



**Open Range**  
SOFTWARE

## **User Manual**

# **CTS350: Beryllium Registry**

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# Introduction

## What is the CTS Beryllium Program?

The CTS Beryllium Program is an extension of the CTS Industrial Hygiene Program that is designed to help facilitate your compliance with DOE 10 CFR Part 850: Chronic Beryllium Disease Prevention Program (CBDPP).

## DOE Beryllium Registry

The CTS Beryllium Program facilitates sending industrial hygiene information (e.g., exposure assessment measurements, exposure controls, etc.) to the national Department of Energy (DOE) beryllium registry that has been established to collect and maintain information on workers who are exposed to beryllium.

# Chapter 1 – Export Data Beryllium Registry

The following steps are an overview of the process used to export industrial hygiene exposure data to the registry.

### Step 1: Beryllium Questionnaire

**CTS883: Beryllium Questionnaire**, located in the *Worker Portal*, is a screening tool wherein workers answer exposure related questions. These answers help to identify involvement in current or past beryllium activities. If exposure is indicated, the request is processed through [CTS350: Beryllium Registry and Work History Export](#) (See Chapter 2).

### Step 2: Identify Beryllium-Associated Workers

#### Prerequisites to perform this step:

- Determine how a unique identifier will be assigned to individuals – through the CTS program or by your medical department.
- Enter or import

Working with your medical department you will create a list of all *potential* beryllium-associated workers at your site. To protect confidentiality, each of these workers will be assigned a unique personal identifier for use in the registry instead of the person's name and social security number.

You will then flag which of the people from this list are on your current beryllium roster. Only sampling data from workers on this roster will be considered for export to the registry.

### Step 3: Select the Beryllium Registry Reporting Agent

#### Prerequisites to perform this step:

- Verify that the name of the agent you want to select exists in the CTS Master Hazard List. If it does not already exist in this list, you must add it to the Master Hazard List before performing this step.

If not already done, you will need to select the beryllium registry reporting agent to be used for your organization. Examples of how this might be set are 'BERYLLIUM AND BERYLLIUM COMPOUNDS, AS BE' as specified in the OSHA Permissible Exposure Limit (PEL), or it may be set to simply 'BERYLLIUM'. The main goal is to keep whatever name you choose consistent over time and use this agent when collecting and reporting your personal air monitoring results.

Once this agent's name has been selected it should typically not be changed.

## **Step 4: Build the Registry Review Set and Create the Registry Export**

### **Prerequisites to perform this step:**

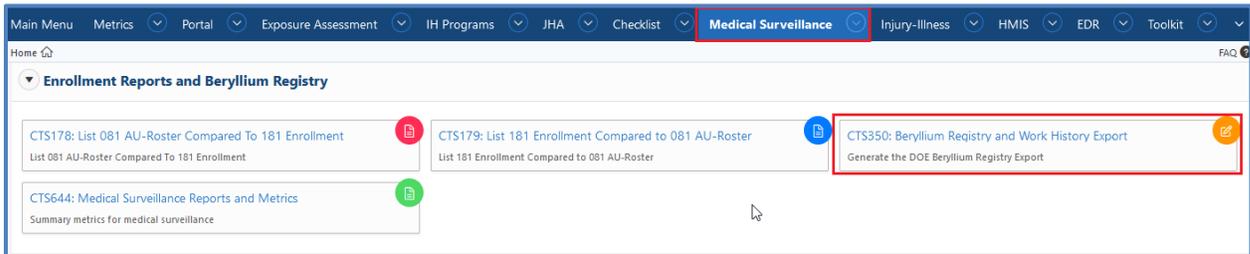
- Collect and enter (and lock as appropriate) sampling information.
- Update the Beryllium Roster as appropriate every six months
- Enter any desired conversions for your sampling data into the Process, Operation and Task of the Registry.

Every six months (January and June) it is a requirement to export available sampling data to the Beryllium registry and provide this export to the appropriate managing group of the national database.

# Chapter 2 – CTS350: Beryllium Registry and Work History Export

To export data to the DOE beryllium registry, navigate to the *Enrollment Reports and Beryllium Registry* submenu under the **Medical Surveillance** menu.

Click the **CTS350: Beryllium Registry and Work History Export** button.



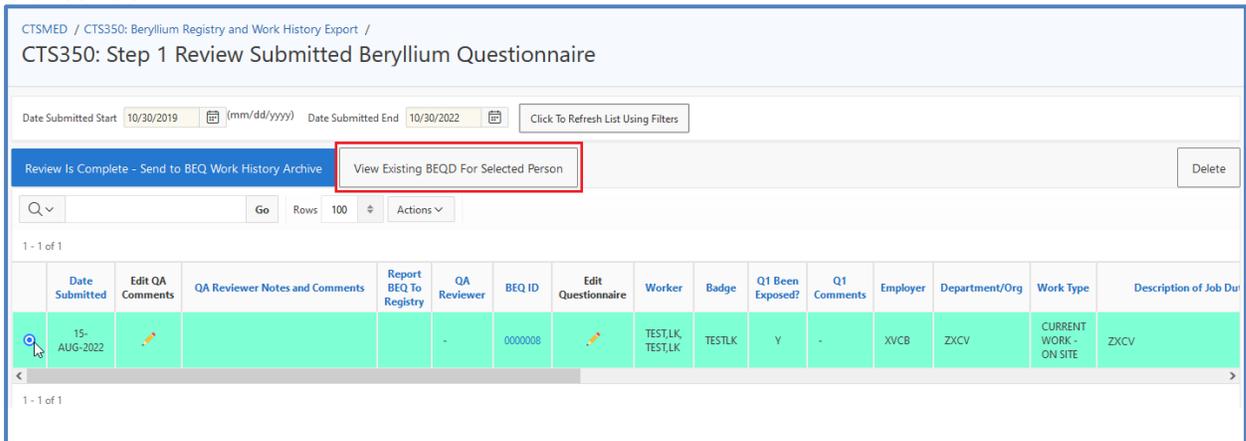
Each of the steps shown in the above window are described in greater detail in the sections below.

# Step 1: Review Submitted Beryllium Questionnaire

Use calendar buttons to select date range to display.

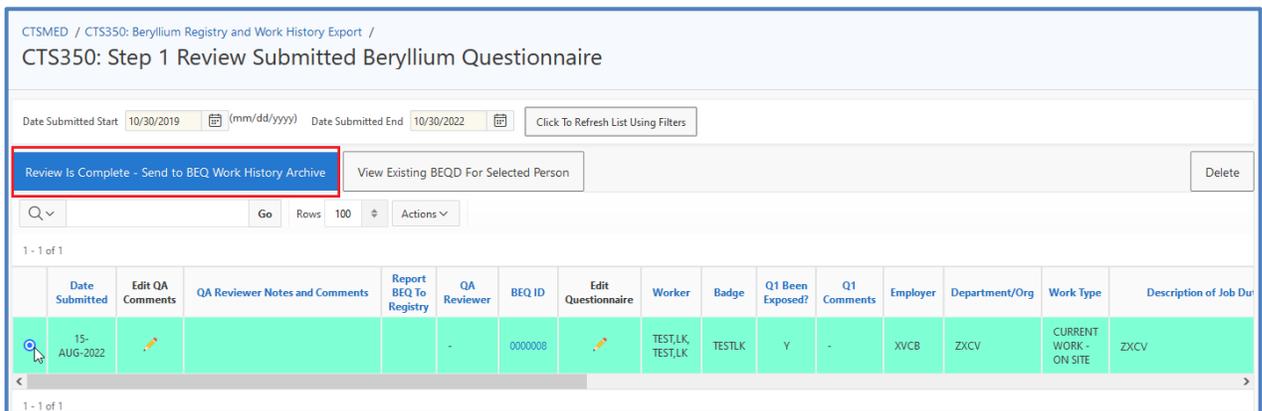
Click a radio button to select a questionnaire.

Click the **View Existing BEQD For Selected Person** to review the submitted questionnaire in a new browser tab.



Use edit pencil to edit details in *Edit QA Comments* and *Edit Questionnaire* columns.

Once the review is complete, click the **Review Is Complete – Send to BEQ Work History Archive** button. Click **OK** in alert box to confirm.



# Step 2: Validate Roster and Unique ID List

The CTS Beryllium Worker List represents a list of all beryllium-associated workers at your site. Each of these people will be assigned a unique identifier when they are added to the beryllium worker list to protect their confidentiality.

Each of the people listed on this worker list is a potential candidate for the beryllium roster. The CTS Beryllium Roster represents those people whose personal breathing zone beryllium exposure monitoring records should be exported to the beryllium registry.

**Note:** If you have already assigned a Unique ID for your personnel records to ensure confidentiality when exporting data to the registry your CTS Administrator should disable the Add and Remove buttons. In this case you will simply need to ensure that all personnel records that should be on the roster are flagged as such.

To add a person on this list to the beryllium roster, click the radio button to select the worker, then click the **Set On/Off Roster** button.

CTSMED / CTS350: Beryllium Registry and Work History Export /  
CTS350: Step 2 Validate Roster and Unique ID List

Add Worker to Unique ID List Edit ID and Dates Report **Set On/Off Roster** Hide Remove Checked Workers From Roster

ALL

Go Rows 100 Actions

1 - 1 of 1

	<input type="checkbox"/>	Edit ID and Dates	Last Name	First	Middle	Badge	Unique ID	On Roster	Export Status	First BE Start Date	Last End Date for BE Work	Hide	Gender
	<input checked="" type="checkbox"/>		WORKER,PP	WILLIAM	-	WKRBADGE	000000002	Y	New	-	-	-	F

1 - 1 of 1

### Step 3: Update Sample Conversion Tables

The registry conversion tables represent a set of business rules to determine how beryllium samples will be transformed to ensure that data transmitted to the beryllium registry is unclassified and non-sensitive. This also helps ensure that data provided to the registry does not contain unnecessary details that may make analysis of the data more difficult or less useful.

Only one business rule is mandatory: You must define how the program should translate your CTS Site code to the site code assigned to your organization by the registry. All other business conversions are optional.

Expand submenus to edit conversion table configuration.

CTSMED / CTS350: Beryllium Registry and Work History Export /  
CTS350: Step 3 Update Sample Conversion Tables

- ▶ Registry Reporting Agent
- ▶ ND Result and Location Detail
- ▶ Site - Method - APF
- ▶ Process Field For Registry
- ▶ Operation Field For Registry
- ▶ Task Field For Registry
- ▶ Conversion Priority

## Step 4: Create Sample Holding Table

Using selected dates and buttons, you can create a sample holding table.

CTSMED / CTS350: Beryllium Registry and Work History Export / CTS350: Step 4 Create Sample Holding Table

Start Date For Sample Search  End Date For Search

A.) Show Samples that DO NOT MEET requirements (fix or exclude) B.). Show Samples that MEET requirements (if list is good go to C)

C.) Moved Checked Records To Export Holding Table

## Step 5: Export Holding Table Samples To Registry

Click a record to select.

Click the **Move Checked Records to Archive (Create export file first, then check and Move to Archive)**.

CTSMED / CTS350: Beryllium Registry and Work History Export / CTS350: Step 5 Export Holding Table Samples To Registry

Go Rows 100 Actions

1 - 1 of 1

<input type="checkbox"/>	Edit Keys	Export Date	Badge	Site Code	Unique ID	Location Code	Room Area	Process	Operation	Task	Actual Exposure	<	Volume (liters)	8hr TWA Result	Exposure Method	Sample Method	Analytical Method	Exposure Time	Sample ID	Sample Date
<input checked="" type="checkbox"/>		-	WKRBADGE	12	000000003	AREA 1	AREA 1	PRODUCTION	PRODUCTION	PRODUCTION	.22	Y	600	0	PERSONAL SAMPLING	NIOSH 7300	NIOSH 7300	300	14-JAN	01-DEC-2020

1 - 1 of 1

## Steps 6 – 8

Steps 6 – 8 contain processed records.

CTSMED / CTS350: Beryllium Registry and Work History Export

ID and Work History Entry and Export

- [CTS350: Step 1 Review Submitted Beryllium Questionnaire](#)
- [CTS350: Step 2 Validate Roster and Unique ID List](#)
- [CTS350: Step 3 Update Sample Conversion Tables](#)
- [CTS350: Step 4 Create Sample Holding Table](#)
- [CTS350: Step 5 Export Holding Table Samples To Registry](#)
- [CTS350: Step 6 View Sample Export Archive](#)
- [CTS350: BEQ Work History Archive](#)
- [CTS350: BEQ Review - Comparison to CTS403 and CTS181](#)