

General Rules for Accessing Laboratories

From now on, all potential laboratory users, whether research fellows, doctoral students, collaborators, or graduates, must attest to attending three online courses on health and safety in the workplace.

The [courses](#) are available on the e-learning platform in the other activities section and include a general training course and a specific training course.

The general safety training course has also been created in English by our University.

Authorization to use the laboratories is granted following the completion of a [survey](#), in which it will be required to upload the certificates of the safety courses.

Following the completion of the above procedure, the RADL will invite the user to register on the laboratory booking site (if not already done). Once registered, they will add the user to the group of authorized laboratory users. From that moment, unless specific options are entered by the RADL, the user will be able to book the laboratory and any associated resources independently.

Laboratory Usage Rules

- For any use, it is necessary to book the laboratory through the Booked booking system at the site: <https://prenotazioni.psicologia.unimib.it>
- Following authorization, the RADL will provide a signed authorization form for collecting the keys at the porter's lodge. The form must be handed in at the porter's lodge every time the laboratory key is collected and returned once usage is finished.
- The setups present in the laboratory cannot be modified unless a request is made to the responsible person.
- Any malfunction or incident encountered during the use of the laboratory must be immediately reported to the responsible person.
- No equipment can be removed from the laboratory without prior written authorization.

Laboratory booking follows the following indicative rules:

1. Bookings can generally be made in 3 possible daily time slots: Slot1, 9.00-12.00; Slot2, 12.00-15.00; Slot3, 15.00-18.00;
2. Bookings must be made at least 48 hours in advance of the chosen slot;
3. No more than 3 slots can be booked by the same person per week;
4. If during the week there are unbooked time slots within the previous 48 hours, it will be possible to make a booking in derogation of rules 2 and 3.
5. If it is necessary to cancel a booking, please do so at least 24 hours in advance of the booked date;
6. The laboratory can be booked up to two weeks in advance;
7. Any deviation from the above rules, due to extraordinary and well-circumstantiated situations, must be requested from the laboratory manager;
8. Any problem in complying with the above rules must be immediately reported to the laboratory manager.
9. Please note that specific rules for each laboratory are indicated by the RADL.

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