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 use the web form here: http://www.tunl.duke.edu/documents/forms/DUID.php

1. Full Name (First Middle and Last):
2. Preferred Email Address
3. Home Institution
4. Sponsor

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 Diehl, M.ED. Located in Office 125 FEL Laboratory or June Tirpak, located in Office 420 of the TUNL Nuclear Building: email shaun.diehl@duke.edu; jmt29@tunl.duke.edu

In order to have access to the Labs you must complete online safety training. Please visit www.safety.duke.edu and 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. These are available online at: [www.safety.duke.edu](http://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/](https://vmw-oesoapps.duhs.duke.edu/onlinetraining/RS105/)
   c) DFELL Radiation Safety Training [https://vmw-oesoapps.duhs.duke.edu/onlinetraining/RS106/](https://vmw-oesoapps.duhs.duke.edu/onlinetraining/RS106/)
2) Personal Monitoring Badge Wearer Training – Annually
   a) [https://vmw-oesoapps.duhs.duke.edu/OnlineTraining/RS122/](https://vmw-oesoapps.duhs.duke.edu/OnlineTraining/RS122/)
3) Fire/Life Safety – must update annually
   a) [https://vmw-oesoapps.duhs.duke.edu/OnlineTraining/FS200W/](https://vmw-oesoapps.duhs.duke.edu/OnlineTraining/FS200W/)
4) General Laboratory Safety Training – must update every 3 years
   a) [https://vmw-oesoapps.duhs.duke.edu/OnlineTraining/LABS/](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/](https://vmw-oesoapps.duhs.duke.edu/onlinetraining/GS148/)

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. IF you qualify for a radiation Dosimeter Badge please fill out the boldface sections of the badge application at [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.

6) **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/](https://www.safety.duke.edu/)
   1. Ergonomics Overview – *if applicable* must update every 3 years
      a. [https://vmw-oesoapps.duhs.duke.edu/onlinetraining/ER200/](https://vmw-oesoapps.duhs.duke.edu/onlinetraining/ER200/)
   2. Laser Safety – *if applicable* must update every 3 years
   3. RAM Handling for TUNL & FELL – Annually
      a. [https://vmw-oesoapps.duhs.duke.edu/onlinetraining/RS133/](https://vmw-oesoapps.duhs.duke.edu/onlinetraining/RS133/)
   4. Hazard Communication for Laboratory Personnel – *if applicable* must update Annually
      a. [https://vmw-oesoapps.duhs.duke.edu/onlinetraining/LABS101O/](https://vmw-oesoapps.duhs.duke.edu/onlinetraining/LABS101O/)

Once you have completed the required safety training, notify:

Shaun D. Diehl, M.Ed., June Tirpak, and 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:


If you have any problems or question with this page email to: problem@tunl.duke.edu

List of Contacts for these Instructions

Shaun D Diehl, M.Ed. – (919) 660-2681 shaun.diehl@duke.edu
Chris Westerfeldt, PH.D. – (919) 660-2545 cwest@tunl.duke.edu
Pat Wallace, PH.D., RSM – (919) 660-2661 patwalla@fel.duke.edu
June Tirpak – (919) 660-2600 jmt29@tunl.duke.edu
TUNL IT Department – problem@tunl.duke.edu