

January 18th, 2024



BP Whiting Contractors,

To improve contractor safety orientation, we have partnered with Three Rivers Manufacturers' Association to provide Basic Orientation Plus/Basic Orientation Plus Refresher at the bp Whiting Refinery Contractor Training Center. Bp Whiting is the last refinery in the upper Midwest to require this training and will provide consistency/efficiency to our onboarding process. It is a proven fact that facilities that require Basic Orientation Plus/Basic Orientation Plus Refresher have a better overall safety performance.

This letter is to provide notice that effective **February 1, 2024**, bp Whiting will require the Basic Orientation Plus/Basic Orientation Plus Refresher as a prerequisite to gain access to bp Whiting site-specific training. **The current prerequisite of the OSHA 10 hour will no longer be required to gain access.** As we roll this out February 1, 2024, the Basic Orientation Plus/Basic Orientation Plus Refresher will be offered here at Contractor Training Center at Mittal 27. ***However, onsite Basic Orientation Plus/Basic Orientation Plus Refresher will only be available to contractor employees that will be working at the bp Whiting Refinery.*** Any employee working outside of bp Whiting Refinery will need to attend these classes directly at the main Joliet TRMA location (1615 W. Jefferson St., Joliet, IL 60435).

Even though this training is offered at the bp Whiting Refinery the course fee and time attending the Basic Orientation Plus/Basic Orientation Plus Refresher is not billable to bp as this training is industry wide training and can be applicable to other industry requirements.

Additional Information:

1. Employees who are current with bp site specific training will not need to take Basic Orientation Plus/Basic Orientation Plus Refresher until their current bp qualification needs to be renewed.
2. How to register your employees:
 - a. <http://trma.org/wp-content/uploads/2024/01/BP-Instructions.pdf>
 - b. 1-minute video tutorials are available at <https://trma.org/link-registration-system-instructions/>
3. What days is bp offering these courses?
 - a. These courses will be offered on **Monday/Wednesday** (Additional classes will be added as demand increases)
 - i. **Basic Orientation Plus (Instructor Led)**
 1. Check in: 7:30 am-8:00 am
 - a. *No one will be let into class after 8:00 am.*
 - ii. **Basic Orientation Plus Refresher (CBT Course)**
 1. Employees able to check in between 7:30 am and 11:30 am.
 - a. *No one will be permitted to take after 11:30 am.*
4. What are the fees?
 - a. **\$58** (TRMA Members)
 - b. **\$63** (non-members)

5. How long are the classes?
 - a. **Basic Orientation Plus – 28BOP** (Initial Course)
 - i. Approximately 6.5 hours
 - b. **Basic Orientation Plus Refresher – 28BOPR** (Annual Refresher)
 - i. Approximately 2.5 hours
6. What do you need to bring with you?
 - a. Students must arrive with a valid government ID (see ID Policy below)
 - i. **ID Policy:** The student must present a valid U.S. Government issued identification card or license that contains a current photograph. This document must be unexpired or expired no longer than 60 days with valid receipt of renewal. Valid U.S. Government issued identification consists of: State Driver License, U.S. Territories, State or Federal Identification Card, State or Federal Inmate Card (includes County & Municipality) or Military Identification, TWIC card or a valid U.S. passport that contains a current photograph.
7. What will you get when you complete the Basic Orientation Plus/Basic Orientation Plus Refresher?
 - a. You will get a training card with the date of the Basic Orientation Plus/Basic Orientation Plus Refresher training. This card must be presented at the time of check in when attending bp Site Specific training.
8. The Basic Orientation Plus/Basic Orientation Plus Refresher is mandatory for all Red Badged contractors with and without PTW Roles.

Should you have any questions, please feel free to contact TRMA.

TRMA Contact:

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