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Subject: Information note on the procedure for access to the premises of the Department of Biomedical Sciences

To access the departmental premises, an electronic card is needed. This card is issued by the offices of the Multifunctional Pole A.Vallisneri upon completion of the requirements.

The procedure to obtain the card involves the following steps:

1. Training
2. Health surveillance
3. Release of the electronic card

## 1. Training

Access is subject to the completion and passing of mandatory online safety training courses. These courses must be completed by all staff and others (i.e., students, fellows, fellows, guests), who are attending the facility in various capacities.

- A. Completion of the 'course access form': the form must be completed with the data of the person concerned and it is available at the following link: <http://www.biomed.unipd.it/dipartimento/accesso-alle-strutture/>. If none of the courses provided has been carried out, it will be necessary to tick 'first access'. If the applicant has already attended some of the courses provided, the tick must be placed on 'integration'. If he or she has already attended all the training courses to request access, it is necessary to tick 'training already carried out'.
- B. Identification of the course(s): while the course called "general part" is mandatory, the specific courses are to be assigned by the laboratory manager who signs the form, being strictly related to the particular activity of the individual attendant. Access to the courses takes place by connecting to the following link: <https://elearning.unipd.it/formazione/course/index.php?categoryid=39>.

To login a person must enter the 'username' and 'password' regularly used for the University e-mail. Those without SSO ('username' and 'password' provided by the University) must contact the IT technician of the Department of Biomedical Sciences, Dr. Marco Ardina ([marco.ardina@unipd.it](mailto:marco.ardina@unipd.it)), who will provide suitable support. Once assigned the e-mail address, the interested parties must contact Dr. Maria Cristina Cognolato ([form.sicurezza@unipd.it](mailto:form.sicurezza@unipd.it)), providing the following data: Name, Surname, Italian tax code, place and date of birth, institutional email address. This will allow him or her to proceed

with the manual alignment of data between the mailserver and the e-learning service. Consequently, the person concerned will be able to access the courses by logging in without single-sign-on\*.

C. To access the courses, the passwords are:

- general part: sicurezza
- a. chemical risk: chimico
- b. biological risk: biologico
- c. enclosure course: stabulari
- d. mechanical risks: meccanico
- is. non-ionizing radiation: radiazioni
- f. magnetic fields: magnetici
- g. waste management: rifiuti
- h. electrical risk: elettrici
- i. radiation protection: radioprotezione

D. Passing the course: each course involves passing a final test. The certificates returned by the system must be printed and delivered to the Management Secretariat (Segreteria di Direzione) together with the form, completed in all its parts.

## 2. Health Surveillance

A. Filling in the 'Preventive Medicine Service form', available at the following link: <http://www.biomed.unipd.it/dipartimento/accesso-alle-strutture/>. This form, completed and signed by the laboratory manager, must be delivered to the Management Secretariat

## 3. Electronic card release

- A. Completion of the 'access request form', available at the following link: <http://www.biomed.unipd.it/dipartimento/accesso-alle-strutture/>. This form, signed by the laboratory manager, must be delivered to the Management Secretariat.
- B. After the delivery of the documents referred to in points 1, 2 and 3, the interested parties will be contacted by the competent offices:
- Preventive medicine service (Servizio di Medicina preventiva) for the medical check-up;
  - The Multifunctional Pole A.Vallisneri for the access card.

For more information:

- University website: <http://www.unipd.it/formazione-accesso-laboratori>
- Department Secretariat: - 049/8276458