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
- a. **Monthly work records not turned in by the 10th day of the following month may result in the next scheduled uprate being held for thirty (30) days for each offense. Three (3) consecutive offenses may constitute action by the WRS Apprenticeship Committee. Disciplinary action may include, Disciplinary Probation, Suspension, or Cancellation of the Apprenticeship Agreement.**
 - b. **The Apprentice must comply with WRS attendance policies. Reaching the disciplinary level of attendance occurrences may result in delayed upgrade and/or disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
 - c. **Apprentices will comply with all WRS Policies and Procedures. Termination of employment with the Company for any reason will result in the cancellation of the Apprenticeship Agreement.**
 - d. **Any Apprentice being disciplined will be subject to the disciplinary procedures as set forth in the sections C & D. below.**
 - e. **The Apprentice may be required to appear before the Apprenticeship Committee and provide an explanation as to why they did not complete all courses for that quarter with passing scores. Disciplinary action may include, disciplinary probation, suspension, or cancellation of the Apprenticeship Agreement.**

C. Apprentice Complaint Procedures:

- 1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
- 2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.

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3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant.

Or;

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS), accessed through Secure Access Washington (SAW).

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)

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- e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
- a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

- 1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
- 2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:

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- a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
 8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

WESTERN REFINERY SERVICES - LABORER

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-009)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:

a. Quorum: **SEE ABOVE**

b. Program type administered by the committee: **Individual Non Joint**

c. The employer representatives shall be:

Sam Kloes - Chair
2380 Grandview Road
Ferndale, WA 98248

Dustin Bliss
2380 Grandview Road
Ferndale, WA 98248

d. The employee representatives shall be:

Joshua Henrie - Secretary
2380 Grandview Road
Ferndale, WA 98248

Mike Seigman
2380 Grandview Road
Ferndale, WA 98248

Dustin O'Bryan - Alternate
2380 Grandview Road
Ferndale, WA 98248

WESTERN REFINERY SERVICES - LABORER

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

NA

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Dave C. Bren, PE, MSCE
Apprenticeship Training Director
2380 Grandview Road
Ferndale, WA 98248

Received 8/26/19 Bellingham - JWP

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

| | | |
|--|------------------------|-----------------------------|
| Program Sponsor Western Refinery Services | | <i>Teri Gardner 8-30-19</i> |
| Skilled Occupational Objective Laborer | | |
| Term/OJT Hours 6000 | Total RSI Hours 480 | |
| Training Provider Western Refinery Services | | |

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprenticeship and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

Dave Bren, PE, MSCE

Printed Name of Program Sponsor


Signature of Program Sponsor

By the signature placed below, the **training provider** assures that:

1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
 - a. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

Dave Bren, PE, MSCE

Print Name Training Provider


Signature of Training Provider

Apprenticeship Training Director

Title of Training Provider

Western Refinery Services

Organization of Training Provider

If there are additional training providers, please provide information and signatures on the next page.

Additional Resources: Apprenticeship Related Supplemental Instruction (RSI) Plan Review Glossary of Term (F100-519-000) and Apprenticeship Related Supplemental Instruction (RSI) Plan Review Criteria (F100-521-000).

SBCTC Program Administrator has reviewed RSI plan and recommendations of the Trade Committee.

[Click or tap here to enter text.](#)

Print Name of SBCTC Program Administrator

Signature of SBCTC Program Administrator

Date

☐ SBCTC recommends approval

☐ SBCTC recommends return to sponsor

Additional Training Providers (if necessary)

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Print Name Training Provider

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Title of Training Provider

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Title of Training Provider

Signature of Training Provider

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Organization of Training Provider

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Organization of Training Provider

| | |
|---|--|
| Program Sponsor: Western Refinery Services | Skilled Occupational Objective: Laborer |
|---|--|

Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of element/course" field.

Describe minimum hours of study per year in terms of (check one):

- ☐ 12-month period from date of registration.
☒ Defined 12-month school year.
☐ 2,000 hours of on-the-job training.

| | |
|---|---------------------------------|
| Element/Course: General Construction | Planned Hours: 80 |
| Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study | |
| Provided by: Western Refinery Services | |
| Description of element/course: | |
| <p><u>YEAR 1 – 1st COURSE – FALL/WINTER</u></p> <p><u>Basic Safety Training; (16 hours)</u> – All apprentices must begin with Basic Safety Training which includes; OSHA 10 and First Aid/CPR certifications.</p> <p><u>Introduction to the Trade; Craft Module 1.1 (8 hours)</u> – Gives a brief history of the trade and provides an overview of the Laborers craft and the tasks typically performed by a Laborer.</p> <p><u>Construction Math; Core Module 2 (8 Hours w/ lab)</u> - Reviews basic mathematical functions and explains their applications to the Laborers trade. Explains how to use and read various length measurement tools, including standard and metric rulers and tape measures, and the architect's and engineer's scales. Explains decimal-fraction conversions and the metric system, using practical examples. Also reviews basic geometry as applied to common shapes and forms.</p> <p><u>Hand, Power and Pneumatic Tools; Core Modules 3 & 4 (32 hours w/ lab)</u> - Introduces trainees to hand tools that are typically used by Laborers, explains the specific applications of each tool and shows how to use them properly. Provides detailed descriptions of commonly used tools and how they are used in on-the-job settings. Also discusses important safety and maintenance issues related to these tools.</p> <p><u>Materials Use, Handling, and Demolition; Craft Module 1.2 & Core Module 9 (16 hours w/ lab)</u> Introduction to the various materials used in construction and discusses the proper uses, storage, handling, and demolition techniques. Also discusses important safety and maintenance issues related to materials handling.</p> | |

| | |
|--|--------------------------|
| Element/Course: Leveling, Site Layout 1, and Plans Reading | Planned Hours: 80 |
| Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study | |
| Provided by: Western Refinery Services | |
| Description of element/course: | |
| <p><u>YEAR 1 – 2nd COURSE – SPRING/SUMMER</u></p> <p>Introduction to Construction Drawings; Core Module 5 (16 hours classroom) Familiarizes trainees with basic terms for construction drawings, components, and symbols. Explains the different types of drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical, and fire protection) and instructs trainees on how to interpret and use drawing dimensions.</p> <p>Site Layout for Vertical Control and Equipment Use; Craft Module 1.4 (40 hours w/lab) Covers vertical aspects of site layout and equipment used to transfer vertical control and differentially level for setting vertical grade. Includes both laser level and optical level equipment methodology. Includes horizontal layout by traditional total station (GPS & Robotic is covered in 2nd Year). Includes field notes record keeping and mathematic calculations required for level loops, profile leveling, cross section leveling, and grid mapping for hand generated contours with a site plan project.</p> <p>AutoCAD Drawing Fundamentals; Core Model 5 (24 hours CADD lab) Continue to familiarize trainees with basic terms for construction drawings, components, and symbols. Explains the different types of drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical, and fire protection) and instructs trainees how to prepare drawings and drawing dimensions. Understanding how designers prepare drawings will greatly increase the trainees plan reading skills.</p> | |

| | |
|---|---------------------------------|
| Element/Course: Concrete Work | Planned Hours: 80 |
| Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Western Refinery Services | |
| Description of element/course: <p><u>YEAR 2 – 1st COURSE – FALL/WINTER</u></p> <p>Properties of Concrete; Craft Module 1.3 (16 Hours w/lab) Provides an introduction to the methods and procedures used by Laborers in placing concrete. Introduces terms of the trade and tools and equipment used, explains safety requirements for concrete construction. Covers the methods and techniques used in estimating materials quantities for concrete construction. Provides background for use of plans and drawings as well as math calculations.</p> <p>Handling and Placing Concrete; Craft Module 1.5 (24 Hours w/ lab) Describes the physical and chemical properties of various materials used in a concrete mix. Presents requirements and methods for properly placing concrete. Includes information on conveying and placing fresh concrete using various types of equipment, such as wheel-barrows, tow behind grout pumps and chute tender for conveyors. Describes techniques, consolidating, cleanup and use of equipment (i.e. vibrators).</p> <p>Foundations and Slabs-on-Grade; Craft Module 1.6 (32 Hours w/ lab) Details the methods and procedures used in preparing for placing concrete. Includes background information about site layout, forms requirements, and subgrade preparation. Covers common hazards, safety, set-up, stripping cleanup and repair procedures. Includes and introduction to the methods and procedures used in curing and protecting concrete. Covers the types of curing commonly performed for both horizontal and vertical placement. Describes techniques for protecting concrete during hot and cold weather. Includes and introduction to the types of pre-manufactured forms, proper use and safety requirements.</p> <p>Concrete Cutting; (8 hours w/ lab) - Safety, use, and handling of concrete sawing equipment including walk-behind saws. Includes substantial hands on training.</p> | |

| | |
|--|--------------------------|
| Element/Course: Grade Checking, Site Layout 2, & Civil Plans | Planned Hours: 80 |
| Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study | |
| Provided by: Western Refinery Services | |
| Description of element/course: | |
| <p><u>YEAR 2 – 2nd COURSE – SPRING/SUMMER</u></p> <p>Civil Construction Plans Reading Fundamentals; (16 hours classroom) - This section will cover reading and understanding civil construction plans and will focus on providing apprentices the skills necessary to understand terminology, symbols, definitions, right-of-way, site preparation, grading requirements, slope ratios, drainage and catch basins, and elevations. It will also provide a basic understanding of structural components in road construction.</p> <p>Traditional and GPS Grade Checking; (40 hours w/ lab) - This course provides Covers horizontal and vertical aspects of GPS and Robotic Total Station site layout. Staking utility structures from 3D points and 3D linework. Includes site grading from a 3D surface model. This includes field work with lathe marking for proper communication of vertical information.</p> <p>Introduction to Rigging; Craft Module 1.6 (24 hours w/lab) - Covers the communication process between the rigger and the crane operator. Covers basic rigging and crane hazards as well as safety practices related to general rigging activities, working around power lines, and emergency response. Covers procedures for using slings and rigging pipes and valves. Includes the use and inspection of basic equipment and hardware used in rigging, including slings, wire rope, chains, and attaching hardware such as shackles, eyebolts, and hooks, as well as rigging knots. Explains sling angles. Covers tuggers, jacks, hoists, and ratchet-lever hoists. Covers the components of wire rope, as well as inspection requirements and procedures for using wire rope, load blocks, and sheaves.</p> | |

| | |
|---|--------------------------|
| Element/Course: Pipe Laying | Planned Hours: 80 |
| Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Western Refinery Services | |
| Description of element/course: <p><u>YEAR 3 – 1st COURSE – FALL/WINTER</u></p> <p>Pipe Systems Math; (8 Hours) – Calculate pipe slopes from pipe and structure invert data. Correct pipe slope for center-to-center pipe lengths, if necessary. Calculate 3D and 2D pipe lengths. Read invert and rim data from civil plans.</p> <p>Trench & Excavation Safety; (8 Hours) - Discusses soil behavior as it relates to trench failures, including common indications of an unstable trench. Introduces typical shoring, shielding, and sloping methods. Identifies characteristics that may make a trench a confined space and describes the safety measures needed to work in the trench.</p> <p>Cutting Pipe; (8 Hours w/ lab) - Discusses the safest, most practical methods for cutting common pipe materials. Also describes common pipe materials and standard sizes for thermoplastic, concrete, ductile iron, and corrugated steel pipe.</p> <p>Pipe Gaskets, Joints, and Fittings; (16 Hours w/ lab) - Describes the most common methods for joining PVC, ductile iron, and concrete pipe, including O-ring pipe, slip joints, mechanical joints, and restraint joints. Discusses common methods for joining pipe to pipe, pipe to appurtenances, and pipe to manhole connections, including transition couplings.</p> <p>Pipe Laying Instruments Use; (8 Hours w/ lab) - Discusses the use, care, and maintenance of the optical level, transit, and the pipe laser. Contains a brief introduction to elevations as it relates to the setup of these instruments. Describes common causes and solutions to laser problems in the field.</p> <p>Pipe Laying Lab; (32 hours lab) - Practical hands on installation of sewer pvc pipe run between two manholes with pressure testing. Practical hands on installation of storm cpep between two catch basins with line and grade inspection. Includes hands on installation of water ductile iron run with mechanical joints, 45 degree elbow, thrust blocking, service line to corp stop, and fire hydrant assembly. Includes hydraulic pressure testing of the line. Includes compaction equipment (hand-held and walk behind only) and techniques used when performing soil compaction.</p> | |

| | |
|--|--------------------------|
| Element/Course: Asphalt Worker | Planned Hours: 80 |
| Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study | |
| Provided by: Western Refinery Services | |
| Description of element/course: | |
| <p><u>YEAR 3 – 2nd COURSE – SPRING/SUMMER</u></p> <p>Roadway Safety and Flagger Certification (8 hours classroom) – This course provides flaggers with the basic knowledge, information and awareness to perform their jobs safely. After completing the course, students receive a wallet-size card certifying their training. The card is valid for three years.</p> <p>Paving Materials, Equipment, and Tools; (16 hours classroom) - Explains how to perform hot mix asphalt paving. Provides descriptions for all equipment and tools utilized by a Laborer to perform paving. Discusses light equipment utilized including compressors, walk-behind rollers, compactors. Types of mixes, calculating amounts/volumes, tools of the trade and cleanup.</p> <p>Asphalt Placement; (48 hours lab) – Hands on practice for the proper methods of placing and spreading asphalt, site preparation and specialty methods used in working with asphalt (potholes, obstacles, shoulders, tie-ins, etc.)</p> <p>Your Role in the Green Environment; Craft Module 2.12 (8 hours classroom) - This module brings together the expertise of industry and higher education in defining a topic of growing international importance: green building. Geared to entry-level craft workers or to anyone wishing to learn more about green building, this module provides fundamental instruction in the green environment, green construction practices, and green building rating systems. Presented in easy-to-understand terms and illustrations, will better equip learners to make decisions regarding their personal impacts on the environment and will make them more aware of how to lessen their impacts in the built environment.</p> | |

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Received 8/26/19 Bellingham - gwk

Teri Gardner 8-30-19

August 26, 2019

Washington State Apprenticeship & Training Council
7273 Linderson Way SW
Tumwater, WA 98501

RE: Committee Formation Process
Proposed Laborer Apprenticeship Program – Employee Representatives

Dear Council:

Please accept this letter as a formal description of the process that was conducted to form the Laborer Apprenticeship Committee and select the employee representatives to serve on it. The Laborer Committee directed both the formation and the formal application herein submitted to the Council.

Initiating Event: On May 13th 2019 the State House Bill 1817 “High Hazard Facilities” necessitated Western Refinery Services to begin the process of creating apprenticeship training programs in order to continue its founding mission of providing refinery services.

Notification of Apprenticeship Programs: Several meetings were held to discuss the creation of apprenticeship training programs with employees. From these meetings employee representatives were either recommended from their peers or they volunteered.

05.09.2019: Shell Refinery - All WRS Hands Meeting

05.22.2019: Phillips 66 Refinery - All WRS Hands Meeting

Committee Work: The Laborer committee was formed from those who were interested in teaching, mentoring, and directing the creation of apprenticeship program at the company. The Laborer committee met (4) times to plan out and form the program as follows:

07.30.2019: Committee Formation with Election of Officers

08.08.2019: Work Processes Meeting

08.15.2019: Related Supplemental Instruction Meeting

08.22.2019: Application Meeting

Respectfully Submitted,

Josh Henrie

Joshua Henrie
Laborer
Committee Secretary / Employee Representative

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Committee Representative Qualification Information Experience & Education History

| | |
|--------------------------|-------------------------------------|
| NAME OF PROGRAM/SPONSOR: | WESTERN REFINERY SERVICES - LABORER |
|--------------------------|-------------------------------------|

| | |
|--|-----------------------------|
| Committee Representative Name: Dustin Bliss | <i>Teri Gardner 8-30-19</i> |
|--|-----------------------------|

| WORK EXPERIENCE | | | |
|------------------------------|---------------------------------|-------------------------|-----------------------|
| POSITION (Most recent first) | EMPLOYER / ORGANIZATION | FROM: (Month & Year) | TO: (Month & Year) |
| Project Manager | Western Refinery Services, Inc. | 02. 2015 | Present |
| Project Controls Intern | Haskell Corporation | 06. 2013 | 02. 2014 |
| Owner/ Operator | West Coast Collision | 09. 2009 | 09. 2012 |
| | | | |
| | | | |
| | | | |

| EDUCATION HISTORY | | | | |
|---|---------------------|----------|-----------------------|---|
| Name and Location of Training and/or School | Month/Year Attended | | Program of Study | Type of Certificate or Degree Awarded, if any |
| | From | To | | |
| Western Washington University | 03. 2011 | 03. 2015 | Operations Management | Bachelors |
| Bellingham Technical College | 09. 2005 | 06. 2007 | Auto Collision Repair | Assoc. in Applied Science |
| | | | | |
| | | | | |

| OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD |
|---|
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Sponsors may attach additional pages if necessary.



Received 8/26/19 Bellingham - GWP
**Apprenticeship Committee Representative
Qualification Information
Experience & Education History**

| | |
|--------------------------|-------------------------------------|
| NAME OF PROGRAM/SPONSOR: | WESTERN REFINERY SERVICES - LABORER |
|--------------------------|-------------------------------------|

| | |
|---|-----------------------------|
| Committee Representative Name: Samuel T. Kloes - Committee Chair | <i>Teri Gardner 8-30-19</i> |
|---|-----------------------------|

| WORK EXPERIENCE | | | |
|---------------------------------|---------------------------------|-------------------------|-----------------------|
| POSITION (Most recent first) | EMPLOYER / ORGANIZATION | FROM: (Month & Year) | TO: (Month & Year) |
| Construction Technology Manager | Western Refinery Services, Inc. | 03. 2017 | Present |
| GPS Manager | IMCO General Construction | 06. 2008 | 03. 2017 |
| GPS Manager / Pipe Layer | PB Sullivan Construction | 06. 2004 | 06. 2008 |
| | | | |
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| EDUCATION HISTORY | | | |
|---|--------------------------------|------|--------------------------------|
| Name and Location of Training and/or School | Month/Year Attended From To | | Program of Study |
| University of Minnesota | 2001 | 2004 | Applied Business/Communication |
| | | | |
| | | | |
| | | | |

| OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD | |
|--|--|
| WA Poly - Construction Survey Technical Advisor | |
| CITC - Head Instructor 2011- 2017 | |
| NCCER - Certified Instructor 2011 - 2017 | |
| OSHA 40, Hazwoper 40, Trenching/Excavation/Shoring Competent Person. | |
| MOS 68J/x Attack Helicopter Weapons and Avionics Repair 1997 - 2001 | |
| | |

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Committee Representative Qualification Information Experience & Education History

| | |
|--------------------------|-------------------------------------|
| NAME OF PROGRAM/SPONSOR: | WESTERN REFINERY SERVICES - LABORER |
|--------------------------|-------------------------------------|

| | |
|---|-----------------------------|
| Committee Representative Name: Josh Henrie - Committee Secretary | <i>Teri Gardner 8-30-19</i> |
|---|-----------------------------|

| WORK EXPERIENCE | | | |
|------------------------------|---------------------------|-------------------------|-----------------------|
| POSITION (Most recent first) | EMPLOYER / ORGANIZATION | FROM: (Month & Year) | TO: (Month & Year) |
| Laborer / Operator | Western Refinery Services | 01. 2019 | Present |
| Laborer | Western Refinery Services | 06. 2014 | 01. 2019 |
| | | | |
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| EDUCATION HISTORY | | | | |
|---|--------------------------|----------|------------------|---|
| Name and Location of Training and/or School | Month/Year Attended From | To | Program of Study | Type of Certificate or Degree Awarded, if any |
| Washington State University | 09. 1996 | 01. 1999 | Fine Art | |
| Cornish of the Arts | 01. 1999 | 05. 1999 | Fine Art | |
| | | | | |
| | | | | |

| OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD |
|--|
| Trenching & Excavation, Rigging & Shoring, Forklift, Manlift, Asbestos Roofing, Fresh Air, Bottle Watch, CESCL. |
| Confined Space Authority, TWIC, OSCA, Hydroblast 10K 40 Shortbarrell. Leadman & Acting Foreman, Heavy Equipment Operator |
| |
| |
| |
| |

Sponsors may attach additional pages if necessary.

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Committee Representative Qualification Information Experience & Education History

| | |
|--------------------------|-------------------------------------|
| NAME OF PROGRAM/SPONSOR: | WESTERN REFINERY SERVICES - LABORER |
|--------------------------|-------------------------------------|

| | |
|---|-----------------------------|
| Committee Representative Name: Michael Seigman | <i>Teri Gardner 8-30-19</i> |
|---|-----------------------------|

| WORK EXPERIENCE | | | |
|------------------------------|---------------------------------|-------------------------|-----------------------|
| POSITION (Most recent first) | EMPLOYER / ORGANIZATION | FROM: (Month & Year) | TO: (Month & Year) |
| Laborer | Western Refinery Services, Inc. | 08. 2017 | Present |
| Laborer | CHS Northwest | 11. 2013 | 08. 2017 |
| | | | |
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| EDUCATION HISTORY | | | | |
|---|--------------------------------|----------|------------------|---|
| Name and Location of Training and/or School | Month/Year Attended From To | | Program of Study | Type of Certificate or Degree Awarded, if any |
| Lynden High School | 08. 1997 | 06. 2001 | | Diploma |
| | | | | |
| | | | | |
| | | | | |

| OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD |
|---|
| CESCL Certificate, Trenching & Excavation Certificate, Rigging & Hoisting Certificate, Competent Person Identification Card |
| Certified Forklift Certificate, 24 Hr. Hazwoper Course |
| |
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| |

Sponsors may attach additional pages if necessary.



Received 01/26/17 Bellingham - GWR

Apprenticeship Committee Representative Qualification Information Experience & Education History

| | |
|--------------------------|-------------------------------------|
| NAME OF PROGRAM/SPONSOR: | WESTERN REFINERY SERVICES - LABORER |
|--------------------------|-------------------------------------|

| | |
|--|-----------------------------|
| Committee Representative Name: Dustin O'Bryan - Committee Alternate | <i>Teri Gardner 8-30-19</i> |
|--|-----------------------------|

| WORK EXPERIENCE | | | |
|------------------------------|---------------------------|-------------------------|-----------------------|
| POSITION (Most recent first) | EMPLOYER / ORGANIZATION | FROM: (Month & Year) | TO: (Month & Year) |
| Laborer/Operator | Western Refinery Services | 01.2014 | Current |
| Power Pole Inspector | Osmose Utility | 03.2012 | 09.2013 |
| | | | |
| | | | |
| | | | |
| | | | |

| EDUCATION HISTORY | | | |
|---|--------------------------------|------|------------------|
| Name and Location of Training and/or School | Month/Year Attended From To | | Program of Study |
| Sedro-Woolley High School | 2006 | 2009 | Diploma |
| Bellingham Technical College | 2012 | 2012 | Welding Course |
| | | | |
| | | | |

| OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD |
|---|
| CESCL Certificate, Trenching & Excavation Certificate, Rigging & Hoisting Certificate, Competent Person Identification Card |
| TWIC Card, OSHA, C-STOP |
| |
| |
| |
| |

Sponsors may attach additional pages if necessary.



received 8/26/17 Dellingham - GWP

Access Authorization for External Access to Apprenticeship Registration and Tracking System (ARTS)

Teri Gardner 8-30-17

The following individual is authorized access to the ARTS database for the Registered Apprenticeship Program(s) as indicated below:

NOTE: If any information (especially the Chairman/Secretary/Authorized Official) below changes, A NEW ACCESS form is REQUIRED to be filled out and submitted as an UPDATE.

| | | | |
|-----------------|----|--------|--|
| Initial Request | XX | Update | |
|-----------------|----|--------|--|

Individual Information:

| | | | |
|----------------------------|--|-----|--------------|
| Full Name | DAVE BREN | | |
| Mailing Address (complete) | 2380 GRANDVIEW ROAD, FERNDALE WA 98248 | | |
| Phone | 360.366.3303 | FAX | 360.366.3304 |
| Email | DAVEB@WRSWEB.COM | | |
| Effective Date | 07.30.2019 | | |


(Signature of Individual)

| Program ID(s) | Full Program Name(s) |
|---------------|-------------------------------------|
| | WESTERN REFINERY SERVICES - LABORER |
| | |
| | |
| | |
| | |
| | |
| | |

Chairman/Secretary/Authorized Individual Information:

| | | | |
|-----------------|--|-----|--------------|
| Full Name | SAMUEL T. KLOES | | |
| Mailing Address | 2380 GRANDVIEW ROAD, FERNDALE WA 98248 | | |
| Phone | 360.410.8191 | FAX | 360.366.3304 |
| Email | SAM@WRSWEB.COM | | |
| Date | 07.30.2019 | | |


(Chairman/Secretary/Authorized Individual Signature Required for Processing)

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



AUTHORIZATION OF SIGNATURE



Effective Date
07/30/2019

Teri Gardner 8-30-19

This form will supersede all other "Authorization of Signature" forms on record with the Department of Labor and Industries by the below named program with an effective date or submittal date earlier than the above effective date.

Program Name: WESTERN REFINERY SERVICES - LABORER

| Name of Individual(s) | Select one of the following | |
|-----------------------|---|--------------------------------------|
| | All papers pertaining to the business of this Apprenticeship program. | Apprenticeship Agreement Cards only. |
| DAVE BREN | X | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

We, the undersigned committee members of the above named apprenticeship program give our authorization for the above individual(s) to sign documents as indicated.

A quorum of the committee must sign below: (WAC 296-05-208(3))

Employer Representatives

Sam Khos, , 07-30-19
Dustin Bliss , 7/30/19

Employee Representatives

Josh Hensle , 07-30

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Received 8/26/14 Bellingham - JH
**REGISTERED APPRENTICESHIP
PROGRAM ADDRESS/MAILING
INFORMATION UPDATE
(FOR PUBLIC USE)**

Official Name of Standard:
WESTERN REFINERY SERVICES - LABORER

Teri Gardner 8-30-19

Name/Title of Designated Individual for Receipt of Correspondence:
DAVE BREN

Mailing Address:
2380 GRANDVIEW ROAD, FERNDAL WA 98248

Phone number 360.366.3303 FAX # 360.366.3304

Toll Free Number (if available) _____

E-mail Address DAVEB@WRSWEB.COM

Internet Site Address WWW.WRSWEB.COM

Chairman/Secretary/Authorized official signature:
(Signature required for processing)

Signature

Samuel T. Kloes

Printed Name

07-30-19

Date

Please Mail Completed Form To:

Department of Labor and Industries
Specialty Compliance Services Division
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530
(360) 902-5320 FAX (360) 902-4248
E-Mail: Apprentice@Lni.Wa.Gov
Internet: <http://www.lni.wa.gov/TradesLicensing/Apprenticeship/>

NOTE: This information WILL NOT be used to make changes to your program standard.

F100-512-000 information update request 02-2006

Western Refinery Services

Classroom Facilities Inventory

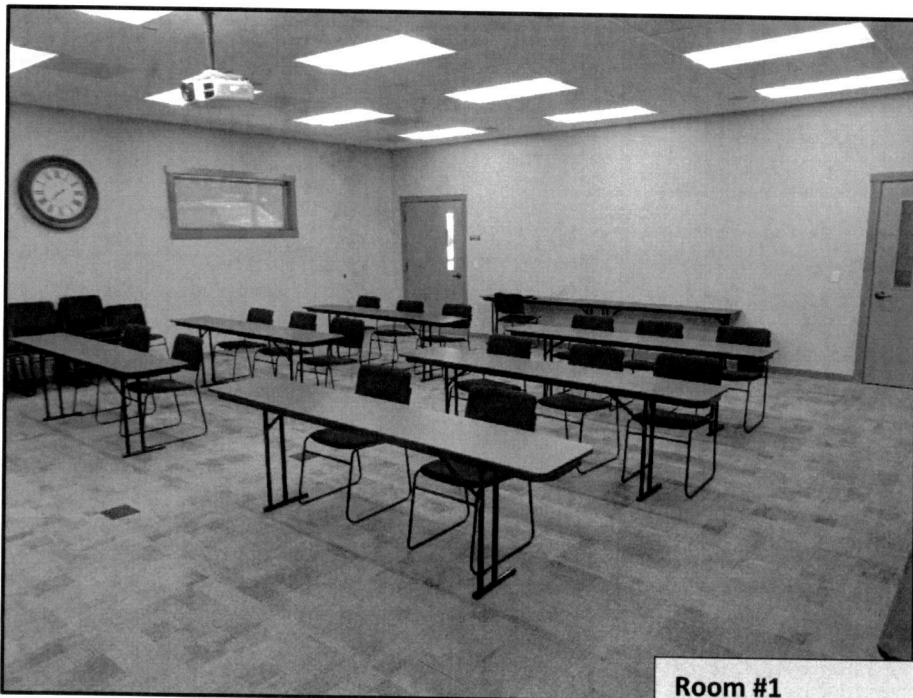
Training Room #1

Received 8/26/19 Bellingham - GW.
Teri Gardner 8-30-19

- New Construction
- Bottom Floor
- ADA Accessible
- Digital Projector
- Remote Control Projection Screen
- Sound System
- Whiteboards
- Adjacent Meeting Area
- Adjacent Full Kitchen
- Adjacent (2) ADA Restrooms
- Air Conditioning



Room #1
Looking North-East



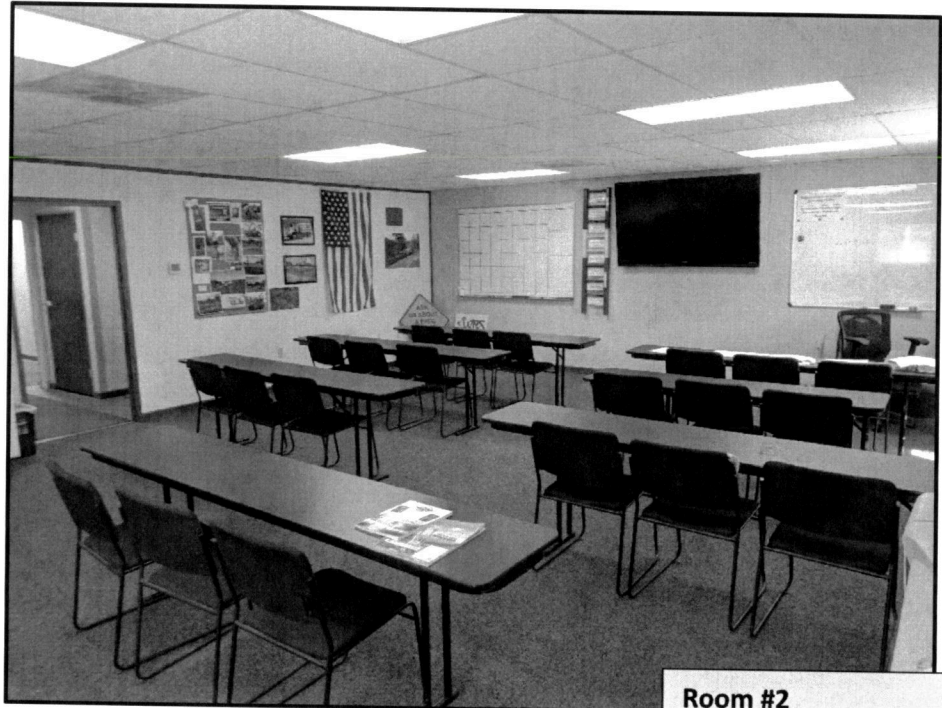
Room #1
Looking South-East

Western Refinery Services

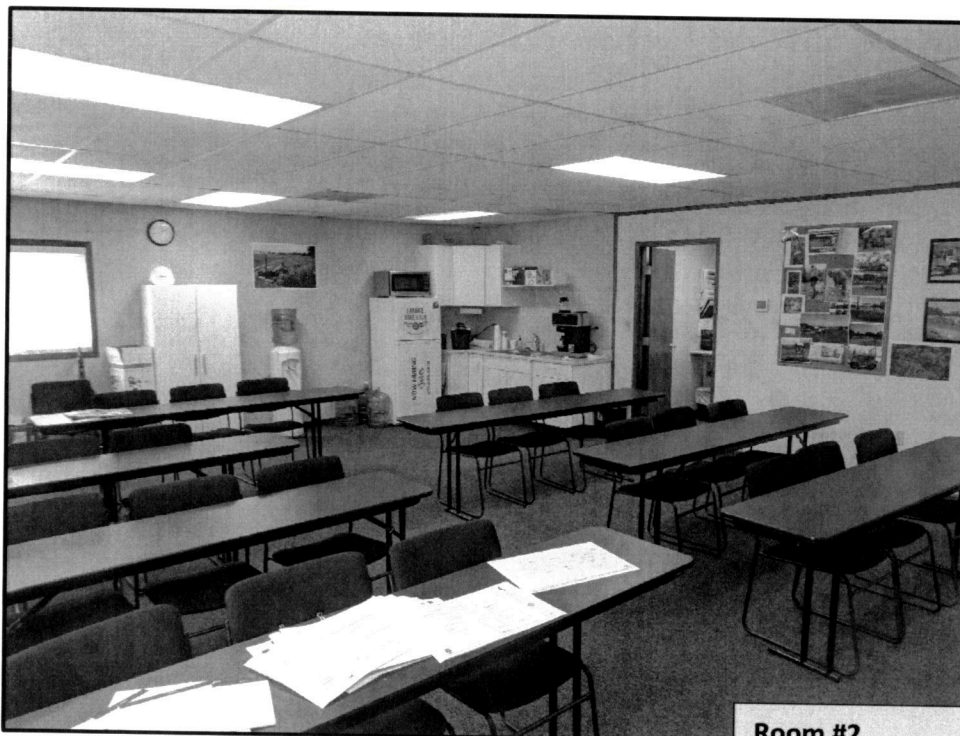
Classroom Facilities Inventory

Training Room #2

- Older Construction
- ADA Accessible by ramp
- In Adjacent Building to Room #1. 100 feet apart.
- Flat Panel Screen
- No Sound System
- Small Whiteboards
- In-Room Kitchenet
- Adjacent (1) ADA Restroom
- Air Conditioning



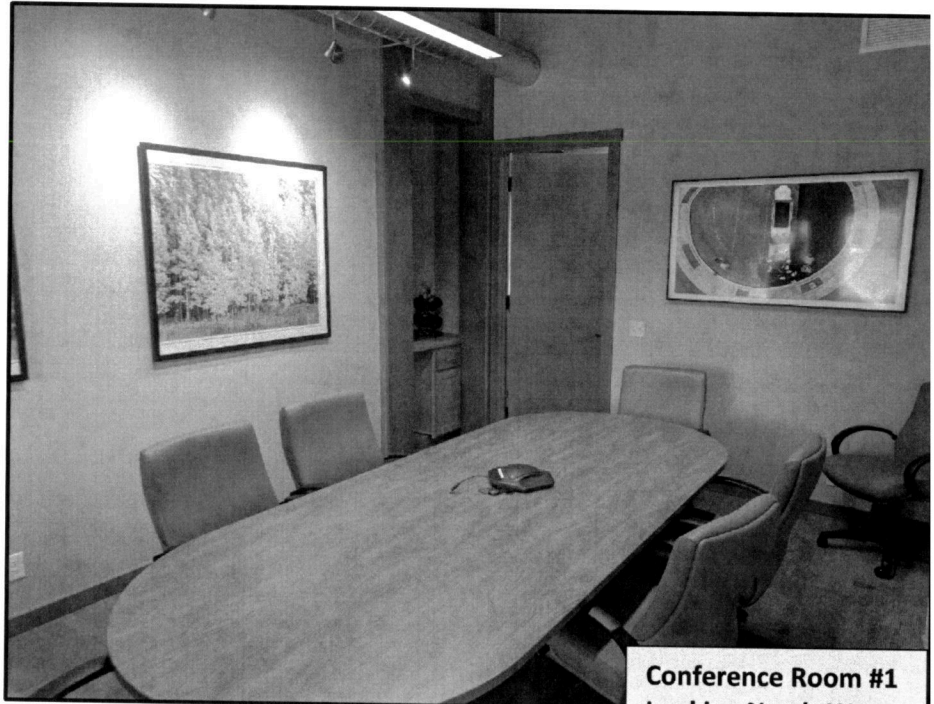
Room #2
Looking North-East



Room #2
Looking North-West

Classroom Facilities Inventory

- New Construction
- Second Floor
- In Same Building at Training Room #1
- ADA Accessible
- Flat Panel Screen
- Teleconference System
- Adjacent Meeting Area
- Adjacent Kitchen
- Adjacent (3) ADA Restrooms
- Air Conditioning



Conference Room #1
Looking North-West

Received 8/26/19 Bellingham - GWP

Teri Gardner 8-30-19

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

From WESTERN REFINERY SERVICES - LABORER

(NAME OF STANDARDS)

| Occupations | County(s) | Journey Level Wage Rate | Effective Date: |
|-------------|------------------------------------|-------------------------------|--------------------|
| LABORER | ISLAND, SKAGIT, SNOHOMISH, WHATCOM | \$27.44 | 10/1/2019 |