

PLACID REFINING COMPANY LLC.
STUDENT INTERNSHIP PROGRAM

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I. OBJECTIVE

Development of a Performance Based Student Internship that supports the goals and objectives of the BRCC Process Technology Program in an effort to prepare students for a career in the Chemical/Petroleum Industry.

II. INTRODUCTION

The Internship program will include the following criteria and job disciplines:

- **General Plant Orientation**
- **Safety Orientation and Training**
- **Environmental Awareness**
- **Quality Control Observation and Application**
- **Millwright Observation and Application**
- **Instrumentation / Electrical Observation and Application**
- **Operations Department Observation and Application**
- **Course Schedule**

III. PROGRAM GOALS

The primary goal of the Process Technology Internship Program at Placid Refinery's Port Allen Facility is to provide the PTEC student an opportunity to gain first hand knowledge and experience of the Process Operators job through observation and supervised practice.

IV. PROGRAM DESCRIPTION

The Training Department will coordinate the intern program. The percipient(s) will be assigned to an area supervisor and/or a certified employee throughout his or her intern training. The intern will spend a pre-determined period of time (see schedule) in the various job disciplines stated in Part II with the greater spent in the Operations Department.

V. PARTICIPANT SELECTION

The participant(s) will be selected from the BRCC and must be at the third semester level as outlined by the “Suggested BRCC Sequence of Course Work.”

- Participant(s) will be selected through an interview process with the final decision made by Placid Refining Co. LLC.

VI. PARTICIPANT REQUIREMENTS

- The participant must provide his/her own transportation to and from the work site.
- The student must have a positive discipline record.
- The student must have a positive attendance record.
- The student must have a proven academic record that reflects a positive attitude towards learning, reliability, dependability and respect for others.
- The student must complete a minimum of 135 hours of internship. However, Placid Refining Co. LLC reserves the right to extend the internship period to a maximum of 200 hours.

VII. INTERN INSTRUCTORS

All intern instructors will be employee(s) of Placid Refining Company LLC. Each will instruct only in their field of certification.

VIII. INTERN STUDY METHOD

The method of study used in the Intern Program will include:

- Discussion
- Demonstration
- Observation
- Guided practice and performance (where possible)

IX. INTERN STUDY MEDIA

The training media used in the intern Program will include:

- Operating Manuals
- Computer
- Procedures
- Hands On (where possible)

X. INTERNSHIP VERIFICATION

The student intern will be required to follow the work schedule assigned by Placid Refining Company LLC. Verification of the student's time spent on the job will be monitored and documented by the supervisor and by an electronic time card system.

XI. INTERN EVALUATION REPORT

Placid Refining Company will monitor the student's performance and conduct a written assessment at the end of the program. This information will be forwarded to the BRCC Program Coordinator.

Placid Refining Company is required by law to cover certain training criteria and insure subject understanding. Where this is necessary, a test will follow the training. Failure to achieve a satisfactory score will affect the degree of experience the student may engage in.

XIII. INTERN COURSE DESCRIPTION AND OUTLINE

A. General Orientation

Through discussion, tours and videos, the student will be oriented with company policies, rules, general work practices and the process units at the refinery.

1. Arrival procedures (Parking)
2. Reporting to Work (Timetable, Clocking-in)
3. Contact Person (Report To Department Supervisor / Mentor)
4. Training Program Structure
5. Plant Overview (Classroom discussion and Video's)
6. Plant Tour (Laboratory, Operations, Maintenance, Terminal)
7. Participant Responsibility in the working environment.
8. Course schedule review.

B. Safety Orientation and Training

Through discussion, tours and videos the student will be informed in the safety policies and procedures of the company.

1. General Plant Safety Rules, Policies and Procedures
2. Issue Nomex Clothing and Personal Protective Equipment (Eye and Hearing Protection.)
3. Reporting and Receiving Medical Care (On Site Medical Staff and Facility.)
4. Emergency Procedures (Employee Emergency Notification System)
5. Noise Exposures and Hearing Protection
6. Reporting instructions when absent.
7. Use of eye protection and eye wash stations

C. Quality Control Department (Laboratory)

1. The student will report to the Quality Control Department. During this course study, the student will observe and participate in laboratory testing performed by Lab Technicians. Observation and practice include:
 - a. General lab
 - b. Chromatograph Lab
 - c. Water Lab

Note: Because of the hazards associated with HF Acid, the HF Lab will not be included in the student observation and practice study.

D. Millwright Department

1. The student will report to the Millwright Department. During this course study, the student will observe and participate in both field activities and shop activities performed by the Millwright Craftsman. Observation and practice include:
 - a. Lubrication
 - b. Vibration testing
 - c. Pump alignment (cold/hot)
 - d. Trouble Shooting
 - Cooling system
 - Pump and driver noises
 - Pump and driver temperature
 - Coupling
 - Gearbox

Note: Because of the hazards associated with HF Acid, students will not be allowed in the Alkylation Unit. Shop observation only will be allowed on this equipment.

E. Instrumentation and Electrical Department

2. The student will report to the I & E Department. During this course study, the student will observe both field activities and shop activities performed by the Instrumentation/Electrical Craft. Observation and practice include:
 - a. Instrumentation
 - Assign to Instrument Technician
 - b. Electrician
 - Assign to Electrical Technician

*** Note:** Because of the hazards associated with HF Acid, students will not be allowed in the Alkylation Unit. Shop observation only will be allowed on this equipment.

F. Environmental Awareness (Training Department)

Through discussion, observation and tours the student will learn the roll of these governing bodies and the responsibility of the petroleum industry to comply with each.

1. Who are?
 - * The Occupational Safety and Health Administration
 - * The Environmental Protection Agency
 - * The Department Of Transportation
 - * The Department Of Environmental Quality
2. What are the chemical and petroleum industries doing to protect the environment?
3. How regulations imposed by these governing bodies impact the petroleum industry.
4. Observation Field Trip to include: Wastewater Plant (water treatment). Vapor Recovery Unit and Treating Units (emissions control). Truck Loading Facility (Requirements for transporting hazardous materials).

G. Operations Department

1. The student will report to the Refinery day supervisor in charge of the Area II Process Units. The student will be assigned to a certified unit operator. The training will include:
 - a. General unit overview (Walk through)
 - b. Process equipment operation and function
 - Pumps
 - Furnaces
 - Desalter
 - Exchangers
 - Towers
 - Vessels
 - Compressors
 - b. Crude Unit Process Control Parameters
 - Flow
 - Temperature
 - Pressure
 - Level

2. Product Sampling
 - Liquids
 - Gases
 - LPG
 - Proper Sample Labeling Procedure
3. Routine Rounds
 - Taking Readings
 - Draining water from process equipment
 - Verifying process parameters in the field (pressure, level, flow and Temperature).
 - Preparing equipment for repairs
 - Pump Startup / Shutdown (Centrifugal, Positive Displacement) with electric and turbine drivers.
 - Compressor Startup / Shutdown (Centrifugal, Positive Displacement) with electric and turbine drivers.
4. Cooling Tower
 - General Operations
 - Type
 - Discuss chemical treatment (algae)
 - Discuss control parameters (conductivity, ph)
 - Water Lab Testing
5. MSDS
 - Associate MSDS with unit products and vender chemicals
6. P & ID readings
 - Student will use a set of P & ID's to walk through a circuit and identify associated process equipment and instrumentation.
7. Lock-out Tag-out Procedure
 - The student will participate in a Lock-out Tag-out procedure exercise.

XIV. Intern Schedule

The participant will be required to follow the work schedule as outlined. There will be no changes or amendments without approval from Placid Refining Co. LLC and the Baton Rouge Community College.