

T.U.N.L.

Visiting Researcher Check-in Instructions

Welcome to Triangle Universities Nuclear Laboratory – T.U.N.L. – we look forward to your visit! Please complete the following at your earliest convenience prior to arriving at T.U.N.L. This will minimize the delay required before you will be given access to the research areas in T.U.N.L.

You will need a Duke Unique ID to access the laboratory and also the offices after hours. You can request one by going to this website:

<http://www.tunl.duke.edu/visitor/web.tunl.request.php>

Please submit the following to Ms. Strope jjstrobe@tunl.duke.edu

- ✓ Your full name (first, middle, last)
- ✓ Your date of birth.
- ✓ Sponsor = TUNL or sponsor (a duke person - needed to get a duke unique id)
- ✓ Faculty supervisor – A TUNL Faculty member
- ✓ Home affiliation (Institution)
- ✓ Start date
- ✓ End date (estimate)
- ✓ Email (where you normally get email)
- ✓ Duke unique id (if you already have one)
- ✓ Will you be working in TUNL?
- ✓ Will you be working in FELL?

Do this immediately as you will need the ID to complete many of the remaining items. You may also use this link <http://www.safety.duke.edu/OnlineTraining/DukeID.asp> to request an ID but you must notify Ms. Strope of the number when you get it. Once you have the Duke Unique ID, you must request a NetID. Go to: <https://idms.oit.duke.edu/dukeid/request/intro> or contact Ms. Strope for assistance.

Ms. Strope will authorize your access to the office levels once you have received a Duke Unique ID. You will be required to obtain a Duke Visitor Photo ID card when you arrive. If you complete the steps below, you will gain immediate access to the entire building. You will be given access to the laboratory level only after completing all of the required training modules.

Required for all unsupervised researchers in the laboratory:

- a). Take the TUNL Radiation Safety Training and pass the quiz. This is available online at <http://www.safety.duke.edu/onlinetraining>. You will need a Duke NetID and Password to access this site.
- b). Fill out the boldface sections of the [badge application](#) and return it in to the Ms. Strope in room 125 FELL, via email to jjstrobe@tunl.duke.edu or fax to (919) 660-2671. You will be issued a TLD on passing the online quiz and submitting the application to Ms. Strope. If you have been issued a dosimeter elsewhere in the past, please complete the request for [exposure history](#) and also send this to the RSM.
- c). Fill in the information at the top of your "[TUNL "Operator Training Record"](#)". - Name, Date, Duke Unique ID. Return this sheet in Ms. Strope. **NOTE: If you do not yet have a Duke ID – leave that line blank and turn in the forms. Please notify the Ms. Strope when you receive your ID number so that he may complete your records.**

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>.

You will need to have received your Duke Unique ID and to have provided it to either Ms. Strope or Mr. Westerfeldt before you can log in and complete your training.

In all Duke University Research laboratories, the requirements are:

- **General Laboratory Safety Training – must update every three years.**
- **General Chemical Safety – must update every three years.**
- **Fire/Life Safety – must update annually.**
- **Ergonomics Overview – must update every three years.**
- **Laser Safety – *if applicable must update every three years.***

In addition, to work in any TUNL Research Area you must also take:

- **TUNL Laboratory Radiation Safety – must update every three years.**
- **Lockout/Tag out for Affected Employees – required one time only!**

Once you have completed the required safety training, notify Ms. Strope or Mr. Westerfeldt and they will authorize your access to the research areas. You may enter research areas without the training but you must be escorted **at all times** by an authorized person.

If you want a TUNL email account, please click the link "Request a TUNL Computer Account" from this page: <http://www.tunl.duke.edu/visitor/>

Please contact Ms. Jennifer Strope at 660-2681 or email jjstrobe@tunl.duke.edu if you have any questions.