

# T.U.N.L.

## Visiting Researcher Check-in Instructions

Welcome to 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. Please submit the following to Mrs. West [Bwest@tunl.duke.edu](mailto:Bwest@tunl.duke.edu): Your full Name (First, Middle, Last), Your Date of Birth, Your SSN. Do this immediately as you will need the ID to complete many of the remaining items. Mrs. West 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 [Radiation Safety Quiz](#). This is an OPEN BOOK quiz. Read the [Radiation Protection at TUNL](#) (Chapter 2) in the enclosed TUNL Operating Procedures & Regulations (SOP), and [the Duke University Laboratory Radiation Safety Manual](#) (Laboratory Radiation Safety). The answers to the quiz are in them. Put your answers on the answer sheet. Fax or email the completed answer sheet to the TUNL Radiation Safety Manager Chris Westerfeldt (RSM) at 919-660-2634 or as an attachment to [cwest@tunl.duke.edu](mailto:cwest@tunl.duke.edu). **You may not enter or work in the laboratory unless you have passed this quiz.**
- b). Fill out the boldface sections of the [badge application](#) and return it in to the TUNL RSM with your quiz answer sheet . 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 also send this to the RSM. Otherwise recycle the form.
- c). Fill in the information at the top of your "[TUNL "Operator Training Record"](#)". Read the [Duke University Chemical Hygiene Plan](#) and the TUNL Chemical Safety section of the SOP and sign line 2 of your training record. Return this sheet in to the TUNL RSM. **NOTE: If you do not yet have a SSN or Duke ID – leave that line blank and turn in the forms. Please notify the RSM when you receive your ID number so that he may complete your records.**
- d). After passing the radiation quiz, check in with Mrs. West in TUNL 414 for a Radiation Badge (TLD). **You may not work in the laboratory until you have been issued a badge!** Wear it at all times while you are in the laboratory. You should leave your badge in the badge racks when you are away from TUNL. (Note: We change badges every three months--near the first of January, April, July and October. Announcements regarding these changes are posted on the TUNL entrance doors just preceding these changes.) A permanent badge number will be assigned to you. You can now fill out dosimetry request forms on-line! Go to: [http://www.safety.duke.edu/RadSafety/dosim\\_req/default.asp](http://www.safety.duke.edu/RadSafety/dosim_req/default.asp) Please print out a copy and put in the TUNL RSM's box for his/her records also.

3. To work in any Duke University Research Laboratory, you must complete various safety training modules. They are available online at: <http://www.safety.duke.edu/OnlineTraining>.
4. 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/Tagout for Affected Employees – required one time only!**

Once you have completed the required safety training, notify Mrs. West 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.

5. If you will operate controls of any TUNL accelerator unsupervised, you must become an approved TUNL accelerator operator. The steps for such approval are shown on the blank Training Record. You satisfy the first two steps by passing the TUNL Radiation Safety Quiz and signing off on the chemical safety material. You must also complete and be current in your update training for the five required Safety Training Topics. Everybody working independently in the laboratory must complete this set of requirements as a minimum. Following this, you may receive individual hands on training from an approved operator for a particular TUNL accelerator. Your training supervisor has a checklist of required training that he/she will complete as you proceed in your training. Once completed he/she will sign the form and submit it to the Supervising Faculty member for his/her signature.  
When the TUNL-RSM has information that you have completed the first three steps, he/she will present your name to the TUNL Faculty for consideration of approval at their next meeting.

6. **Fill out the computer account application at <http://www.tunl.duke.edu/Local/Computers/>** Follow the link: “request a User Account on the TUNL computer system”. If you have any problems or questions, contact Alex Crowell at 660-2639 or email [crowell@tunl.duke.edu](mailto:crowell@tunl.duke.edu).

**7. See Brenda West in TUNL room 414 for the following:**

- (a) Request keys to your office and the entrance to TUNL and LENA if needed.
- (b) If you will need access to the Physics building after hours, you will need to obtain instructions on how to obtain a Duke identification number and card to enter the building.
- (c) Obtain parking information.
- (d) Request a mailbox.

\* Videos of the most recent lectures are available from the TUNL RSM in room 07 Physics.