• OSHA requires employers to maintain an inventory of hazardous materials.

• The LLE Beryllium Tracking Database (BTD) provides an efficient means of tracking, locating, and recording disposition of Beryllium.

• All Beryllium users should be familiar with the workflow described in this manual.
Summary

• Beryllium Tracking Database locations
• Beryllium definitions
• Beryllium Tracking Database flowchart
• Locating inventory
• Transaction history
• Editing inventory items
• Transferring inventory location
• Database access
• Adding new inventory
• Disposal
The Beryllium Tracking Database can be found at these locations

Database locations:
- OMEGA Operations > "Operations"
- EP Operations > "Operations"
- LLE Safety Zone
Beryllium articles are treated as a subset of beryllium items

- **Items** include foil, film, stalk, or other shapes that may need to be wet-crimp-cut to size
- **Articles** are *items* that are pre-cut and ready to be used
The Database workflow for Beryllium handling and procedures

Beryllium need identified

- Article in DB?
  - Yes: Log transfer from storage location
  - No: Stock in DB?
    - Yes: Able to wet-crimp-cut?
      - Yes: Log transfer from storage location
      - No: Order article
    - No: Order article

- Stock in DB?
  - Yes: Log transfer from storage location
  - No: Able to wet-crimp-cut?
    - Yes: Log transfer from storage location
    - No: Cut in Be workstation

- Log & return excess to central storage
- Log & Dispose Hazardous Waste
- Campaign
The BTD “Inventory” tab generates a report based on either location or item

- **Location inventory** – generates an inventory report for each room authorized to contain beryllium
- **Item inventory** - item location can be searched either by item number or by using the “Find Item” link
A specific piece of beryllium can be found using many criteria in the “FindItem” tab.

Search by:

- **PDM number**
- **CAS number**
- **Dimensions** - allows the user to search by size parameters
- **Descriptor**
The ‘Transactions’ link will generate a transaction history report for a specific item.
The ‘History’ tab can also provide a transaction report

Populating information to any one of the criteria boxes produces a transaction report for that item.
Information for a specific piece of beryllium can be edited in the “FindItem” tab

The PDM number and descriptor can be added to the existing item
“Find Item” links are located in the “Inventory” tab and the “Transfer” tab.
Selecting “location” or “area” link in the ‘FindItem’ tab will auto-fill information to perform a Transfer

- Click on the location or area hyperlink to indicate the item to be transferred
- Quantify how many items you would like to transfer and select the destination location
The “Transfer” tab is used to move beryllium from one database location to another.

After the transfer has been submitted, the transaction is complete.

![Beryllium Tracking Database](image)
Only approved users of beryllium are allowed to access the database

Personnel access will be maintained by the Mechanical Engineering Procurement Specialist (MEPS) and consist of:

- **Users** - Anyone who transfers and receives beryllium articles
- **Database Administrators** – those who are allowed to add and remove users
- **Officers** - Safety Officers
- **Mechanical Engineers** - Mechanical engineers who are involved with beryllium design and development

![Beryllium Tracking Database](image)
The ‘Location’ tab provides the rooms authorized to contain beryllium.

This tab provides the room number, description of the room, and storage area(s).
Only the Mechanical Engineering Control Specialist can enter new items into the BTD

- In the “Transfer” tab select the source "Materion"
- Select “Find Item” to enter the dimensions of a new article

*Materion is the beryllium manufacturer used by LLE- 44036 South Grimmer Blvd, Fremont, CA 94538*
“Add Item” in the “FindItem” tab will allow the information of a new item to be entered

- Select “Add Item”:

- Enter relevant information

- Click “Create Item”
Use the “Transfer” tab to dispose of items

To discard an item, perform a “Transfer” and select “Disposal” as the destination
The reconciliation process ensures that the reported amount of beryllium in each area matches the physical inventory and provides an opportunity to make database corrections.

These updates also refresh the LLE Chemical Inventory Database.