

## **Procedures needed for the access to the Physics and Astronomy Department**

*Dear user,*

the access to the Physics and Astronomy Department is ruled by some conditions. In particular, for your safe access to the Department, you are requested to fill, by on-line procedure, two forms which are related on your safety and your training.

### **Who has to fill such forms?**

All people playing any kind of job within the Department must do it, not only the University members.

Below you can find a short, not exhaustive, list of the most common categories of people which have to fill the forms mentioned above:

- 1) University staff (professors, administrative and technical staff) working for the Physics and Astronomy Department;
- 2) members (researchers, administrative and technical staff) of the Firenze unit of the National Institute for Nuclear Physics (INFN);
- 3) members of a research institute (such as INAF or CNR), working in the Department for more than fifteen consecutive days per year;
- 4) undergraduate students working in the Department for the needs of their thesis;
- 5) PhD students at the Department of Physics and Astronomy;
- 6) post-doctoral researchers at the Department of Physics and Astronomy;
- 7) visiting Professors or researchers carrying out working activities in the Department for more than fifteen consecutive days per year;
- 8) people having a fixed-term contract with the Department;
- 9) retired members and non-permanent staff of any kind, even if voluntarily carrying out activities at the Department.

### **Which forms have to be filled before accessing the Department?**

You have to fill two forms:

- 1) form for the access to the Department;
- 2) joint declaration of early training.

The first one is useful to collect information on the risks the person concerned will be subject to, in relation to his/her activities. Such information is gathered in order to protect his/her health.

The joint declaration of early training is necessary for the user to receive a proper training for the activity he/she will be involved in. Please fill the two forms in the sequence indicated above.

### **How to connect to the on-line services**

For safety reasons, the access to the on-line services is only available via a computer connected, through an ethernet cable, to the UNIFI or INFN network within the Department of Physics and Astronomy. It is not possible to fill the form through a wireless connection inside the Department, or through the UNIFI network of other departments, or other external wired/wireless connection.

### **Prerequisites for the on-line procedure**

Users can be divided in three different categories:

**A:** members of the Physics and Astronomy Department [professors, administrative and technical staff (with permanent position or fixed-term contract) post-doctoral researchers and PhD students];

**B:** members of the INFN, unit of Firenze [researchers, administrative and technical staff, research fellows and researchers with fixed-term contract];

**C:** external people [members of research institutes (such as INAF and CNR), University members not affiliated with the Physics and Astronomy Department, undergraduate students, Italian or foreign students, post-doctoral researchers and PhD students of other Departments or Universities, retired members, or, in general, all not structured people without any kind of contract with the University].

Preliminarily, people of type **B** and **C** must connect to the website <https://dipfaservizi.fisica.unifi.it/modudip>. At the first access, they have to choose the *New user* button, fill the form and send it. They will receive the login credentials at the e-mail address provided during the registration.

## How to fill the form for the access to the Department

Personnel of the **A** category should connect to the website:

<https://dipfaservizi.fisica.unifi.it>

then selecting the button “**Accesso e Formazione**”.

Personnel of the **B** and **C** categories should connect to the website:

<https://dipfaservizi.fisica.unifi.it/modudip>

When the above procedures are completed and the login to the reserved area is done, on the left side of the screen some buttons will enable you to choose the desired task.

If you are filling the form for the first time, you can see two buttons (Italian and English version). Choose your language and fill the form. Please note that this choice will be available only when the form is processed for the first time. The form has to be completely filled only the first time; then you can simply modify it every time your status or the deadline of your contract changes.

After you have filled the form for the access to the Department, **you have to wait for the approval** from the Head of the laboratory, that you have selected, and from the Director of the Department.

## How to fill the joint declaration of early training

After filling the access form, and only after it has been approved by the Head of the laboratory and by the Director of the Department, you can fill the early training form. The links to be used are the same given above for the different types of employees and personnel. We inform you that **only after** the approval of the form for the access, a **new button** appears on the personal page: this button will be selected to fill the joint declaration of early training.

A different form should be filled for every laboratory you are interested in. In order to obtain the access in a laboratory, all the risks related to the activity carried in this laboratory should be indicated in the form; otherwise the access will be automatically denied.

## Insurance fee

**In case the payment of an insurance is needed**, the access will be effective only after it has been paid and the payment receipt has been delivered (by mail or e-mail) to Mr. Roberto Bondi: [bondi@fi.infn.it](mailto:bondi@fi.infn.it)

The access, regardless the deadline of the contract, is allowed only until the expiry of the insurance.

Payment is required for:

- research fellows,
- fellows,
- trainees,
- guests staying over two weeks,
- contract professors,
- retired employees,
- Ph.D. students that ask for the badge for the access to the Department and/or a workstation and/or the access to some laboratories.