

# Triangle Universities Nuclear Laboratory

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## Visiting Researcher Check-In 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 Sponsored Guest account to access the online safety training and in order to get a Duke Visitor ID Card.** Once those have been completed your card can be coded to access controlled lab areas. A Duke guest account is comprised of a Duke Unique ID number and a NETID. The Duke Unique ID is a number that identifies you in the Duke systems. The NETID is your username to access electronic resources at Duke, including the online safety training modules. You can use the web form here to initiate the application process: <http://www.tunl.duke.edu/documents/forms/DUID.php>

Do this **immediately** as you will need the Unique ID number to complete many of the remaining required items. Matthew Paul 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, Matthew Paul can then email or supply you with a physical letter to take to the card office to get your DukeCard which is a physical ID card that allows access to buildings and lab areas. Upon arrival you can check in with:

Matthew Paul / Staff Assistant, located in Room 125 of the FEL Building (919) 660-2681, or email [mpaul@tunl.duke.edu](mailto:mpaul@tunl.duke.edu) .

In order to have access to the Labs you must complete online safety training. The only way to access this training online is to authenticate using your NetID and password.

## Required Training and Certification

### For All Unsupervised Researchers in the Laboratory

- 1) **TUNL and/or DFELL Radiation Safety Quiz.** This is available online at: <http://www.safety.duke.edu/radsafety/> . Look on the upper left side of the page under TRAINING & REPORTS>Online Training. You will need your Duke NetID to log into this system. You **MAY NOT ENTER OR WORK** in the laboratory unless you have passed this quiz.
- 2) Fill out the boldface sections of the badge application [http://www.tunl.duke.edu/documents/public/TUNL\\_Safety\\_Docs/dosimetry\\_request.pdf](http://www.tunl.duke.edu/documents/public/TUNL_Safety_Docs/dosimetry_request.pdf) and return it to the TUNL Radiation Safety Manager. You will be issued a TLD on passing the quiz. If you have been issued a dosimeter elsewhere in the past, please complete the request for exposure history and send this completed form to the Radiation Safety Manager. [http://www.tunl.duke.edu/documents/public/TUNL\\_Safety\\_Docs/exposure\\_hist\\_release.pdf](http://www.tunl.duke.edu/documents/public/TUNL_Safety_Docs/exposure_hist_release.pdf)

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- 3) **To work in any Duke University Research Laboratory**, you must complete several safety training modules. They are available online at: <http://www.safety.duke.edu/OnlineTraining/Default.asp> .
1. **General Laboratory Safety Training** – must update every 3 years
  2. **General Chemical Safety** – must update every 3 years
  3. **Fire/Life Safety** – must update annually
  4. **Ergonomics Overview** – must update every 3 years
  5. **Laser Safety** – *if applicable* must update every 3 years
- In addition, to work in any TUNL Research Area you must also take:**
6. **TUNL and/or FEL Laboratory Radiation Safety** – must update every 3 years
  7. **Lockout/Tag out for Affected Employees** – required one time only

Once you have completed the required safety training, notify Matthew Paul or Chris Westerfeldt and they will authorize your access to the research areas.

**If you would like a TUNL email account, please fill out the computer account application at:**

<http://www.tunl.duke.edu/documents/forms/TUNLComputerAccount.php>

**If you have any problems or question with this page email to:** [problem@tunl.duke.edu](mailto:problem@tunl.duke.edu)

## List of Contacts for these Instructions

Matthew Paul – (919) 660-2681 [mpaul@tunl.duke.edu](mailto:mpaul@tunl.duke.edu)

Chris Westerfeldt , TUNL Radiation Safety Manager (RSM) – (919)660-2545 [cwest@tunl.duke.edu](mailto:cwest@tunl.duke.edu)

Pat Wallace, DFELL RSM – (919) 660-2661 [patwalla@fel.duke.edu](mailto:patwalla@fel.duke.edu)

TUNL IT Department – [problem@tunl.duke.edu](mailto:problem@tunl.duke.edu)

OIT (Duke Unique and NetID's) – (919) 684-2200 <http://oit.duke.edu/help/index.php>