

What to do: Instructions for new lab members

TO START:

- It is advisable to fill out the forms described below few days before the starting date.
- It is mandatory to follow the worker training course on health and safety at the following link:

<https://moodleseer.univr.it/course/view.php?id=180>.

If the course has already been taken elsewhere, remember to have the certificate at hand.

- If you are a visiting/guest or without an institutional position, please follow the instructions in the Guests paragraph.

All the forms cited in the following document are available on the Departmental web page:

LINK: [MODULISTICA DI DIPARTIMENTO](#)

Bachelor Students/Master student/Interns:

For the administrative part such as badge and access credentials GIA, contact the student office located at the main entrance of CV2 .

Once the training plan has been approved, the new thesis/trainee must download the forms from the department website:

- [Modulo A1 di autorizzazione alla frequenza](#)
- [Modulo Nota Informativa Valutazione Rischi](#) e Scheda Esposizione ad Agenti Cancerogeni/Mutageni (se necessario)
- [Modulo richiesta camice](#) (*) (labcoat request form)

The forms fully completed and signed must be sent in PDF format to martina.zenorini@univr.it of the department secretariat.

The person will be contacted directly by the occupational doctor for the visit and will receive an email informing them to make an agreement with Giampaolo Muraro for the lab coat.

(in the meantime, please ask a colleague to provide a lab coat for you).

(*) Please note that the gown service does not apply to three-year students who must bring their own gown. Health surveillance is not even required for them.

Contact Barbara Giovannone (barbara.giovannone@univr.it) to/for:

- place your name in the list to participate in the mandatory introduction of the Department
- Badge activation to access laboratories equipped with a badge
- activation of badge access to CV3 laboratories (tutors)

PhD students:

Contact the PhD Office for access credentials GIA and badge printing.

Upon notification of position award by the Doctoral Student Office, you are asked to download the following forms from the Department website the [Modulo Nota Informativa Valutazione Rischi](#) (Health surveillance form) and the Scheda Esposizione ad Agenti Cancerogeni/Mutageni (if necessary).

The form fully completed and signed by the lab head must be sent in PDF format to marta.vantini@univr.it of the secretarial office.

The person will be contacted directly by the occupational doctor for the visit and will receive an email informing them to make an agreement with Giampaolo Muraro for the gown.

(in the meantime, please ask a colleague to provide a lab coat for you).

Please contact Barbara Giovannone (barbara.giovannone@univr.it) to/for:

- place your name in the list to participate in the mandatory introduction of the Department
- badge activation to access laboratories equipped with badge
- access to the department equipment booking site (EASYSTAFF).
- activation of badge access to CV3 laboratories (tutors)

In addition, if necessary, fill out the [Modulo per accesso fuori orario \(BADGE\)](#) form to access outside working hours and send it in PDF format to martina.zenorini@univr.it for the director's signature. Once approved, Barbara Giovannone will activate the Badge for out-of-hours access.

You are asked to upload your profile photo to dbERW (optional) so it will appear in the department and university web sites. If unable, please send the picture file via e-mail to francesca.tallarico@univr.it, she will insert it for you.

FELLOWSHIP/SCHOLARSHIP HOLDERS:

The lab head will fill and sign the health surveillance form: [Modulo Nota Informativa Valutazione Rischi](#) e Scheda Esposizione ad Agenti Cancerogeni/Mutageni (if required) and send it in PDF format to marta.vantini@univr.it of the Departmental Secretariat Office.

The labcoat request will be automatically processed by the office without filling any extra form for it. In addition the an email will give the instruction for the printing of the badge to access the department rooms. (for info please contact francesca.tallarico@univr.it).

The person will be contacted directly by the occupational doctor for the visit and will receive an email informing them to make an agreement with Giampaolo Muraro for the labcoat.

(in the meantime, please ask a colleague to provide a lab coat for you).

Please contact Barbara Giovannone (barbara.giovannone@univr.it) to/for:

- place your name in the list to participate in the mandatory introduction of the Department
- badge activation to access laboratories equipped with badge
- access to the department equipment booking site (EASYSTAFF).

In addition, when necessary, fill out the form for badge access outside working hours ([Modulo per accesso fuori orario \(BADGE\)](#)), and send it in PDF format to martina.zenorini@univr.it, for the Director's signature. Once approved, Barbara Giovannone will activate the badge for out-of-hours access.

You are asked to upload your profile photo to dbERW (optional) so it will appear in the department and university web sites. If unable, please send the picture file via e-mail to francesca.tallarico@univr.it, she will insert it for you.

GUESTS

The principal Investigator/laboratory responsible must download the following forms from the Department website a few days before the starting period:

- [Modulo A1 di autorizzazione alla frequenza](#) (Attendance form)
- [Modulo Nota Informativa Valutazione Rischi](#) e Scheda Esposizione ad Agenti Cancerogeni/Mutageni (se necessario) (Health surveillance form)
- [Modulo A2 di assicurazione infortuni e denunce di sinistro](#) (Insurance form)

These forms, fully complete and signed, must be sent in PDF to the secretariat office at the attention of martina.zenorini@univr.it , to be signed by the Director.

Please remember that the lab coat service is not provided to guests and attendees.

ATTENTION:

- **email notification of GIA renewal (for contract extension or change of job position):** most likely they will be renewed automatically, no need of action. For any clarifications, please contact the office in charge of the new job position.
- **GIA credential extension beyond the end of terms:** please ask the lab PI to send an email stating the reason and the time frame of the requested extension (max 90 days) to marta.vantini@univr.it.