



**STANDARDS OF APPRENTICESHIP  
adopted by**

**BOISE PAPER INDUSTRIAL PLANT PROGRAM**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
<b>INDUSTRIAL INSTRUMENT TECHNICIAN</b>	<b>17-3023.02</b>	<b>7200 HOURS</b>
<b>INDUSTRIAL MAINTENANCE ELECTRICIAN</b>	<b>47-2111.00</b>	<b>7200 HOURS</b>
<b>INDUSTRIAL MAINTENANCE MILLWRIGHT</b>	<b>49-9044.00</b>	<b>7200 HOURS</b>
<b>INDUSTRIAL MAINTENANCE PIPEFITTER</b>	<b>47-2152.01</b>	<b>7200 HOURS</b>



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Fraud Prevention and Labor Standards Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

JANUARY 16, 1975  
Initial Approval

APRIL 17, 2014  
Committee Amended

JULY 18, 2003  
Standards Amended (review)

JULY 17, 2014  
Standards Amended (administrative)

By: ED KOMMERS  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

## **BOISE PAPER INDUSTRIAL PLANT PROGRAM**

### INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

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 the 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 (Optional): **NONE**

#### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements –

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see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area covered by these Standards shall be the confines of the Boise Cascade Pulp and Paper Mill at Wallula, Washington.**

### **II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

Age: **At least 18 years of age.**

Education: **High School or GED or equivalent**

Physical: **Physically able to perform the work of the trade**

Testing: **N/A**

Other: **Must have a current and valid driver's license**

### **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 Procedures (see Part D of 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, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected 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 (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

#### **A. Selection Procedures:**

##### **1. In-Plant Personnel:**

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- a. **Only Intermediate level applicants will be hired into the Apprenticeship Program.**
  - b. **In order to consider an individual for entry into the Mechanics Package at the Intermediate level, he/she shall meet the following requirements.**
    - (1) **Successful completion of state, union, or company sponsored apprenticeship program in the trade-line applying for, or**
    - (2) **Successful completion of a military program that meets the requirements of skills within the trade-line applying for, or**
    - (3) **Successfully passing a Math course equivalent to CBC Math 084 or WWCC 066 or successfully passing an accredited asset test that proves the applicant has these math skills and Successful completion of Welding Technology courses CBC 101.1 and 103.1 or equivalent.**
    - (4) **Successfully pass the Boise Paper Standardized Aptitude Exam**
    - (5) **Candidate must be able to lift up to 50 pounds**
    - (6) **Must have willingness and desire to learn the trade selected, satisfactory work history, demonstrated learning ability within the trade-line, and ability to work without continual supervision.**
    - (7) **Successfully pass the JATC exam, 70% minimum score.**
  - c. **A candidate may take the JATC Intermediate exam while attending welding and/or math classes. The mill Standardized Aptitude Exam will be administered after a candidate's application to an open Intermediate position has been accepted.**
  - d. **Welding training and successful completion of the JATC Intermediate Test will be accepted with the candidate's application for an open Intermediate position for a three-year period. After the three-year time allowance, the candidate will be required to re-take the JATC Intermediate exam and provide evidence of sound welding skills.**
  - e. **Training materials will be made available to individuals in preparation for the JATC Intermediate exam.**
  - f. **Candidates will be interviewed, evaluated, and chosen based on the above criteria.**
2. **Exception: Out of Plant personnel:**

**When recruiting for mechanics outside the Boise Wallula Plant, the advertisement posts for journey level candidates. On occasion after review of applications and interviews there may be candidates that Boise deems**

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**qualified to hire as an Intermediate journey level worker based on the same minimum qualifications as In-Plant with the exception of taking the JATC exam prior to hiring. Upon hiring as an Intermediate, he/she will be required to pass the JATC exam and then follow through the Apprenticeship Program to journey level worker.**

### **B. Equal Employment Opportunity Plan:**

- 1. Utilize journey level workers to assist in the implementation of the sponsor's affirmative action plan.**
- 2. Grant advance standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.**
- 3. Communicate the equal opportunity policy internally to encourage understanding, acceptance, and support among all employees.**
- 4. Engage in any other such action as stated above to ensure that recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin or sex.**

### **Discrimination Complaints.**

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

## **IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

**The term of apprenticeships for each craft shall be four years (7200 hours) of reasonably continuous employment and experience in the principal operations of the trade, including the probationary period.**

## **V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

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1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that 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 of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**During the first 720 hours of employment an apprentice shall be classified as probationary. All apprentice performance issues per this standard will be subject to the committee's recommendations to management regarding discipline and/or corrective action. If an apprentice is terminated for failure to comply with Mill work rules, he/she will be cancelled from the apprenticeship program.**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

**The ratio of apprentices in each particular trade and craft shall not be more than one apprentice to every one journey level worker within the plant work force.**

### **VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the

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employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0 - 12 months</b>	<b>73.5%</b>
<b>2</b>	<b>13 - 30 months</b>	<b>77.2%</b>
<b>3</b>	<b>31 - 48 months</b>	<b>84.5%</b>

**Plus all fringe benefits as per current bargaining agreement.**

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**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and 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.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

**A. Industrial Instrument Technician: Approximate Hours**

**During the term of apprenticeship, the apprentice shall receive instruction and gain experience in all branches of the Industrial Instrument Technician trade necessary to develop a skilled and practical mechanic in accordance with the following schedule:**

- 1. Shop Arithmetic and Trade Fundamentals: .....540**
  - a. Common Fractions
  - b. Decimal Fractions
  - c. Ratio and Proportion
  - d. Square Root
  - e. Measuring
  - f. Arithmetic of Right Angles
  - g. Arithmetic of the Circle
  - h. Calculation of Area and Volume
  - i. Speed Ratios of Pulleys, Gears, and Sprockets
  - j. Blueprint Reading
  - k. Elementary Sketching
  - l. Thread Forms
  - m. Screw Fastenings
  - n. Elementary Mechanics
    - (1) Levers
    - (2) Cams
    - (3) Incline Plane, Wedge, and Screw
    - (4) Friction
    - (5) Rope Blocks
  - o. Elementary Hydraulics
  - p. Elementary Pneumatics
  - q. Elementary Physics
  - r. Elementary Chemistry
  - s. Elementary Electricity
  - t. Advanced Electronics
  - u. Basic Digital Theory
  
- 2. Use of Hand Tools: .....260**

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- a. **Wrenches - all types**
  - b. **Drills, Taps, and Dies**
  - c. **Hack Saw**
  - d. **File**
  - e. **Hammers - all types**
  - f. **Pry Bar**
  - g. **Combination Square**
  - h. **Rules and Tapes**
  - i. **Drifts, Punches**
  - j. **Cold chisels**
  - k. **Pliers and Cutters**
  - l. **Screw Drivers**
  - m. **Tube Cutting, Flaring, Bending Tools**
  - n. **Silver and Soft Soldering, Brazing**
3. **Use of Precision Tools:.....90**
- a. **Feeler Gauge**
  - b. **Dial Indicator**
  - c. **Micrometers and Calipers**
  - d. **Depth Gauge**
4. **Use of Power Tools: .....150**
- a. **Drill Press**
  - b. **Portable Drills**
  - c. **Power Hack Saw**
  - d. **Grinder**
  - e. **Pipe Threader**
  - f. **Engraving Machine**
  - g. **Cinch Anchor Driver (Must Be Licensed Operator)**
5. **Use of power Tools:.....600**
- a. **Voltmeters, Ammeters, Ohmmeters**
  - b. **Pneumatic Calibrator**
  - c. **Pressure Test Gauges**
  - d. **Transistor Checker**
  - e. **Portable Pyrometer**
  - f. **Resistance Bridge**
  - g. **Gauge Tester**
  - h. **Process Simulators**
  - i. **Cathode Ray Oscilloscope**
  - j. **Thermocouple Test Set**
  - k. **All Pressure Standards**
  - l. **Mag Flow Calibrator**
  - m. **Portable Temperature Meters**
  - n. **Freq Counter and Freq Generator**

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6.	<b><u>Rigging:</u></b> .....	40
	a. Slings	
	b. Chain Blocks	
	c. Ladders	
	d. Coffin Hoists	
7.	<b><u>Staging:</u></b> .....	40
	a. Demountable Scaffold	
	b. Telescoping Platform	
8.	<b>Trouble Shooting:</b> .....	800
	a. Test, Locate, Diagnose, and Repair Malfunctions in Instruments and Control Equipment	
	b. Complete Understanding of Process Control Equipment and Their Effect on the Processes	
9.	<b><u>Mill Process:</u></b> .....	400
	a. Complete Understanding of Mill Processes	
	b. Complete Knowledge of Steam System, as it affects equipment under the care of instrument repairmen	
	c. Complete Knowledge of Mill Air and Water Systems	
10.	<b><u>Supervision of Men of Lower Classification:</u></b> .....	100
	a. Training	
	b. Mill Rules	
	c. Mill Safety Rules	
11.	<b><u>Safety:</u></b> .....	300
	a. Tagging Out Equipment and Clearing of Completed Jobs	
	b. Ladders, Use Of	
	c. Artificial Respiration	
	d. Use and Care of Gas Masks	
	e. Precautions Around Machines	
	f. Precautions Around Overhead Work	
	g. Precautions Around Welding and Burning	
	h. Precautions Around Dangerous Chemicals	
	i. Knowledge of Hazards Due to Instrument Failure and Emergency Steps During Instrument Failure	
	j. How to Turn in a Fire Alarm	
12.	<b><u>Materials:</u></b> .....	100
	a. Identification of Metals and Plastics	
	b. Knowledge of Properties of Metals and Plastics	
13.	<b><u>Installation, Servicing, and Repair of Instruments and Automatic Controls</u></b> .....	1400

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- a. Instruments for Measuring and Control of Pressure
- b. Instruments for Measuring and Control of Temperature
- c. Instruments for Measuring and Control of Flow
- d. Instruments for Measuring and Control of Liquid Level
- e. Instruments for Measuring and Control of Specific Gravity
- f. Instruments for Measuring and Control of Speed
- g. Instruments for Measuring and Control of Thickness
- h. Instruments for Measuring and Control of Weight
- i. Instruments for Measuring and Control of Combustion Products
- j. Instruments for Measuring and Control of Moisture
- k. Instruments for Measuring and Control of Humidity
- l. Instruments for Measuring Force and Torque
- m. Instruments for Measuring and Control of Chemical Concentration (PH, Conductivity, SO<sub>2</sub>, etc.)
- n. Stock Consistency Regulators and Control of Stock Thickness
- o. Radio-Isotope Gauging, Principles and Basic Trouble Shooting
- p. Remote Transmission (Pneumatic, Electronic)
- q. Instrument Timers
- r. Photoelectric Controls
- s. Electric and Technical Counters
- t. Valve Positioners
- u. Felt and Wire Guides

14. **Installation of Tubing and Small Pipe:** .....200

15. **Assembly, Testing, Repair, and Adjusting of Control Valves:** .....500

16. **Trouble Shooting and Repair of Pneumatic and Electric Controls:** .....500

17. **Trouble Shooting and Repair of Electronic Instruments and Equipment:** .....500

18. **Silver and Soft Soldering:** .....40

19. **Brazing and Heating:** .....40

20. **Assembly, Testing, Repair, and Adjusting of Reducing Valves, Self-Actuated Regulators:** .....600

**TOTAL ESTIMATED HOURS:.....7200**

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**B. Industrial Maintenance Electrician Approximate Hours**

During the term of apprenticeship, the apprentice shall receive instruction and gain experience in all branches of the industrial maintenance electrician trade necessary to develop a skilled and practical mechanic in accordance with the following schedule:

1. **Shop Arithmetic and Trade Fundamentals:.....300**
  - a. Common Fractions
  - b. Decimals
  - c. Ratio and Proportion
  - d. Measuring
  - e. Arithmetic of Right Angles
  - f. Blueprint Reading and all types of Electrical Prints
  - g. Speed Ratios of Pulleys, Gears and Sprockets
  - h. Thread Forms
  - i. Screw Fastenings
  - j. Elementary Mechanics
  - k. Elementary Sketching
  - l. Principles of Electricity
    - (1) Electricity, Matter and Resistance
    - (2) Ohm's Law
    - (3) Series Circuits
    - (4) Parallel Circuits
    - (5) Work, Power and Energy
    - (6) Magnetism
    - (7) Inductance and Capacitance
    - (8) Meters and Instruments
    - (9) D.C. Motors and Generators (Especially Characteristics)
    - (10) A. C. Motors and Generators (Especially Characteristics)
    - (11) Rectifiers
    - (12) Amplifiers
    - (13) Voltage Regulators
    - (14) A.C. Circuits
    - (15) Lighting Circuits
    - (16) Transformers
    - (17) Three-Phase Systems
    - (18) Synchronous Motors
    - (19) Reactors
    - (20) Transistors and Transistor Circuits
    - (21) Reading and Working from Electrical Schematics
  
2. **Use of Hand Tools:.....260**

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- a. Hack Saw
  - b. Wrenches - Sockets, Spanner, and Pipe
  - c. File
  - d. Pipe Reamer
  - e. Drills, Taps, and Dies
  - f. Gear Pullers, Screw and Hydraulic
  - g. Silver and Soft Soldering
  - h. Light Welding
  - i. Burning and Heating
  - j. Hickey
  - k. Portable Bender
3. Use of Precision Tools:.....160
- a. Feeler Gauges
  - b. Wire Gauges
  - c. Dial Indicators
  - d. Micrometer
4. Use of Power Tools: .....320
- a. Pipe Bender
  - b. Drill Press
  - c. Concrete Drill
  - d. Grinder
  - e. Electric Drills
  - f. Portable and Fixed Threader
5. Use of Test Equipment: .....460
- a. Ohmmeter
  - b. Ammeter
  - c. Megohmmeter
  - d. Growler
  - e. Ground Detector
  - f. Thermometers
  - g. Voltmeter - also high voltage meter
  - h. Recording S.W. Meters
  - i. Power Factor Meter
  - j. Stroboscope
  - k. Tachometers
  - l. Vibration Analysis Equipment
  - m. Relay Test Equipment
6. Rigging: .....40
- a. Slings
  - b. Chain Falls
  - c. Jacks
  - d. Ladders

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- e. **Rope Blocks**
  
- 7. **Staging: .....40**
  - a. **Demountable Scaffold**
  - b. **Telescoping Platform**
  
- 8. **Trouble Shooting: .....1000**
  - a. **Test, Locate, and Repair Faults in Electrical Circuits**
  - b. **Test and Locate Motor Faults**
  - c. **Analysis of Cause and Effect of Failure**
  - d. **Misalignment of Equipment**
  
- 9. **Mill Process: .....250**
  - a. **General knowledge of Electrical Systems in Mill**
  - b. **Limited Knowledge of Steam System, as ft effects equipment under care of Electricians**
  - c. **Practical Working Knowledge of Paper Machine Drives**
  
- 10. **Supervision of Men of Lower Classification: .....100**
  - a. **Training**
  - b. **Mill Rules**
  
- 11. **Safety:.....300**
  - a. **Rules for Electrical Maintenance**
  - b. **Tagging Out Equipment and Clearing of Completed Job**
  - c. **Ladders, Use Of**
  - d. **Artificial Respiration**
  - e. **Use and Care of Gas Mask**
  - f. **Recognition and Care of Electrical Shock Victim**
  - g. **Hot Work - When Permitted and When Forbidden**
  - h. **Resuscitator**
  - i. **Climbing Precautions**
  - j. **Grounding Precautions**
  - k. **How to Turn in a Fire Alarm**
  
- 12. **Materials: .....60**
  - a. **Dielectric Materials**
  - b. **Bus Materials**
  - c. **Wire Size and Capacities**
  - d. **Insulation Temperatures**
  
- 13. **Line Work: .....20**
  - a. **Knowledge of Climbing Technique**
  - b. **Ability to Climb (Unless Health Prevents)**

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- c. Ability to Work in High, Hot Places
- 14. **Installation and Repair of Distribution Equipment: .....1100**
  - a. Oil Circuit Breakers
  - b. Air Circuit Breakers
  - c. Transformers and Their Connections
  - d. Current and Potential Transformers
  - e. Metering Circuits
  - f. Fuses
  - g. Pole Top Switches
  - h. Disconnects
  - i. Potheads and Underground Systems
  - j. Overload and Short Circuit Protection
  - k. Meters (Adjusting, Care and Testing)
  - l. Lightning Arrestors
- 15. **Wiring: .....1000**
  - a. Conduit Work
  - b. Wire Pulling
  - c. Splicing and Taping
  - d. General Principles and Practice of Wiring
  - e. Cable Tray Construction and Wire Pulling
- 16. **Installation and Repair of Controls: .....1100**
  - a. Changing Contractor Coils
  - b. Relays
  - c. Starters
  - d. A.C. Controls
  - e. Drum Controllers
  - f. Photoelectric Cells
  - g. Interlocks
  - h. Speed Control of D.C. Motors
  - i. Dynamic Braking
  - j. Field Application Panels
  - k. Crane Controls
- 17. **Installation and Repair of Motors and Generators: .....480**
  - a. Lubrication
  - b. Couplings
  - c. Cleaning and Drying Out
  - d. Bearings
  - e. Dismantling and Repair
  - f. Checking Air Gap
  - g. Rewedding Coils
  - h. Commutator and Slip Ring Maintenance
  - i. Brush Maintenance

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- j. Protective Devices
- k. Internal Connections

18. **Installation Maintenance Electrician:** .....100

19. **Installation and Repair of Lighting:** .....50

20. **Miscellaneous Equipment:** .....60

- a. Magnetic Brakes
- b. Limit Switches
- c. Pressure Switches
- d. Zero Speed Switches
- e. Vane and Reed Switches
- f. Proximity Switches

TOTAL ESTIMATED HOURS: .....7200

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**C. Industrial Maintenance Millwright Approximate Hours**

**During the term of apprenticeship, the apprentice shall receive instruction and gain experience in all branches of the Industrial Maintenance Millwright trade necessary to develop a skilled and practical mechanic in accordance with the following schedule:**

- 1. Shop Arithmetic and Trade Fundamentals:.....260**
  - a. Common Fractions
  - b. Decimal Fractions
  - c. Ratio and Proportion
  - d. Measuring
  - e. Arithmetic of Right Angles
  - f. Blueprint Reading
  - g. Speed Ratios of Pulleys, Gears, and Sprockets
  - h. Thread Forms
  - i. Screw Fastenings
  - j. Elementary Sketching
  - k. Elementary Mechanics
    - (1) Levers
    - (2) Cams
    - (3) Incline Plane, Wedge, and Screw
    - (4) Friction
    - (5) Rope Blocks
  - 1. Elementary Hydraulics
  
- 2. Use of Hand Tools:.....320**
  - a. Wrenches - all types
  - b. Drills, Taps, and Dies
  - c. Hack Saw
  - d. Files
  - e. Hammers - all types
  - f. Pry Bar
  - g. Gear Pullers, Screw and Hydraulic
  - h. Bearing Scraper
  - i. Reamers
  - j. Saws - all types
  - k. Steel Square
  - l. Combination Square
  - m. Rules and Tapes
  - n. Plane
  - o. Chisels and Bits
  - p. Pliers and Cutters
  - q. Level and Plumb Bob
  - r. Screw Driver
  - s. Drifts, Punches

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- t. Silver and Soft Soldering
- u. Burning and Heating
- v. Arc and Acetylene Welding
- w. Packing Pullers
- x. Gasket Cutting

3. **Use of Precision Tools:.....160**

- a. Feeler Gauges
- b. Dial Indicators
- c. Micrometers
- d. Precision Level

4. **Use of Power Tools: .....450**

- a. Drill press
- b. Chipping
- c. Portable Drills
- d. Power Hack Saw
- e. Hydraulic Press
- f. Grinder
- g. Band Saw
- h. Table Saw
- i. Jointer
- j. Bolt Threader
- k. Jack Hammer
- l. Stud Gun (Must be Licensed Operator)
- m. Impact Wrench

5. **Use of Test Equipment: .....60**

- a. Ultrasonic Sound Detector
- b. Vibration Analysis Equipment

6. **Rigging: .....100**

- a. Slings
- b. Ladders
- c. Chain Blocks
- d. Rope Blocks
- e. Coffin Hoists
- f. A-Frames and Stiff Legs
- g. Screw and Hydraulic Jacks
- h. Cable and Rope Splicing

7. **Staging: .....40**

- a. Wood Scaffolding
- b. Demountable Scaffolding
- c. Telescoping Platform

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8.	<b><u>Trouble Shooting of Mechanical Equipment:</u></b> .....	1000
9.	<b><u>Knowledge of Mill Processes:</u></b> .....	60
10.	<b><u>Supervision of Men of Lower Classification:</u></b> .....	100
	a. Training	
	b. Mill Rules	
11.	<b><u>Safety:</u></b> .....	400
	a. Tagging Out Equipment and Clearing of Completed Job	
	b. Ladders, Use Of	
	c. Artificial Respiration	
	d. Use and Care of Gas Masks	
	e. Precautions around Machines	
	f. Precautions around Overhead Work	
	g. Precautions around Welding and Burning	
	h. Precautions around Dangerous Chemicals	
	i. How to Turn on a Fire Alarm	
12.	<b><u>Materials:</u></b> .....	160
	a. Recognition and Properties of Metal and Woods	
13.	<b><u>Layout Work:</u></b> .....	100
	a. Layout of Simple Geometric Figures and Transitions	
	b. Layout, Frame and Raiser Timbers	
14.	<b><u>Power Transmission Equipment:</u></b> .....	800
	a. Belts - "V" and Flat	
	b. Chains - Roller and Silent	
	c. Gear Reducers	
	d. Sole Plates and Foundations	
	e. Adjusting Gear Clearances	
	f. Coupling Alignment	
	g. Rope Drive and Rope Splicing	
15.	<b><u>Bearings - Plain and Anti-Friction:</u></b> .....	400
	a. Identification	
	b. Inspection	
	c. Installing and Dismantling	
	d. Pouring, Scraping and Grooving of Babbitt Bearings	
16.	<b><u>Concrete Work:</u></b> .....	400
	a. Forms	
	b. Reinforcing Steel	
	c. Placing Anchor Bolts	
	d. Pouring, Settling, Surface Finishing	

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e.	Grouting	
17.	<b><u>Pumps:</u></b> .....	500
a.	General Knowledge of Operation and Types	
b.	Packing	
c.	Dismantling, Replacement of Parts and Reassembling	
18.	<b><u>Equipment Installation:</u></b> .....	800
a.	Layout	
b.	Setting of Equipment	
c.	Leveling and Alignment	
19.	<b><u>Hydraulic and Pneumatic Cylinders:</u></b> .....	150
20.	<b><u>Familiarity with Miscellaneous Mill Equipment:</u></b> .....	940
a.	Reduction Gears	
b.	Paper Machine Rolls	
c.	Hydraulic Jacks	
d.	Collapsible Shafts	
e.	Clutches and Brakes	
f.	Other Equipment	
	<b>TOTAL ESTIMATED HOURS:</b> .....	7200

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**D. Industrial Maintenance PipeFitter: Approximate Hours**

**During the term of apprenticeship, the apprentice shall receive instruction and gain experience in all branches of the Industrial Maintenance Pipefitter trade necessary to develop a skilled and practical mechanic in accordance with the following schedule**

- 1. Shop Arithmetic and Trade Fundamentals:.....300**
  - a. Common Fractions**
  - b. Decimal Fractions**
  - c. Ratio and Proportion**
  - d. Measuring**
  - e. Blueprint Reading**
  - f. Elementary Sketching**
  - g. Arithmetic of Right Angles**
  - h. Calculation of Areas and Volumes**
  - i. Arithmetic of Pipe Bends**
  - j. Pipe Offset Calculations**
  - k. Layout of Angles with Steel Square**
  - l. Knowledge of Welding Symbols**
  - m. Speed Ratios of Pulleys, Gears, and Sprockets**
  - n. Elementary Mechanics**
    - (1) Levers**
    - (2) Cams**
    - (3) Incline Plane, Wedge, and Screw**
    - (4) Friction**
    - (5) Rope Blocks**
  - o. Elementary Hydraulics**
  - p. Elementary Pneumatics**
  
- 2. Use of Hand Tools:.....520**
  - a. Wrenches - all types**
  - b. Drills, Taps, and Dies**
  - c. Hack Saw**
  - d. Files**
  - e. Hammers - all types**
  - f. Steel Square**
  - g. Rules and Tapes**
  - h. Chisels, Easy-outs**
  - i. Level and Plumb Bob**
  - j. Pry Bar**
  - k. Cutting and Reaming Pipe**
  - l. Pipe Threading**
  - m. Tube Rolling**
  - n. Gasket Cutter**

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- o. Calipers, Dividers, and Protractor
  - p. Silver and Soft Soldering
  - q. Burning and Heating
  - r. Arc and Oxygen-Acetylene Welding
3. **Use of Power Tools: .....800**
- a. Power Hack Saw
  - b. Pipe Cutting Machine
  - c. Power Pipe Threader
  - d. Drill Press
  - e. Portable Drill
  - f. Pipe Bending Machine
  - g. Friction Saw Portable Power Saw
  - h. Portable Power Saw
  - i. Grinder
  - j. Sander
  - k. Chipping Gun
  - l. Electric Welding Machine
4. **Rigging: .....100**
- a. Slings
  - b. Ladders
  - c. Coffin Hoists
  - d. Chain Blocks
  - e. Rope Blocks
  - f. Plate Clamps
5. **Staging: .....70**
- a. Demountable Scaffold
  - b. Telescoping Platform
6. **Trouble Shooting Within the Fitters Trade: .....700**
7. **Knowledge of Mill Process: .....60**
8. **Supervision of Men of Lower Classification: .....100**
- a. Training
  - b. Mill Rules
9. **Safety: .....400**
- a. Tagging Out Equipment and Clearing of Completed Job
  - b. Ladders, Use Of
  - c. Artificial Respiration
  - d. Use and Care of Gas Masks
  - e. Precautions Around Machines
  - f. Precautions Around Overhead Work

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- g. Precautions Around Dangerous Chemicals
- h. Precautions Around Welding and Burning
- i. Precautions when Arc Welding
- j. Fire Hazards
- k. How to Turn in a Fire Alarm

10. **Materials** .....360

- a. Recognition and Properties of Metal and Plastics
- b. Gasket Materials
- c. Packing Materials
- d. Lubricants, Cutting Oils, Anti-Freeze Compounds,
- e. Identification of Metals
- f. Weldability of Metals
- g. Choice of Rods
- h. Fluxes
- i. Hard surfacing Materials

11. **Layout Work:** .....400

- a. Pipe Intersection
- b. Hangers
- c. Offsets
- d. Miter Elbows

12. **Knowledge of Use of Valves, Pipe Fittings, Expansion Joints:** .....200

13. **Valve Maintenance:** .....300

- a. Dismantling, Replacing Parts, Reassembling
- b. Valve Grinding
- c. Valve Packing
- d. Adjusting of Air Operated and Motor Operated Valves, Reducing Valves, and Safety Valves

14. **Measure, Cut and Install Pipe:** .....800

- a. Screwed Fittings
- b. Flanged Fittings
- c. Welded Pipe
- d. Tubing, flared, Compression, Soldered
- e. Fabricated Thin Wall Pipe
- f. Non-Metallic Pipe (Plastic, Fiberglass, Transit, etc.).
- g. Lead Pipe
- h. Cast Iron Pipe
- i. Rubber Hose

15. **Dryer Syphons and Steam Joints:** .....250

- a. Installation and Repair of Rotating Syphons
- b. Installation and Repair of Stationary Syphons

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- c. **Installation and Repair of Steam Joints**
  
- 16. **Steam and Air Traps: .....300**
  - a. **Installation and Repair of Air Traps**
  - b. **Installation and Repair of Bucket Traps**
  - c. **Installation and Repair of Thermostatic Traps**
  - d. **Installation and Repair of Float Traps**
  - e. **Installation and Repair of Impulse Traps**
  
- 17. **Hydraulic and Pneumatic Cylinders and Control Valves: .....300**
  - a. **Dismantle, Repair, Reassemble, Install Air and Hydraulic Cylinders**
    - (1) **Piston Ring Type**
    - (2) **O-Ring Type**
    - (3) **Cup Packing Type**
  - b. **Dismantle, Repair, Reassemble, Install Air and Hydraulic Control Valves**
  
- 18. **Burning: .....300**
  - a. **Oxygen-Acetylene Torch, all material thicknesses and positions**
  - b. **Carbon-Arc and Air-Arc**
  - c. **Machine Burning**
  - d. **Other Burning Equipment**
  
- 19. **Gas Welding: .....300**
  - a. **Technique-Variou s Types of Joints and Positions**
  - b. **Hard Surfacing**
  - c. **Carbon Steel - must be capable of being certified under ASME Code for 1/2" thickness - any position**
  - d. **Copper and Alloys**
  - e. **Stainless Steel**
  
- 20. **Arc Welding: .....500**
  - a. **Technique-Variou s Types of Joints and Positions**
  - b. **Knowledge of Proper Voltage and Amperage for Various Sizes and Types of Rod**
  - c. **Any Metal, Any Position, Any Method, and Capable of being certified under A S M E Code for 7/8" thick Carbon Steel**
  
- 21. **Brazing: .....50**
  - a. **Copper and Alloys**
  - b. **Cast Iron**
  - c. **Steel**

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- 22. **Preheating and Stress Relieving:** .....50
- 23. **Familiarity with Fire Protection Equipment:** .....40
  - a. **Location of P.I. Valves, Hose Houses, Hydrants**
  - b. **Installation and Repairs to the Above**
  - c. **Fire Extinguishing Equipment**

**TOTAL ESTIMATED HOURS:                   7200**

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify):

**144** Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

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- (X) twelve-month period from date of registration.\*
- ( ) defined twelve-month school year: **(insert month)** through **(insert month)**.
- ( ) 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.*

Additional Information:

- A. These technical instruction courses must be completed by the apprentice prior to the end of the four (4) year period.**
- B. The apprentice will bring all his/her lessons together with his/her answered questions to the coordinator to be graded. Where the coordinator indicated by grading that any particular subject or portion thereof is not fully understood, the coordinator, Apprenticeship Committee, or designated representative, will review the work in question with the apprentice to assure that each phase of the apprentice's course is clarified.**
- C. The apprentice will be expected to exercise the same diligence in such work and assignments as he/she does in his/her practical mill work. The determination of apprentice's progress and fitness for the trade will be based in part upon the proficiency shown in these related activities. Progress reports of this phase of the apprenticeship will be supplied to the Apprenticeship Committee.**
- D. If an apprentice falls six (6) lessons behind in -his/her course or does not maintain a "B" or better average, he/she will be given an official warning by the Apprenticeship Committee and such apprentice will be given an additional six (6) months in which he/she must then complete the delinquent or substandard lessons while maintaining satisfactory progress on current lessons. Failure to complete such substandard or delinquent lessons will subject the apprentice to discharge from the program. Extenuating circumstances will be given careful consideration.**
- E. All time spent taking advancement tests will count as hours worked unless scheduled outside of normal testing hours at the request of the apprentice.**

### **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

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**Disciplinary Probation:** A time assessed when the apprentice's progress is not satisfactory. During this time the program 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 completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

**Suspension:** A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

**Cancellation:** Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

### **A. General Procedures**

#### **1. Training Coordinator:**

**The Company shall assign duties of training coordinator to one person who will:**

- a. Administer the program on a day-by-day basis, maintaining the contact with apprentices, supervisors and committee, necessary to assure a healthy program.**
- b. Attend Apprenticeship Committee meetings to provide information and to receive the benefits of the Apprenticeship Committee's suggestions on improvements of the program.**
- c. Keep up-to-date records on each apprentice.**
- d. Act as counselor for apprentices.**

#### **2. Responsibilities of the Apprenticeship Committee:**

**It shall be the responsibility of the Apprenticeship Committee to:**

- a. Adopt rules and regulations for the conduct of its affairs.**
- b. Hold necessary meetings and record the minutes there of.**
- c. Assure that appropriate records relating to the administration of the program are kept.**

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- d. Establish and revise as necessary standards of apprenticeship for the trades as they are constituted at the mill.**
- e. Develop test and testing procedures as applicable to the program. Employees will not be tested on equipment, which does not exist in the mill.**
- f. Establish schedules relating to on-the-job training and study training as supplemented by required courses or other available outside study.**
- g. Establish enforcement procedures for the schedules of training and standards of apprenticeship as established by this program.**
- h. Periodically review the records of apprenticeship progress and require enforcement by the training coordinator of the schedule for training.**
- i. Adjust or determine disputes arising in connection with the administration of the apprenticeship training standards.**

### **3. Rules of Operation:**

**The following rules shall govern the operation of the program:**

- a. The Company will adopt an organized plan, as far as practical, of rotating each person below journey level, through different departments and under different journey level workers, in order that they may gain the widest variety of experience in the work of their chosen trades.**
- b. Each person selected shall indicate, in writing, a desire to learn the trade and to become a journey level worker and their willingness to take through courses or other available outside schooling whatever subjects may be needed to become a qualified journey level worker.**
- c. Each apprentice shall be responsible for maintaining a record of the time spent on each work process and in related and supplemental instruction pursuant to the rules of the Apprenticeship Committee.**
- d. Progress and qualifications of each mechanic below the grade of journey level will be periodically reviewed at intervals of not more than six (6) months. If the employee so desires, he/she may have a Union Mechanic's Committee representative present at the time his/her progress report is discussed. Records of reviews shall be maintained.**

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- e. **The progress and qualification of each apprentice will be reviewed by the Apprenticeship Committee at any time during each six (6) month interval at the request of the apprentice, or his/her supervisor, or a member of the Apprenticeship Committee. Records of reviews shall be maintained.**
- f. **The Apprenticeship Committee shall consider the apprentice's previous on-the-job experience and training and prior schooling in the trade, and to the extent warranted, may propose to management the shortening of the term of apprenticeship.**
- g. **The apprentice shall be tested at each interval of the Apprenticeship program. The test shall be administered and graded by the Company and the results will be made subject to the review conducted in accordance with d and e above.**

#### **4. Company Responsibilities:**

**It shall be the responsibility of the Company to:**

- a. **Administer the taking and grading of all tests.**
  - b. **Provide, insofar as practical, diversified training in a trade as it is constituted at the mill, and to that end, rotate and assign an apprentice to different areas under different journey level workers within the chosen trade in order that he/she may gain the widest possible variety of experience.**
  - c. **Certify each step of the apprenticeship program. Upon completion of the Apprenticeship Program and recommendation of the Apprenticeship Committee, a completion certificate shall be issued by the Apprenticeship Committee.**
  - d. **Provide assistance when required during training periods by the training coordinator and/or his qualified representative in response to the needs of the program.**
  - e. **Reimburse the apprentice after satisfactory completion of study courses and upon presenting evidence of satisfactory completion of a course and a receipt for payment.**
- 5. During the first 720 hours of employment after an apprentice has been assigned, he/she will be classified as probationary on the crew and can be removed from the crew at any time during that period.**

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**This 720 hour probationary period may be extended, by mutual agreement, an additional 720 hours. Prior to removal from the crew of any such probationary apprentice because of his/her performance, the mechanics committee will notify Management of the intended action and the justification there of.**

**If such applicant is transferred to the mechanical crew from another department in the plant, he/she will retain seniority in the department from which he/she transferred for a period of ninety (90) days or one hundred eighty (180) days as applicable and will return to the job from which he/she transferred if removed from the mechanical crew. During the probationary period the mechanics committee will determine as quickly as is practical whether or not the apprentice has the aptitude and other attributes necessary to become a journey level worker.**

- 6. The progress and qualifications of each apprentice will be periodically reviewed at intervals of not more than six (6) months. Records of the results of these reviews will be maintained and will, at his/her request, be discussed at six (6) month intervals. Whenever such a review of such an apprentice has been completed, the committee shall notify him/her in writing, with a copy to the Local Union, calling attention to the completion of such review and his/her right to request a discussion of it. If the employee so desires, he/she may have a Union Mechanic's Committee representative present at the time his/her progress report is discussed.**
- 7. The employer will adopt an organized plan as far as practical of rotating each apprentice through different departments and under different journey level workers, in order that he/she may gain the widest variety of experience in the work of his/her chosen trade.**

### **Rotation of Apprentice:**

**The apprentice shall be rotated through all departments. For the purpose of this program, the mill has been divided into six (6) areas.**

**a. AREA #1 - #1 and #2 PAPER MACHINES - Area will include:**

- (1) Stock Preparation Departments**
- (2) Paper Machines**
- (3) Waste Paper Processing**
- (4) Market Pulp Baling Department**
- (5) Shipping Department**
- (6) Yard and Shop**

**b. AREA #2 - #4 PAPER MACHINE - Area will include:**

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- (1) Stock Prep**
- (2) Paper Machine**
- (3) Shipping Department**
- (4) Yard and Shop**

**c. AREA #3 - PULP MILL - Area will include:**

- (1) Chip Unloading and Handing**
- (2) Pulp Mill (Kraft)**
- (3) Pulp Mill (NSSC)**
- (4) Yard and Shop**

**d. AREA #4 - RECOVERY AREA - Area will include:**

- (1) Evaporation**
- (2) Recoveries**
- (3) Power Boilers**
- (4) Yard and Shop**

**e. AREA #5 - DIGESTER/BLEACHING - Area will include:**

- (1) Kamyr**
- (2) M & D Digester**
- (3) Bleach Plant**
- (4) Yard and Shop**

**f. AREA #6 - CHEM PREP - Area will include:**

- (1) Causticizing**
- (2) Lime Kiln**
- (3) SVP Plant**
- (4) Yard and Shop**

**8. Apprentice's Hours and Supervision:**

**The basic work day and work week for apprentices shall be the same as that of a journey level worker and the apprentices shall be subject to the same conditions; including, but not limited to: accepted work rules pertaining to all safety codes, dependability, and reliability, extensive tardiness or absenteeism. Upon proper and legal review by the Apprenticeship Committee, the apprentice may be canceled from the apprenticeship program for failure to abide by these work rules. At no time will an apprentice be permitted to work without being under the supervision of a journey level worker.**

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**The supervisor of apprenticeship shall receive a document compiled by the Boise Cascade Apprenticeship Committee which has a copy of all forms used by the Committee for evaluation of the apprentice and a complete lesson description for each craft. A copy of this document shall also be given to each apprentice after he/she begins training.**

### B. Local Apprenticeship Committee Policies

NONE

### C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

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Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

### **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or 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. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

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Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
  - Authorization of Signature forms - as necessary
  - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
  - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
  - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
  - Journey Level Wage Rate – annually, or whenever changed
  - Request for Revision of Standards - as necessary
  - Request for Revision of Committee - as necessary
  - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
  - On-the-Job Work Hours Reports (bi-annual)
    - 1st half: January through June, by July 30
    - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
  - Sponsor's introductory statement (if applicable)
  - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - Section VII: Apprentice Wages and Wage Progression
  - Section IX: Related/Supplemental Instruction
  - Section XI: Committee - Responsibilities and Composition (including opening statements)
  - Section XII: Subcommittees
  - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. 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.

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### **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 the related/supplemental instruction 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.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. 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.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, 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 sponsor 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 sponsor or 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.
  5. 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.
  6. Hear and adjust all complaints of violations of apprenticeship agreements.

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7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

### D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

### E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

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; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **INDIVIDUAL JOINT**

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**The Apprenticeship Committee shall consist of eight (8) members equally represented by Boise Cascade and Local #69.**

The employer representatives shall be:

**Lupe Mendoza, Chairman  
PO Box 500  
Wallula, WA 99363**

**Larry Cooley  
PO Box 500  
Wallula, WA 99363**

**Tammie Hagen  
PO Box 500  
Wallula, WA 99363**

**Alan Umemoto  
PO Box 500  
Wallula, WA 99363**

**Isaac Nollette, Alternate  
PO Box 500  
Wallula, WA 99363**

The employee representatives shall be:

**Mike McLaughlin, Secretary  
PO Box 500  
Wallula, WA 99363**

**Jeff Gaunt  
PO Box 500  
Wallula, WA 99363**

**Steven Pavel  
PO Box 500  
Wallula, WA 99363**

**John Ketterling  
PO Box 500  
Wallula, WA 99363**

**David Rae, Alternate  
PO Box 500  
Wallula, WA 99363**

**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 approved by the main committee.

**NONE**

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### **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.

**Lupe Mendoza, Training Coordinator**  
**PO Box 500**  
**Wallula, WA 99363**