

NEW COMER FORM – THINGS TO BE DONE BY NEW COMERS (NC) AT IDA

Your supervisor contacts the administration of your Lab (LuMin, LBPA, SATIE, PPSM)

You get the form corresponding to your status and position :  
- you are hired by your lab\*  
- or you have an Invited position\*

\*: documents available on :  
([http://ida.ens-paris-saclay.fr/version-francaise/espace-reserve/formulaires\\_administratifs/](http://ida.ens-paris-saclay.fr/version-francaise/espace-reserve/formulaires_administratifs/))

Administrative recording of the NC (Reseda, email account, access card, intranet identifier)#  
# contact the administration of your Lab.

The NC is welcomed by his supervisor

Presentation at the NC to the Lab Director and IDA Institute Director

Presentation of the NC to the person in charge of safety of IDA and in your Lab (AP, Assistant Prévention, in French), and to the administrative staff.

UPPON YOUR ARRIVAL

You get the administrative forms :  
- Access card application form\*  
- This form (NC Form)\*

Safety training :

- 1 Safety training from CNRS with the NEO quizz (<https://neo.cnrs.fr>)
- 2 Safety training with the AP at IDA and AP of your lab
- 3 Specific safety rules related to your experiences

- you get your access card (after validation by the Lab & Institute Directors and AP).

- you have to read and sign the Lab rules & Institute rules
- Give a copy of your NEO attestation to the Lab & IDA
- you get the safety equipment that is necessary for your experiences
- You get your Lab notebook.

WHEN YOU LEAVE IDA & YOUR LAB

- Leave your Lab Notebook to your supervisor
- Clean up your experimental set up and deskwork area
- Give a clear list of all the products that you leave (chemicals, bio products, ...)

USEFUL CONTACTS

IDA :

Secretary : - Valérie Guinaud – 52 94

Assistant prevention (AP), Rasta Ghasemi – 55 73

SPECIFIC RISKS :

- Laser – Jean Frédéric Audibert – 55 93
- Clean Room – Rasta Ghasemi – 55 73
- Biologic risks – Frédéric Subra – 52 16
- Informatic risks – Gwenael Robin – 55 44

LBPA :

Secretary : - Minal Martial – 52 03  
- Janine Seite – 52 01

Assitant prevention (AP), Gladys Mbemba – 52 02

PPSM :

Secretary : - Christian Jean Baptiste – 56 01

Assistant prevention (AP), Laurent Galmiche – 55 98

LuMin :

Secretary - Amada Eguren – 55 61

Assistant prevention (AP), B. Potier – 56 43

SATIE :

Secretary : - Françoise Lachaud Suarez – 55 01

Assistant prevention (AP), Gwenael Robin – 55 44