

**National Transportation Research Center  
User's Guide**

October 24, 2003

**OAK RIDGE NATIONAL LABORATORY**



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**Prepared by the  
Oak Ridge National Laboratory  
Oak Ridge, Tennessee 37831-6472  
Managed by  
UT-BATTELLE  
for the  
U.S. DEPARTMENT OF ENERGY  
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## **User Access Policy**

The goal of the National Transportation Research Center (NTRC) User Program is to provide access to unique experimental research and development facilities and staff expertise. Industry researchers, university faculty and students, and federal researchers can be NTRC Users.

As a Department of Energy National User Facility, the NTRC cannot perform work that places the NTRC in competition with private industry. All proposals are screened to ensure that the research to be performed does not represent competition with private organizations. Possible reasons for wanting to conduct your research at the NTRC might include

- Access to one or more pieces of unique experimental equipment
- Access to staff who have essential expertise applicable to your research
- Working directly with NTRC scientists and engineers provides a significant training or educational experience for your staff
- The NTRC User Facility allows your staff to be an active, hands-on participant in your research and development project, contributing to the problem solution and returning knowledge to your organization

## **Applicability of this Document**

Laboratories at the NTRC operate under the auspices of either Oak Ridge National Laboratory or The University of Tennessee. This document is applicable to laboratories operated by Oak Ridge National Laboratory. For information on accessing laboratories operated by the University of Tennessee, contact

Dr. Steve Richards, Director  
Center for Transportation Research  
University of Tennessee  
Knoxville, TN 37996  
Telephone 865-974-5255  
E-mail [stever@utk.edu](mailto:stever@utk.edu)

Table 1 lists the NTRC laboratories and contact information for the laboratory managers.

**Table 1. NTRC Laboratories and Contact Information**

<p><i>User Facility Director</i></p> <p><b>Richard E. Ziegler</b>  <b>865-946-1204</b>  <a href="mailto:ntrc@ornl.gov">ntrc@ornl.gov</a></p>	
<p><i>Laboratories Operated by Oak Ridge National Laboratory</i></p>	
Commercial Vehicle Operations	Gary Capps; 865-946-1285 <a href="mailto:cappsgj@ornl.gov">cappsgj@ornl.gov</a>
Composite Materials	Mike Starbuck 865-576-3633 <a href="mailto:starbuckjm@ornl.gov">starbuckjm@ornl.gov</a>
DLA Supply Chain Management Advanced Research Technology (SMART)	Terri Rose 865-946-1251 <a href="mailto:roseta@ornl.gov">roseta@ornl.gov</a>
Fuels, Engines, & Emissions Research Center	Ron Graves 865-946-1226 <a href="mailto:gravesrl@ornl.gov">gravesrl@ornl.gov</a>
Heavy Vehicle Safety	Bill Knee 865-946-1300 <a href="mailto:kneehe@ornl.gov">kneehe@ornl.gov</a>
Intelligent Transportation Systems	Bill Knee 865-946-1300 <a href="mailto:kneehe@ornl.gov">kneehe@ornl.gov</a>
Packaging Research Facility	Scott Ludwig 865-946-1267 <a href="mailto:ludwigsb@ornl.gov">ludwigsb@ornl.gov</a>
Power Electronics and Electric Machinery	Don Adams 865-946-1321 <a href="mailto:adamsdj@ornl.gov">adamsdj@ornl.gov</a>
Photonics and Remote Sensing	Jeff Muhs 865-946-1281 <a href="mailto:muhsjd@ornl.gov">muhsjd@ornl.gov</a>
Transportation Policy, Planning and Analysis	David L. Greene 865-946-1310 <a href="mailto:dlgreene@ornl.gov">dlgreene@ornl.gov</a>
<p><i>Laboratories Operated by The University of Tennessee</i></p>	
Geographic Information Systems	Steve Richards 865-974-5255 <a href="mailto:stever@utk.edu">stever@utk.edu</a>
Infrastructure Materials Research and Testing	

## How to Become an NTRC User

Becoming a user at the NTRC is a straightforward process. The following checklist will help ensure that you do not encounter delays in beginning your research at the NTRC. Each item is described in more detail following the checklist.

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### User Checklist

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- ✓ Standard User Agreement signed?
- ✓ ORNL staff contacted to discuss feasibility of research proposal?
- ✓ Research proposal submitted?

On receiving a favorable proposal review,

- ✓ Appendix A and B to Standard User Agreement signed?
- ✓ Advance payment deposited with UT-Battelle?
- ✓ Guest Assignment form completed?
- ✓ Dates for research confirmed with ORNL staff?
- ✓ Date of arrival at NTRC confirmed with ORNL staff?

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### Standard User Agreement

The first step in becoming an NTRC user is to execute a Standard User Agreement. This agreement is between UT-Battelle, LLC, on behalf of ORNL, and your institution or company, and provides the contractual basis for collaboration. A signed User Agreement allows access to any of the National User Facilities at ORNL. You may conduct multiple research projects at multiple National User Facilities under one User Agreement.

There are two types of User Agreements. One provides for non-proprietary research, and the other provides for proprietary research. You must decide whether your proposed project will be proprietary or non-proprietary before executing a User Agreement.

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Ask your NTRC contact to have an executable Standard User Agreement sent to you,  
or request one from Kim Wilson at  
865-576-1672, [wilsonkm@ornl.gov](mailto:wilsonkm@ornl.gov).

Return the signed Standard User Agreement to Kim Wilson.

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### Research Proposal

Research projects are considered and approved on an individual basis by the appropriate User Facility staff. A research proposal must be submitted for each separate research project you wish to conduct. You are **strongly encouraged** to discuss your research proposal with the appropriate laboratory manager before submittal. Contact information for the laboratories within the NTRC is shown on page 4.

The NTRC accepts research proposals at any time. The NTRC User Proposal form can be downloaded from the Internet at <http://www.ntrc.gov/proposal.html>.

Proprietary information should not be included in proprietary proposals; however, sufficient information is needed to allow reviewers to thoroughly evaluate the scientific and technical feasibility and the environmental, safety and health aspects of the work.

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Research proposals should be submitted to both the appropriate laboratory manager and the NTRC User Facility Director. E-mail submissions are preferred. See Table 1 for contact information. Proposals may also be submitted to the laboratory manager and the User Facility Director by regular mail at the following address:

National Transportation Research Center

Mail Stop 6472

P. O. Box 2008

Oak Ridge TN 37831-6472

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### ***User Agreement Appendices***

Approval of your research proposal is formally documented by executing an Appendix A to your User Agreement. An organization may have multiple Appendices A under a User Agreement. Appendix A is a simple, one-page document providing a very brief summary of the work to be performed and the financial billing arrangements. Appendix A must be signed by a legal representative of your organization, and by UT-Battelle.

An Appendix B is required for each researcher who will perform research at the NTRC. Appendix B is a one-page document outlining the responsibilities of individuals performing on-site work under a User Agreement. Each individual from your organization who will perform work at the NTRC must sign an Appendix B.

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Your NTRC contact will coordinate preparation and execution of Appendices A and B after your research proposal is approved.

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### ***Advance Payment***

The user pays the full cost of research conducted at the NTRC. You should work with your NTRC contact to estimate the cost of conducting your research. By law, Oak Ridge National Laboratory must receive an advance payment from your organization before our staff can begin work on your project. The minimum advance payment is generally equivalent to the first three months' estimated cost.

Payment information will be incorporated into the Appendix A executed for your project. After the Appendix A is in place, Oak Ridge National Laboratory will invoice your organization for the agreed-upon advance payment. The payment will be deposited in an account and the actual costs incurred by Laboratory staff in working on your project will be billed against that account. Any balance remaining after the project is completed will be returned to your organization.

## **Guest Assignment Form**

The guest assignment form (see page 8) must be completed and faxed or e-mailed to your NTRC laboratory contact. This form provides the information needed to arrange for a security badge, which is mandatory for user access to Oak Ridge National Laboratory and the NTRC.

United States citizens should allow 10 working days for security processing. Non-citizens from most countries should allow three to four weeks for processing. Non-citizens from countries designated as “sensitive countries” by the Department of Energy should allow 10 to 12 weeks for processing. The list of sensitive countries is subject to change; please check with your NTRC contact for current information.

## **User Check-in**

Be sure that you have discussed your arrival date with the appropriate NTRC laboratory manager. This will ensure that your security badge is ready for pick-up when you arrive. U.S. citizens must have a photo ID for user check-in. Non-U.S. citizens must have a photo ID, valid passport, and visa for check-in.

## **Training and Orientation**

If you will be on site for 30 days or more, on either a continuous or intermittent basis, you must complete General Employee Training (GET). GET training can be completed in a classroom setting or through a Web-based application on the ORNL intranet. The classroom setting can be completed in approximately three hours, and the Web-based application in approximately two hours.

If you require access to ORNL’s intranet and cyber resources, you must complete Cyber Security Awareness Training, a Web-based application that takes approximately one hour to complete. See your NTRC contact to arrange for a user ID and cyber account if needed.

NTRC laboratory managers may impose additional training requirements depending on the nature of the research to be performed. For example, training on equipment and instrument usage or laboratory-specific safety and health concerns may be required.

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## RESEARCH GUEST ASSIGNMENT REQUEST

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### Information Required From All Users

FULL NAME

Last:

First:

Middle (no initials, NMN if none):

GENDER:

PERMANENT ADDRESS

Street:

City:

State/Province/Zip/Country:

DATE OF BIRTH (mm/dd/yyyy):

SOCIAL SECURITY NUMBER:

CITIZENSHIP:

EDUCATION

University:

Highest Degree:

Year Attained:

Major:

CURRENT EMPLOYER

Name:

Present Position:

START DATE:

END DATE:

### Information Required From All Foreign Nationals

Place of Birth (City, Country):

Passport Number and Expiration Date:

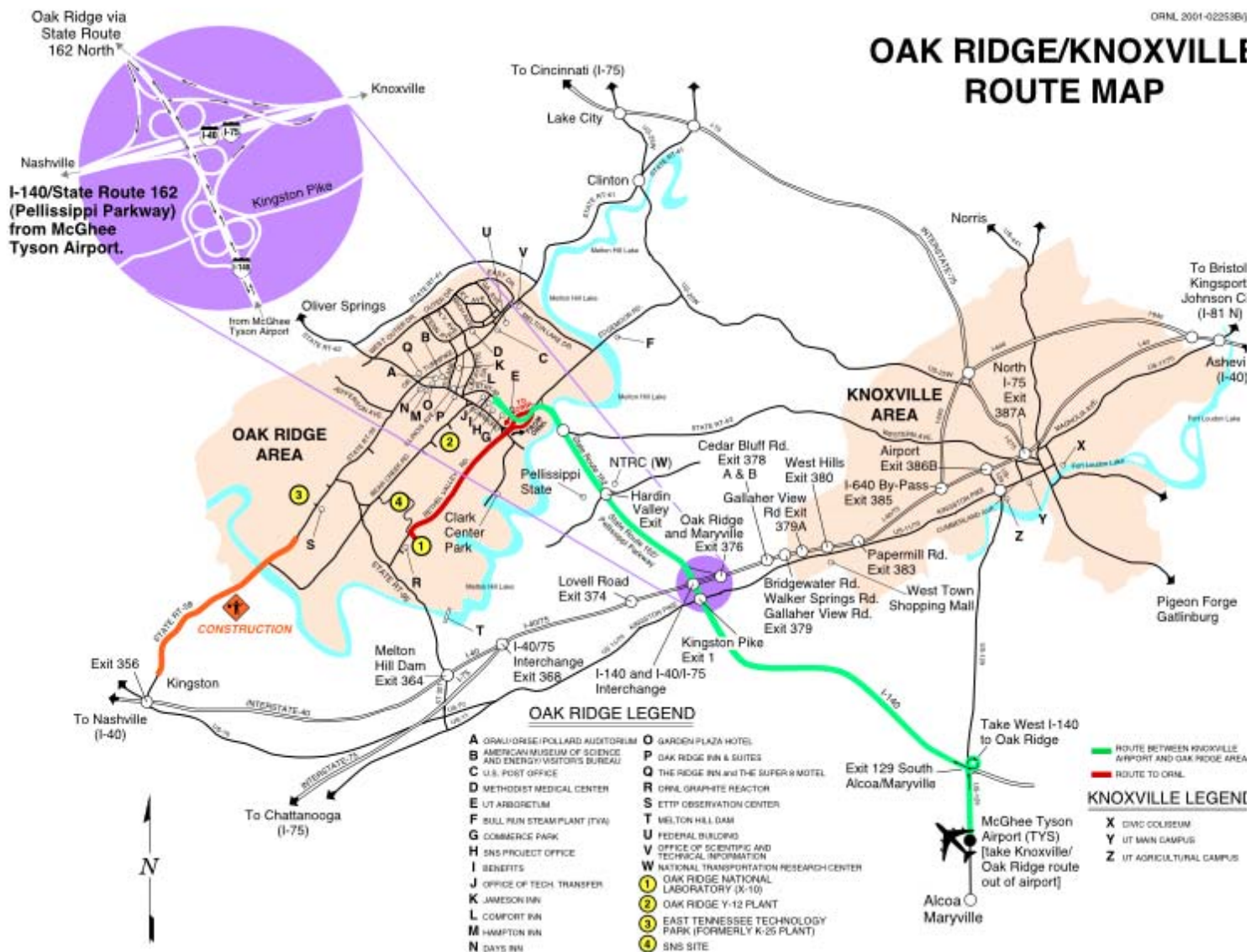
Visa Type and Expiration Date:

If PRA, Permanent Resident Alien Number:

Name and Address of Organization Represented (if different than above):



# OAK RIDGE/KNOXVILLE ROUTE MAP



# CITY OF OAK RIDGE

ORNL 2002-03473/dg

