

## Instructions for requesting attendance authorization at the Department of Life Science (DSV)

(version 1.6 - April 14, 2021)

To access the facilities of the Department of Life Sciences (DSV) and starting any activity you need to:

1. register on the DSV intranet site (select DSV PICK) from the [home page of the DSV site](https://dsv.units.it/en) (<https://dsv.units.it/en>)
2. request an identification card (ID card) and the access badge
3. read the DSV safety documentation and fill out the required forms for health surveillance prepared by the University Prevention and Protection Service (SPP)
4. take out voluntary accident insurance (optional).

### 1. REGISTRATION ON DSV PICK

To register on the DSV intranet site (PICK) you follow these 3 steps:

#### 1.1 Get university credentials <sup>1,2</sup> (U-GOV credentials) i.e. you need to be enrolled at the University of Trieste.

- **Internal users of the University**<sup>3</sup> automatically receive their credentials following registration by the Central Administration. Exclusively for the roles of Co.co.co, occasional collaborators, tutors and tutors of teaching exercises, credentials are received from DSV. New internal users that are still without UGOV credentials must request these from the Accreditation Service by sending an e-mail to [codes@units.it](mailto:codes@units.it) together with the scanned double-sided copy of their identity card. More informations are available at the link: <https://www2.units.it/divisioneisi/servizi/?file=orario.htm>.
- **External users of the University**<sup>4</sup>, who expect an employment relationship with the DSV of more than 15 days<sup>5</sup>, must request their credentials by filling out the *University Credentials Request* form available on the DSV website using the [Forms](#) link (Access:

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<sup>1</sup> An institutional account allows access to University web resources and IT services (mailboxes, Wi-Fi access, etc.).

<sup>2</sup> University credentials consist of a Username and a Password, and are assigned to the user by the Administrative offices at the time the relationship with the University begins. The Username corresponds to the badge number which, in the case of students, is preceded by the letter 's'. PhD students are the only users at the University who receive two ID numbers, one as a student (ID number generated by ESSE3 system) and one as a worker (ID number generated by UGOV). PhD students must register on DSV PICK using exclusively their worker ID number (ID number created by UGOV).

<sup>3</sup> Internal users of the University are: Research fellows, Fellows, Co.co.co., Occasional collaborators, PhD students of UniTS, Administrative and Technical staff, Contract Professors, Full and Associate Professors, Emeritus Professors, Student representatives on the Department Councils and on the Department Board, Assistant professors (RTDa, RTDb), Students and Erasmus students (Trainees or Undergraduates), Holder of official assignments on a voluntary basis, Tutors and Tutors of teaching exercises.

<sup>4</sup> External users of the University are: External research fellows, External fellows, Visiting scientists, External PhD students, Outsourced service staff, Guest students from other Universities, Post-graduate trainees, Volunteers.

<sup>5</sup> External users who are expected to work for less than 15 consecutive days are exempted from online registration on Pick. However, they must still fill the *DSV Frequency Authorization Request* form as described in point **1.2** following the instructions available in the [Forms](#) of DSV website (<https://dsv.units.it/en>).



<https://dsv.units.it/en> | *Services and Equipment* | *Services*), and send a scanned copy, together with the front/back photocopy of their identity document, to **registrazione.dsv@units.it**. Once registered, the user will receive the credentials via e-mail.

**1.2 Fill in and sign the *DSV Attendance Authorization Request* form** available under *Forms* at the DSV website [<https://dsv.units.it/en> | *Services and Tools* | *Services*].

Filling out this form is not required only for DSV staff<sup>6</sup> or for Student representatives on Departmental Councils and/or on the Department Board.

**1.3 Connect to DSV's intranet site** (<https://www2.units.it/dsvpick/login#>), using your personal University credentials<sup>7</sup>, to register on DSV PICK. In particular, you are requested to:

- complete your personal profile sheet adding any missing information
- upload the following Annexes<sup>8</sup>:
  - the scanned, filled *DSV Attendance Authorization Request* form (*point 1.2*)
  - the scanned double-sided copy of your own identity document
  - the safety documentation referred to in *point 3.2*
  - any other documents relating to insurance coverage
- save and submit.

The DSV administration will verify the correctness of information and the completeness of the attached documentation, requesting any additions if necessary.

Following the Director's authorization, you will receive an e-mail confirming successful registration.

#### NOTES FOR CHANGES OF INFORMATION AND PROFESSIONAL ROLE

- All **internal** and **external users** must notify the DSV by emailing **registrazione.dsv@units.it** as to any event that could affect their permanence in the Department's facilities (for example, an extension of cessation date, a change of laboratory, building or contact person) using the *DSV Attendance Information Variation* form available under *Forms* at the DSV website (<https://dsv.units.it/en>).
- A **new attendance authorization request** must be presented also by **former users**, who establish a new working relationship with the DSV, having a different role from the previous one (*point 1.2*, e.g. a PhD student becomes a Fellow). **Former external users**<sup>4</sup> will also have to request the reactivation of their University credentials, in advance, as indicated in *point 1.1*.
- **N.B.** All documentation uploaded to PICK during registration or subsequent reactivation of your account must be kept and not deleted !!

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<sup>6</sup> Full and Associate Professors, Assistant professors (RTDa, RTDb), Administrative and Technical staff of DSV.

<sup>7</sup> See note 2.

<sup>8</sup> Attachment file names shall not contain spaces, dots or special characters. The only allowed dot is the one that separates the name from the file extension. The loadable formats are pdf, doc and docx, jpg and png.

## 2. GRANTING OF DEPARTMENTAL ID CARD AND ACTIVATION OF THE ACCESS BADGE

The [Regulation](#) and details pertaining to the “access with badge” mode into DSV buildings, are available on the DSV website [<https://dsv.units.it> | *Department* | *Regulations*].

### 2.1 Issuing of the ID card and Access badge

The ID card and the Buildings Access badge for those buildings that require it is needed (Bld. FC - Fondazione Callerio, Bld. M, Bld. Q, Bld. R/RA, Palazzina Q - S. Giovanni), once the registration process is completed, can be requested by telephone or e-mail to:

Fabio Balassone Bld. H3 – v. Valerio 12/2, Off. 1D, flr. 1 [Fabio.Balassone@amm.units.it](mailto:Fabio.Balassone@amm.units.it) int. 8775<sup>9</sup>

DSV users who work in building C11 must request a badge for this building in case they need to access it after-working hours.

### 2.2 Badge activation

Badge activation is carried out, by telephone or e-mail agreement, by:

Bressan Raffaella	Bld. FC – v. Fleming 22, Off. 104, flr. 3	<a href="mailto:rbressan@units.it">rbressan@units.it</a>	int. 8625 <sup>9</sup>
D’Amato Angela	Bld. RA – v. Valerio 28/1, Off. 228, flr. 1	<a href="mailto:adamato@units.it">adamato@units.it</a>	int. 2066 <sup>9</sup>
Gionechetti Fabrizia	Bld. Q – v. Giorgieri 5, Off. 314, flr 3	<a href="mailto:fgionechetti@units.it">fgionechetti@units.it</a>	int. 8626 <sup>9</sup>

### NOTES

- **All users** must return their badge to the Student Secretariat (Bld. H3, p. 1) when their working relationship with the DSV ends. The badge must be inserted in the appropriate return box.
- If you change your contact person in the Department or request an extension to your access authorization, you must present a new request for an ID card and Buildings Access badge.

## 3. HEALTH SURVEILLANCE AND SAFETY

### 3.1 Health surveillance

Users who, for different reasons, carry out activities within or for the DSV, are subject to mandatory health surveillance.

Those who are working in the DSV’s facilities or for the DSV at AREA Research Park must:

- read the information on health surveillance available on the Prevention and Protection Service (PPS) website: <https://www2.units.it/prevenzione/sorveglianza-sanitaria/personale.php>
- fill in the online *Form for reporting planned activities*. The user who changes role, activity or laboratory must fill in the form again.

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<sup>9</sup> The prefix is 040 558 if you call from a mobile phone or from places outside the University facilities.

Users without University credentials (with a working relationship of less than 15 consecutive days with DSV) can fill out the paper form and proceed according to the directions provided above.

Health surveillance for DSV users serving within the Reunited Hospitals in Trieste, IRCCS Burlo Garofolo, CRO of Aviano or other external Institutions shall be carried out by the Host Authority. Detailed informations can be found at the link

[https://www2.units.it/prevenzione/procedure/nuovi\\_arrivati.php](https://www2.units.it/prevenzione/procedure/nuovi_arrivati.php)

### 3.2 Safety

All internal and external users who, for different reasons, carry out activities within or for the DSV must be trained on health and safety in the workplace BEFORE undertaking these activities or accessing any premises that are at risk. All relevant information can be found on the website <http://www2.units.it/prevenzione/formazione/corsiaula.php>

All users must read the web pages pertinent to safety that are available on the DSV site at the link <https://dsv.units.it/it/servizi-strumenti/sicurezza>.

Specific courses, each relevant to different roles, including that of student, are available on the learning platform Moodle at the link <https://moodle2.units.it/course/index.php?categoryid=5> and accessible using your University credentials.

In particular, students, PhD students, research fellows, trainees, fellows and collaborators **must all follow the online video-courses on safety** available at the site <https://moodle2.units.it/login/index.php>. Copies of the certificates received after following these courses and passing the final quiz must be downloaded as pdf and attached in your user profile when registering on the PICK (see point 1.3). These certificates have a maximum validity of 5 years.

The untrained user cannot carry out any activities at risk or access any of the laboratories, including the IT rooms.

All users must read the web pages pertinent to safety that are available on the DSV site at the link <https://dsv.units.it/it/servizi-strumenti/sicurezza>.

**N.B.** In the current time of health emergency due to COVID-19, all staff are required to also provide the certificate of the refresher course on coronavirus risk (see refresher courses: <https://moodle2.units.it/course/view.php?id=5063>).

## 4. VOLUNTARY ACCIDENT INSURANCE (optional)

All DSV staff is insured by the University for any accident not attributable to the individual. Please note that damages due to the user's inattention or to chance are not covered by insurance.

It is possible for non-staff members to optionally take out an accident insurance policy from Allianz - Agenzia B.V. Trieste or to use or extend your own personal insurance already in existence.

The information and forms for activating accident insurance are available on the website of the DSV at: [http://dsv.units.it/en/services-equipment/services/Forms-and-documents#assic\\_volon](http://dsv.units.it/en/services-equipment/services/Forms-and-documents#assic_volon).