Visiting Researcher Instructions:

Welcome to TUNL! Please complete the following information at your earliest convenience prior to arriving at TUNL. This will minimize the delay required before you will be given access to the research areas in TUNL.

**Duke Unique ID Request**

You will need a Duke Unique ID to access the laboratory and offices after hours. A Duke Unique ID is a number that identifies you in the Duke systems. You can request a Duke Unique ID by emailing the Program Director of Research, Shaun D. Diehl, M.Ed. / M.S / RAA at shaun.diehl@duke.edu:

1. Full Name (First Middle and Last):
2. Preferred Email Address
3. Home Institution
4. Sponsor
5. Scope of Work
6. Anticipated dates of work

Do this immediately as you will need the Unique ID number to complete many of the remaining required items. We will then request your account creation with the Office of Information Technology. Once the request has been made you will receive an email from OIT that will ask for more information to complete the process. Upon arrival, we can then email or supply you with a physical letter to take to the card office to get your Duke Card, which is a physical ID card that allows access to buildings and lab areas. Upon arrival you can check in with:

Shaun D. Diehl, M.Ed. / M.S / RAA. Located in Office 125 FEL Laboratory or June Tirpak BS / RAA / AGM / CRA, located in Office 414 of the TUNL Nuclear Building:

Email: shaun.diehl@duke.edu
Email: jmt29@duke.edu

In order to have access to the Labs you must complete online safety training. Please visit [www.safety.duke.edu](http://www.safety.duke.edu) and authenticate using your NetID and password.
Required Training and Certification

For All Unsupervised Researchers in the Laboratory

1) These are available online at: www.safety.duke.edu
   a) You will need your Duke NetID to log into this system.
   b) TUNL Radiation Safety Training https://vmw-oesoapps.duhs.duke.edu/onlinetraining/RS105/
   c) DFELL Radiation Safety Training https://vmw-oesoapps.duhs.duke.edu/onlinetraining/RS106/
2) Personal Monitoring Badge Wearer Training – Annually
   a) https://vmw-oesoapps.duhs.duke.edu/OnlineTraining/RS122/
3) Fire/Life Safety – Annually
   a) https://vmw-oesoapps.duhs.duke.edu/OnlineTraining/FS200W/
4) General Laboratory Safety Training – Annually
   a) https://vmw-oesoapps.duhs.duke.edu/OnlineTraining/LABS/
5) Lockout / Tagout for Affected Employees – Initial One Time Training
   a) https://vmw-oesoapps.duhs.duke.edu/onlinetraining/GS148/
6) Hazard Communication for Laboratory Personnel – must update Annually
   a) https://vmw-oesoapps.duhs.duke.edu/OnlineTraining/LABS101U/
   b) https://vmw-oesoapps.duhs.duke.edu/OnlineTraining/LABS101O/

Visiting Researchers to TUNL/LENA/FEL who are staying less than 30 days will use a pocket dosimeter. Dosimeter Badge will be issued if your work will be longer than that or ongoing. Please contact the Program Director of Research, Shaun D. Diehl, M.Ed. / M.S / RAA at shaun.diehl@duke.edu.

7) Duke University Research Laboratory, you may also have to complete several other safety-training modules, depending on the scope of your work. The Lab Safety Officer will identify these if needed. They are available online at: https://www.safety.duke.edu/
   • Ergonomics Overview – if applicable must update every 3 years
   • Laser Safety – if applicable must update every 3 years
   • RAM Handling for TUNL & FELL – Annually
     a. https://vmw-oesoapps.duhs.duke.edu/onlinetraining/RS133/

Once you have completed the required safety training, notify:

Shaun D. Diehl, M.Ed. / M.S / RAA. Located in Office 125 FEL Laboratory or June Tirpak BS / RAA / AGM / CRA, located in Office 414 of the TUNL Nuclear Building, they will authorize your access to the research areas.
List of Contacts for these Instructions

Shaun D Diehl, M.Ed., M.S., RAA. – (919) 660-2681 shaun.diehl@duke.edu

June Tirpak, B.S., RAA., AGM., CRA. – (919) 660-2600 jmt29@duke.edu

TUNL IT Department – problem@tunl.duke.edu

OIT (Duke Unique and NetID’s) – (919) 684-2200 https://oit.duke.edu/help
DFELL - H♭γS Facility