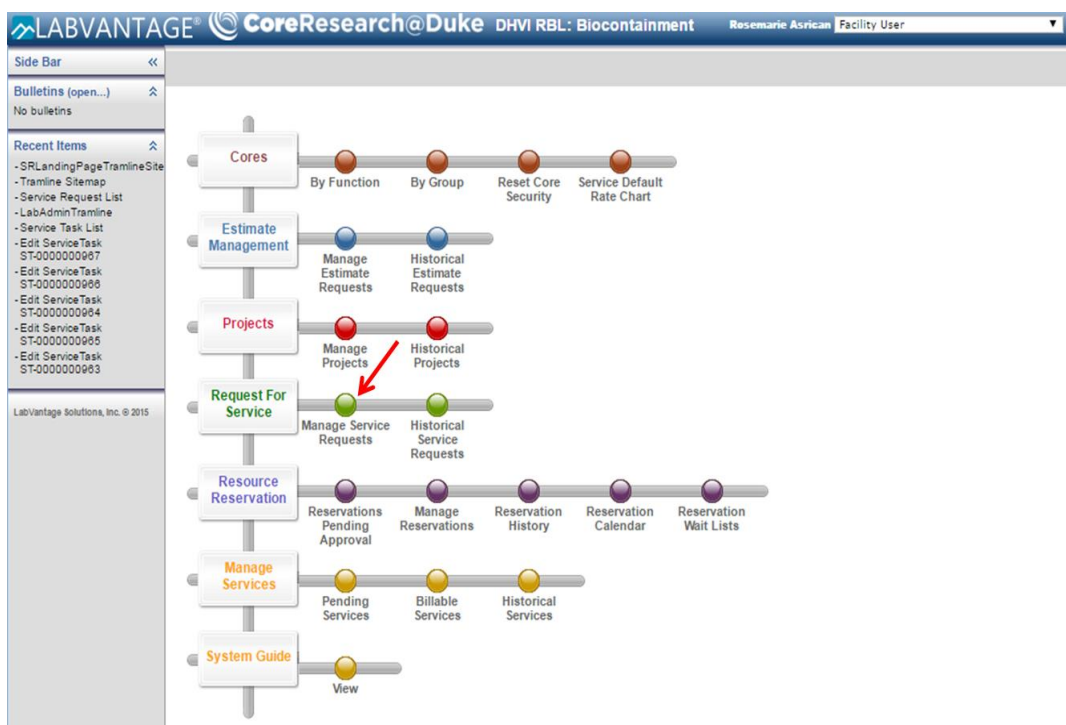


Submitting a New Request for Equipment Decontamination

We are using the CoreResearch@Duke shared resource management system (coreresearch.duke.edu) that has been developed for all shared resource core labs at Duke. All work done for Duke facility users will be requested and billed through this system. Please follow the steps below to request work to be performed by our facility:

1. If not done previously, please **have your PI or PI Delegate log into the system to link you as a user of their fund codes**. Contact Joe Rusnak (joseph.m.rusnak@dm.duke.edu) for help with this quick process.
2. **Log in** to the system using your NetID. (**You may not be able to login into the system if step 1 has not been done.)
3. Select the **“Manage Service Requests”** Tramstop from the **“Request For Service”** Tramline (Green).



Rose Asrican, M.S.

RBL Operations Coordinator

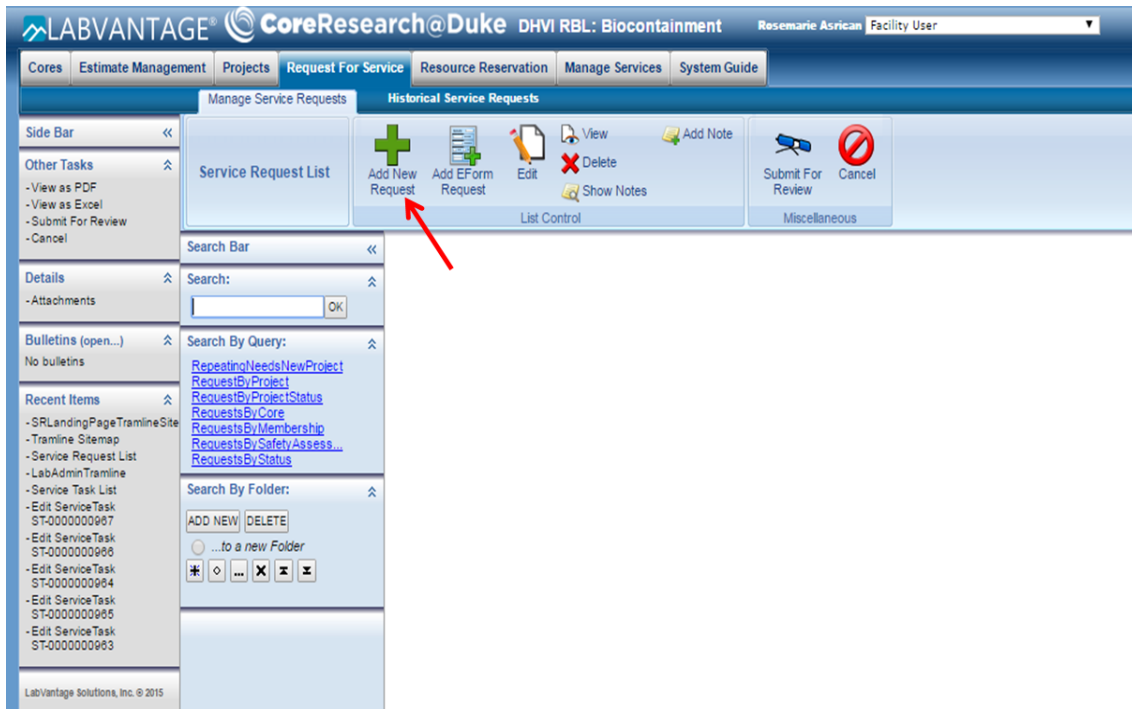
GHRB 1027 | Box 103020 | 909 S.LaSalle St. | Durham, NC 27705

919.681.5480 Office | 919.684.5447 Lab | 919.681.1678 Fax

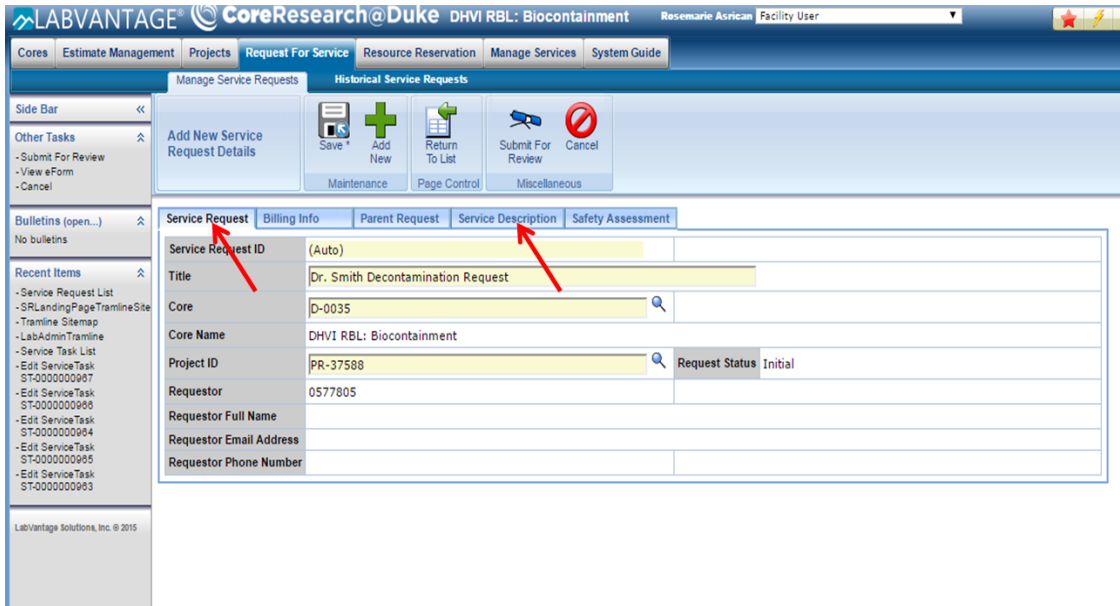
Rosemarie.asrican@duke.edu


Duke Human Vaccine Institute
RBL: Biocontainment

- Click on “Add New Request” from the operations bar at the top.



The following screen will appear:



Rose Asrican, M.S.

RBL Operations Coordinator

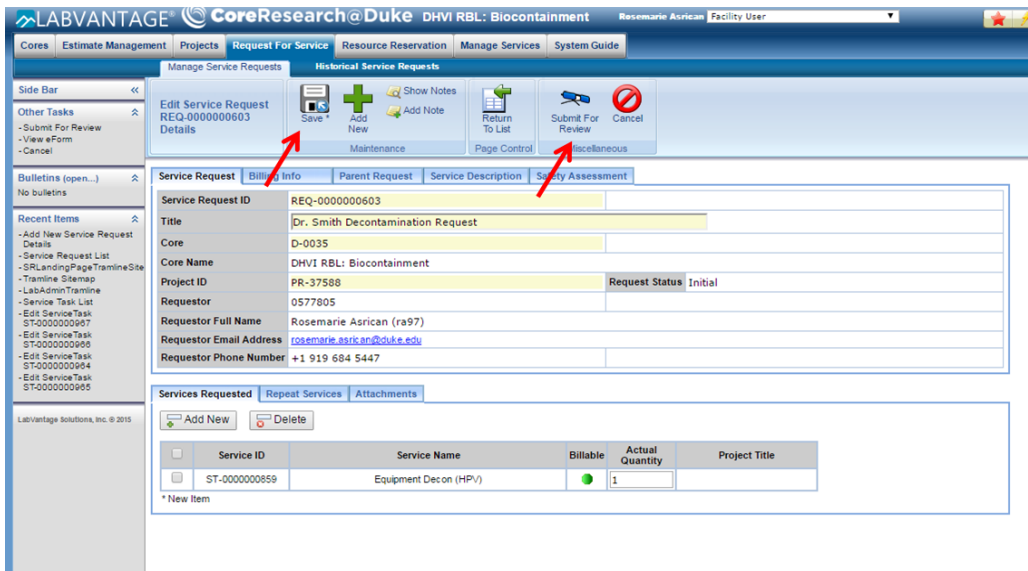
GHRB 1027 | Box 103020 | 909 S.LaSalle St. | Durham, NC 27705

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Rosemarie.asrican@duke.edu


Duke Human Vaccine Institute
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5. Service Request Tab: fill out any necessary fields or selections. Mandatory fields are highlighted yellow.
 - a. Title: Please include your last name and your PI's last name in the title (ie. Smith/Jones Decontamination Request)
 - b. Core: Select **D-0035** DHVI RBL:Biocontainment from the list that comes up and then click "**Select & Continue**" from the operations bar. (**NOTE: If nothing appears in the list, click the "OK" button next to the blank search field at the right.)
 - c. Project ID: The "Project ID" is not the same as Fund Code. Click on the magnifying glass next to the data field. In the new window that comes up, type your 7-digit Duke fund code into the search box (no dashes) and Click "**OK**". Select your fund code and click "**Select & Continue**". If your fund code does not appear in this list, ensure your PI has authorized/linked you to the code in Core Research (see #1 above).
6. Service Description Tab: Include any pertinent information about the equipment to be decontaminated.
7. Click "**Save**".
8. Click "**Submit For Review**". (Submission will not be allowed if form hasn't been saved.)



The screenshot shows the LABVANTAGE CoreResearch@Duke web interface. The user is logged in as Rosemarie Asrican, Facility User. The main menu includes Cores, Estimate Management, Projects, Request For Service, Resource Reservation, Manage Services, and System Guide. The current view is 'Manage Service Requests' for 'Historical Service Requests'. The form displays details for Service Request ID REQ-000000603. The Title is 'Dr. Smith Decontamination Request', Core is 'D-0035', Core Name is 'DHVI RBL: Biocontainment', Project ID is 'PR-37588', and Requestor is 'Rosemarie Asrican (ra97)'. The Services Requested section shows a table with one item: Equipment Decon (HPV).

Service ID	Service Name	Billable	Actual Quantity	Project Title
ST-0000000859	Equipment Decon (HPV)	<input checked="" type="checkbox"/>	1	

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