Quick Reference Guide
for
BASF Sites

Contractor Compliance: Background Screening & Site-Specific Training

ISTC: Who We Are

The Industrial Safety Training Council is a 501(c)(3) Non-Profit training and education organization located in Southeast Texas. With a location in Baytown, Texas and Corporate offices in Nederland, Texas, (just south of Beaumont, Texas) ISTC delivers safety training and site specific job safety orientations to contractors, as well as the employees of 42 local Refining and Chemical plants

The roots of the organization are firmly entrenched in the highly regulated Petro-chemical and Refining industry. With cutting edge technology ISTC also responds to the challenge of other industries by applying their acquired regulatory and compliance expertise in training. The results are reductions in cost while improving the quality of required training and documentation.

The following is a "Process Overview" and a detailed "How to: Comply" for BASF contractor personnel site access requirements. This document covers ISTC enrollment, background screening and site safety training.

Process Overview:

Step #1: Set-up a Business Account with ISTC (service provider)
Step #2: Order a BCG® 2.0 Background Screen Package
BCG® 2.0 MUST be ordered prior to scheduling any further safety training courses
Step #3: Schedule Safety Training Courses:
1) Web General Safety Orientation (GSO) and
2) BASF Site Specific Training

Step #1:

How to: Set-up an account with ISTC:
Go to: https://www.istc.net/IstcGeneralEnrollmentCommon/default.aspx?CouncilName=Basf

- Fill out all the required fields and Click on "Create ISTC Account"
- Review the "Online Scheduling Agreement", enter the "captcha" code, contact name and click "I Agree"

After clicking 'I Agree' you will receive an email with your **Client Id number, Username, and Password**
You will also receive an email with information and pricing on each one of the background vendors ISTC offers. (FADV, ABI, S2 Verify)

Step #2:

How to: Enroll and Order a BCG® 2.0 background screen package:

- Go to www.istc.net; click on "Customer Workcenter"
- Login into Atlas with your, Username and Password
- Click "Profile" tab
- Click and expand the "Vendor" column
- Click on the preferred vendor then click "Enroll "
- Complete ISTC's required Billing contact field
- This will launch the vendor's account set-up and enrollment agreement

After your account has been set-up with a vendor (ABI, FADV or S2 Verify)

- Go to www.istc.net; click on "Customer Workcenter"
- Login with your ISTC Client ID, Username and Password
- Select the "Participant" or "Schedule" tab
- Search the participants social
- If no trainee appears, click on the "ADD", in the Participant tab to create a profile
- Select "location and click the add product button on the bottom of the schedule page
- Search for 09BCG hit enter on your keyboard. Then click in the box next to the code and click select.
- Within the order grid Click On "ORDER"
- Select your preferred vendor (take notice if the participant is eligible for a prior)
- Enter required county and click the Accept
- You will receive a confirmation page with a Case number
- Your background search request is complete

******Results can be found on the background vendor's contractor portal******
If the background grade meets BASF's requirements, Graded Package Grade "00", "01" or "02", you can then schedule the Web GSO and Site Specific Training.

Step #3

How to: Schedule the Web GSO and Site Specific Training

- Go to www.istc.net; click on "Customer Workcenter"
- Login into Atlas with your, Username and Password
- Select the "Participant" or "Schedule" tab
- Search the participants social
- Select Location, "BASF Remote Launcher"
- Choose the Add Product button
- Search and Select the Code, 09BASFAP or 09BASFSV, and 09GSO from the Code Box
- Once the Code is highlighted in Blue, Click on "Schedule" to the right side of the Code Box
- Change the date in the calendar box if needed
- Click in the bubble next to the desired time of class to be taken
- Then select the Book
- When you see both the Web GSO and BASF Site Specific listed in the "Course Grid" as Pending Submit, please click on "Submit Order"

The system will provide you with an order Summary page where you can enter a "Purchase Order" if desired. If not, click 'Submit' and a confirmation page with a Case number will be provided.

Step #4

How to: Use the Remote Launcher

- Go to: https://www.istc.net/P2CourseLauncherWebGatewayBasf/default.aspx
- Enter in the Username, BASF, and Password, C4t4lysts
- The Trainee will type in his/her Social Security Number
- Click on "Launch" next to Web GSO, 09GSO
- The Web GSO course is approximately 2 hours and the BASF Site Specific is approximately 40minutes.
- Once you have completed and passed the Web GSO test you will click "Launch" next to the BASF Site Specific, 09BASFAP **or** 09BASFSV
- When the Trainee passes all Scheduled Training then the facility will be able to see their classes in the "Training History" on the Trainee's Page on the ISTC Website

******If the Trainee gets out of the training program for any reason and tries to get back in, they will need to enter the 'Retake Password', 44321, to get back into the course***

*****If Trainee fails the course, the client (employer) will need to reschedule the student (Step #3 above). Trainees are allowed to retake the training twice.***

****** Minimum Requirement that your computer needs to run Remote Learning Portal.***

- ***Browsers: The latest version of Firefox and/or Chrome, At least Internet Explorer 9 or Higher (Current Newest Version of IE is 12)***
- ***No Pop up Blockers***
- ***At least a Minimal Broadband (Cable or DSL) Connection of 3Mbps Download Speed and 1Mbps Upload speed***

******For any assistance, please feel free to contact Victoria Baker with ISTC at (409)527-3389******