

UNIVERSITÀ di **VERONA**

Dipartimento di **BIOTECNOLOGIE**

VADEMECUM-DBT

March 2025

What to do once you start:

Le mie applicazioni	🌣 Aggiungi e togli									
+ Trascina le icone per riordinarle										
		🔁 💶 🐭								
U-GOV Gestione OneDrive INAZ Risorse password Umane GIA	Universe Zoom Outlook Teams PowerPoin portale delle Webmail biblioteche	t Easy Staff Word U-GOV								
Excel DbERW U-Web RDA Cedolino/CU	Portale Guasti e Moodle Intranet Valutazion Supporto manutenzioni Didattica vecchia prestazioni U-Web	-								

https://intranet.univr.it/

- get an account GIA activated from the IT personnel. Your info will be inserted in the dbERW.

- to get a Badge:

a) for undergraduate student \rightarrow go to the student office at CV2

b) for PhD student \rightarrow go to the PhD student office

c) for pre and postdoctoral fellows \rightarrow go to the secretary office a Cv1 first floor.

make sure you have a picture uploaded in your personal page (dbERW) or

you can send it to the designated person (marta.vantini@univr.it) to be uploaded and printed on your badge.

PLEASE UPLOAD THE PICTURE ALSO IN THE WEBSITE WINDOW OR EMAIL IT TO Francesca Tallarico

NOTE: the badge you get is working 7.30-19.30 workdays and 7.30-14.00 on Saturdays. If you need to have it activated to work outside working hours, you must fill a form (see slide 3) that must be approved by your supervisor and by the Department head.

Once the signed form is returned to the secretary office, your badge will be activated by Barbara Giovannone (CV1 room 2.24)

What to do once you start part 2:

https://www.dbt.univr.it

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CALENDARIO	HIGHLIGHTS	PRIMO PIANO
Maty Decoding Flavor Profiles: Exploring the Relationship Between Volatile Organic Compounds and Food Flavors	DIPARTIMENTO DI ECCELLENZA	Bando 24-037 Bando di selezione pubblica per il conferimento di incarichi di insegnament/modulo di insegnamenti presso i Corsi di Studio del Dipartimento di Biotecnologie per IAA. 2020/2025
Prof. Evgenio Aprea Università degli studi di Trento h 11.00 room 1.01 Dipartimento di Biotecnologie Ca' Vignal 3 SEMINARI CONVEGNI	DOTTORATI DI RICERCA	Bando di selezione pubblica per il conferimento di un incarico di prestazione d'opera occasionale per lo svolgimento di un corso di recupero delle conoscenza richieste per l'accesso di Fisica A.A. 2021/2025. contra comente.
AGENDA DI OGGI	RICERCA COMPETENZE	Regolamento accesso al Dipartimento di Biotecnologie
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Contacts People Places Calendar		LOGHI E MODELLI PER CARTA INTESTATA	Linee guida di identità visiva Logo del Dipartimento di Biotecnologie Logo dell'Università di Verona Modelli PowerPoint per slide Modelli Word per carta intestata					
Announcements		OFFICIAL TRAVEL						
		MODULISTICA PER CONTRATTI CONTO TERZI						
		RIMBORSO SPESE ANTICIPATE						
		SMALTIMENTO DEI BENI OBSOLETI						
		MODULISTICA STAFF TECNICO- SCIENTIFICO	Linee guida nuovi utenti di laboratorioMagazzino Dipartimentale					

To get a <u>Labcoat</u>:

Get the form from the DBT web site, fill it out, get it sign from your supervisor,

mail it or bring it back to the secretary office. Barbara Giovannone will make you in contact with Giampaolo Muraro.

Documentazione disponibile

- To get the <u>Health Surveillance</u> activated:

Get the form from the secretary office (or DBT web site: see above), fill it out, get it sign from your supervisor, Mail it or bring it back to the secretary office. If you work with GMO, you must list the material you use. You will be contacted directly from the hospital when you must visit the doctor.

- To do the Safety Training online (link on next page). If you did it in the past, make sure it is not expired.

Where to find the link for the safety training (mandatory)

https://intranet.univr.it/



How to open a maintenance ticket:

https://intranet.univr.it/





- Open Infocad (PhD students are not authorized), open "Richiesta manutenzione/guasto" and fill in the location, type of service requested.
- Write in the description what is the problem and whom to contact.
- You can upload pictures to make sure the problem is clearly identifiable.
- Once you click on save, the request will be processed, and you will receive an email of confirmation with a protocol number.
- You can always check back the status of your request.

How to find the department common equipments, where are them and whom to contact



https://www.dbt.univr.it									
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Agitatore termostatico	Excella24 New Brunswick	CV1	2	19	Giovanni Dal Corso				
Agitatore termostatico	Innova 42 New Brunswick	CV1	2	19	Salvatore Fusco				
Agitatore orbitale	Artiglass M301-OR MPM	CV1	1	65	Giovanni Dal Corso				
Agitatore orbitale	Artiglass M201-OR MPM	CV2	2	20	Veronica Gatto				
Agitatore orbitale	Artiglass M201-OR MPM	CV2	2	20	Veronica Gatto				
Analizzatore elementare	Elementar CHNS vario MACRO cube	CV2	2	31	Claudio Zaccone				
Armadio termostatico	BioSAN	CV1	1	65	Giovanni Dal Corso				
Armadio termostatico	Angelantoni	CV2	2	20	Veronica Gatto				
Armadio termostatico	Angelantoni	CV2	2	20	Veronica Gatto				
Armadio termostatico	Angelantoni	CV2	2	37	Veronica Gatto				
Autoclave 50 litri	FALC ATV-E 500 Vetrotecnica	ED 65		T03	Savatore Fusco				
Autoclave 20 litri	РВІ	CV1	1	55 - cucina	Barbara Giovannone				
Autoclave 20 litri	РВІ	CV2	2	37 - cucina	Veronica Gatto				
Autoclave 20 litri	PBI alfa 10 plus	CV1	2	30 - cucina	Barbara Giovannone				

How to reserve a common instrument:



- 1- Open myunivr
- 2- Sign with GIA
- 3- Click on EasyStaff

NOTE: if desk and services booking is not active go to Barbara Giovannone or email her <u>@univr.it</u> go get the activation

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The bookable periods are highlighted by a white background.											
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03:00-03:30	Stanza inaccessibile per lavori	9						03:00-03:30			
03:30-04:00	Per info rivolgersi a	9						03:30-04:00			
04:00-04:30	veronica.gatto@univr.it	9						04:00-04:30			
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- 1) Scroll down to find the instrument you like to reserve
- 2) Click to open the calendar for that machine
- 3) Click on the desired time/date
- 4) Fill out the new reservation window

eservation for a resource click on the desired period. s are highlighted by a white background. Friday Saturday Sunday Thursday , 03/02/2022 , 04/02/2022 05/02/2022 06/02/2022 00:00-00:30 **⊜** [i 😂 [] 00:30-01:00 Ballottari allottari 01:00-01:30 01:30-02:00 00:00-00:00 00:00-16:00 02:00-02:30 lerico Perozeni Federico Perozeni 02:30-03:00 03:00-03:30 03:30-04:00 04:00-04:30 04:30-05:00 New reservation -- close--05:00-05:30 05:30-06:00 Excella24 New Brunswick n°2 CVI 1.72 Resource: 06:00-06:30 Richiedenti attrezzature Research group: ~ 06:30-07:00 Prenotazione Type: 07:00-07:30 Description: 07:30-08:00 08:00-08:30 Repeat mode: one time ~ 08:30-09:00 Start date: 05-02-2022 09:00-09:30 Range of hours: 04:30 ~ 05:30 ~ 09:30-10:00 Notes: 10:00-10:30 10:30-11:00 11:00-11:30 Book resource 11:30-12:00 12:00-12:30 12:30-13:00 13:00-13:30 13:30-14:00

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insert a new reservation for a resource click on the desired period. okable periods are highlighted by a white background.

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			Ture of the second seco		08:30-09:00
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					14:30-15:00
					15:00-15:30
					15:30-16:00

- 1) Scroll down to find the instrument you like to reserve
- 2) Click to open the calendar for that machine
- 3) Click on the desired time/date
- 4) Fill out the new reservation window
- 5) Chose the correct "research group"
- 6) Place your name and number (lab intern or cell phone as you wish) under "Description". If a student is using the machine, it must be state his/her name
- 7) Reserve for the time you really will use and remove the reservation if you change idea or time.
- 8) Write in the "Note" anything can be helpful for others (example: not continuously used; Contact me in case you need etc).
- 9) Click on Book resource

IMPORTANT: if the room with the instrument is locked, you must sign for the key at the concierge (i.e. Chromatography room, Microscopes room)

Lab technicians:

Gianluca Veneri	<u>Gianluca.Veneri@univr.it</u>	x5681	Villa Lebrecht
Veronica Gatto	Veronica.Gatto@univr.it	x7817	CV2
Erica Viviani	<u>Erica.Viviani@univr.it</u>	x7943	CV1
Federica Mainente	Federica.Mainente@univr.it	x7855	CV1
Barbara Giovannone	Barbara.Giovannone@univr.it	x7869	CV1
Fabio Finotti	<u>Fabio.Finotti@univr.it</u>	x7961	Greenhouse
Francesca Tallarico	Francesca.Tallarico@univr.it	x7878	CV1

Villa Lebrecht instruments, hoods and waste management Cv2 instruments, department chemical and biological hoods centrifuges, balances, milliQ water system, inorganic chemistry food chemistry, chromatography molecular biol, mammalian cell culture, microscopy responsible for Greenhouse department warehouse, autoclaves, dishwasher

Come fare un ordine (*English next slide*):

- Ad ogni gruppo di ricerca è assegnato un tecnico che si occupa di generare una Richiesta di Acquisto sul sistema Uweb dell'UNIVR (UGOV). La lista è di seguito.
- Completare il foglio excel (BUONO DI ACQUISTO), scrivendo il FONDO preciso su cui imputare l'acquisto e nelle NOTE tutte le informazioni aggiuntive: a)se sono pezzi di uno strumento già in possesso, scrivere il nome dello strumento il numero di inventario e la stanza; b)la giustificazione perchè quel prodotto e non altri di meno costo; c) se avete la dichiarazione di unicità del prodotto stesso. Chiedete al vostro tecnico di riferimento o a colleghi se siete nel dubbio.
- Chiedere un'offerta formale dei prodotti di interesse o generare un carrello nel website per ditte con accordo UNIVR.
- Se non c'è la dichiarazione di unicità, trovare un'offerta alternativa per ogni prodotto da ordinare. Una generata online è ok.
- Mandare per email al tecnico di riferimento il buono d'acquisto compilato, l'offerta del prodotto, l'offerta alternativa, e tutto ciò che serve per la giustificazione.
- Verrà generata una RDA (Richiesta D'Acquisto) nel Sistema, che andrà all'approvazione del vostro capo, della direttrice e solo allora arriverà all'ufficio acquisti per essere formalmente trasformata in ORDINE.
- Una copia del report dell'RDA vi verrà spedita per email dal tecnico. Salvatela per vostro record.
- Per tutte le domande circa l'ordine, potete chiedere a Mirko Donati o al tecnico di riferimento. Nel caso si voglia sollecitare o chiedere informazioni alla ditta, avete bisogno del numero d'ordine (PO=purchasing order).
 Il numero dell'RDA è interno, non conta nulla per la ditta. Di nuovo chiedete di darvi il PO al tecnico o all'ufficio acquisti.

General information about ordering a product:

- Each research lab is assigned to one technician in charge to insert the order properly in the UNIVR online ordering system.
- Complete the excel request form (BUONO DI ACQUISTO), writing the correct fondo (the grant) after asking your supervisor and in the NOTE all the necessary info.
- Ask your peer to show you how to do it properly the first time
- Request a quotation from the company you like to order the product from.
- Find for each product a second quotation (preventivo) for each of the items you need to order (an online one is ok).
- Email the technician assigned to your group the excel file with the quotations. An RDA (Richiesta D'Acquisto) will be generated and sent for approval. A copy will be mailed to you. According to your lab, you should save the RDA in your file.
- For all questions about ordering after that you should go to Mirko Donati.
- If you like to know the PO (purchasing order, which is different for the RDA number) you can email the person in charge of your request (always the technician assigned to your group).

Good luck

BUONO D'ACQUISTO

CODICE	DESCRIZIONE	QUANTITA	COSTO UNITARIO	PREZZO	
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OFFERTA o CARRELLO ONLINE numero					
FONDO (indicare il codice PRECISO)					
CONSEGNARE ALL'ATTENZIONE DI					
MATERIALE INVENTARIABILE	CA VIGNAL STANZA				
DICHIARAZIONI VARIE					

Technicians appointed to the ordering system:

	Veronica Gatto	Barbara Giovannone	Federica Mainente	Erica Viviani	Gianluca Veneri	Francesca Tallarico	Valentina Dusi	Fabio Finotti
1	Andreolli	Avesani	Astegno	Assfalg	Fasoli	Crimi	Guzzo PNRR	serra
2	Delledonne	Ballottari	Bossi	Bellin	Felis	Dainese		
3	Lampis	Bassi	Brandi	Capaldi	Luzzini	Giorgetti		
4	Rossato	Battista	Cecconi	D'Onofrio	Mori	Molesini		
5	Salvetti	Betterle	Chignola	Guardavaccaro	Polverari	Pandolfini		
6	Torriani	Bolzonella	Ciulu	Lauriola	Slaghenaufi	Vandelle		
7	Zapparoli	Cazzaniga	Commisso	Munari	Ugliano	Vitulo		
8	Esposito	Dal Corso	Dominici	Nardon	Nuovo PA	Rui Fernandez		
9		Dall'Osto	Favati	Perduca		serra/fitotroni		
10		Fasani	Favretto	Piccinelli				
11		Frison	Fiammengo	Speghini				
12		Furini	Fusco					
13		Perozeni	Guzzo					
14		Pezzotti	Negri					
15		Zaccone	Simonato					
16		Zenoni	Tolve					
17			Varanini					
18			Vettori					
19			Zamboni					
20			Zoccatelli					
	Didattica Eccellenza 23-27	Dipartimento Magazzino						

Information to order materials using the Departmental Warehouse (magazzino) :







Please just follow the link found in the Home page of the department.

You can easily find instructions and request form.

General information about receiving a product:

- Take the DDT (Documento di Trasporto) attached to the box.
- Check that the product(s) on the DDT matches with the content of the box.
- Scan the DDT and email one copy to the technician who made the order for your group.
- Save a copy in the lab file (paper or electronic, it depends on your lab)
- Place the original copy of the DDT in the mailing box in the corridor: Groups of Erica Viviani and Federica Mainente→ mailbox second floor in front of Guardavaccaro office.
 CV2 groups→ paper tray in Veronica Gatto office.
 - All the other groups \rightarrow mailbox first floor outside Zandonà office.

NOTE: The Life technologies orders, via Supply center, will be dispatched by Barbara Giovannone since they are shipped in bulk (all groups weekly orders together).