

Instructions for the access to "Ugo Schiff" Chemistry Department

Dear user,

the access to the Department of Chemistry is subjected to some rules. In particular, for your safe access to the structure, you are required to fill in two forms with an online procedure : the first is related to your security and the other to your training.

Who should fill in these forms?

All people who work in the Department , even if they are not university employees.

Below is a short list, not complete, of the categories of users who are required to complete these forms:

- A. employees of University of Florence (professors, researchers, administrative/technical staff) belonging to the Department of Chemistry;
- B. those who have a fixed-term employment relationship in any form with the Department of Chemistry, like research grant holders, fellows, contract workers, employer organized freelance workers (cocopro), etc. In this regard, it should be noted that in relation to employer organized freelance workers (cocopro) and other types of contract where the remuneration is not set by urgent rules, it is understood that the employment relationship is to be considered continuous and in need of constant and assiduous access to the premises of the Department only when the net monthly remuneration of the holder is more than 600.00 euros.
- C. trainees and undergraduates who, for the needs of their traineeship or dissertation, carry out activities in the Department;
- D. PhD students of the Department of Chemistry;
- E. PhD students, research grant holders, fellows, contract workers for other UADR or organizations may get the delivery of the badge or pursuant to paragraphs 1 and 2 of the art. 5 of the Internal Regulation of the Department of Chemistry or, alternatively, through a specific request documenting a specific and detailed interest for the general activities and of common interest of the Department issued by the scientific referent
- F. Visiting Academics coming from other Universities or research laboratories, who carry out activities in the Department for a period of more than 20 continuous days or even for shorter periods, but such that repeated lead to an average of at least 8 weeks;
- G. "post-graduate students" or:
 - new graduate students who will be allowed to have access to the Department of Chemistry for a maximum of three months from the date of the request, which must not be made more than 60 days after obtaining the degree, without possibility of further renewal, to allow refinement of the master dissertation project.
 - new PhD Candidates, in this case, the access to the Department will be possible from the end of the three-year PhD program from the first day following the conclusion of the course up to the date for obtaining the degree.
- H. technical staff employed by private companies in case of testing and / or supply of services purchased by the Department that involve the presence of such staff for the performance of the tasks provided for the supply or testing when the period of stay exceeds 20 continuous days or even for shorter periods, but such that repeated lead to an average of at least 8 weeks per year
- I. Emeritus and Honorary professors of the Department
- J. Department retired professors and researchers who for two years after the retirement date ask to continue their research and / or teaching activities according to the rules established by the Rector's note n.18 / 2016

Which forms must be completed?

The forms that must be completed are two:

1. the Department Access form;
2. the initial Training Form.

The access form has the task of collecting information on the type of risks to which the person concerned will be subjected to, in relation to his/her activity. This information is collected to protect the health of the user.

The initial training form is necessary so that the worker can receive adequate training for the activity he/she will do in the Department.

The two forms must be completed in the indicated sequence.

How to connect

For security reasons, online services for filling the forms are only available if you use a computer by cable connected to Chemistry Department's UNIFI network.

Prerequisites for the online compilation of the forms

The procedures to be followed to access the abovementioned forms are indicated below for the different categories of users.

A. Teaching, administrative and technical staff, research grant Holders and PhD students belonging to the Department of Chemistry. The credentials to be used to access the forms are those provided by University for the access to online services (username = serial number and password).

The staff must at first connect to the <https://dipfaservizi.fisica.unifi.it> site and then select the Access and Training button.

B. Staff of research institutions in agreement with the Department, structured staff of University, but not belonging to the Department of Chemistry, staff with a fixed-term contract with the department, undergraduates, trainees, visiting Italian or foreign students, research grant holders or PhD students by other institutions / departments / universities, retired staff, or in general any type of unstructured and external staff without a contract with the University of Florence must first connect to the site <https://dipfaservizi.fisica.unifi.com/modudip>

At the first access, the user must register using the New user button, fill in and send the form and wait to receive the reply message containing the credentials for access to the e-mail address indicated during registration.

Instructions for completing the Department Access Form

If everything has been done correctly, both for internal and external staff, on the screen you can see some buttons that allow you to choose the desired application, select the button to access the Department.

The user can only see this menu when the form is at first filled in. The form must be fully completed only the first time; later, if it is to be revised to modify some data, it will be recalled and can be simply updated by the user before being sent again. Remember that the user can't modify the form by switching from Italian to English version or conversely.

After completing the Access to the Department Form, to continue with the next steps it is necessary to obtain the approval of the Form by the research unit Tutor, indicated by the user, and the Director of the Department.

Instructions for completing the initial training form

After completing the access form and only after the approval of the Person in charge and of the Director, it is possible to fill in the initial training form. The links are the same already used previously by each of the types of staff.

After logging into the site with your credentials, three buttons are visible. The first concerns the access form to the Department, already completed but which can be updated to modify, for example, the risk factors in the activity carried out in the Department. The second and third buttons concern the initial training form (respectively in Italian and English versions). Each user must fill in a different form for each laboratory where he / she intends to request access. Remember that in order to gain access to any laboratory it is necessary that the user has declared in the Department Access Form to be subjected the work risks that characterize that laboratory (for example: ionizing radiation). Otherwise access is automatically denied.

Insurance

In the event that an insurance policy is required for access to Department, the validity of the forms will be effective only after payment of the due fee. The receipt must be sent in digital scanning to the following e-mail address: accessobadge@chim.unifi.it.

Access, regardless of the duration of the contract, is allowed only until the expiry of the insurance.

The insurance payment is required for these categories of staff:

- research grant holders,
- Fellows,
- retired staff who has been granted a study position in the Department,
- PhD students who request the entry badge and / or working position and / or access to laboratories.