

PREPARING YOUR EXPERIMENT

Once a proposal is approved, the liaison scientist will contact the Principal Investigator (PI) to schedule the experiment and register the users that will attend the experiment.

Please provide/confirm participants' names and emails as early as possible.

Each user must provide a Safety and Training Declaration.

Users attending the experiment shall specify arrival and departure dates to allow them personal access to CNAO facility.

Safety procedures before coming to CNAO

The PI is responsible for identifying and detailing any hazard related to the samples or equipment that will be brought to the facility for their experiment or laboratory processes:

- All samples, equipment, laboratory processes and related safety issues must be thoroughly described and declared using sample and equipment forms
- Projects with biological samples should attach a Biosafety Declaration that specifies the related hazards and be signed by the main proposer. This declaration is **MANDATORY** for all biological samples (see Biosafety declaration example - Biolevel 1)
- Animal or human tissue samples should attach the Animal/human tissue Declaration (see Animal or human tissue declaration example)
- Attach the requested information about sample and equipment (Equipmentsafety technical sheet template, Biological sample description template, Nonbiological sample description template)

Provide a eligibility declaration from your home institute

Upload a Safety and Training Declaration must include Safety/Fitness/Eligibility/Training Declaration for each participant filled in with the user name and signed by the Employer/Responsible of the user's home institution. This declaration will be valid for one user and for any experiment the user will

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attend at CNAO during one year.

In the case of a change of home institute, a user will need to upload a new Safety and Training Declaration.

A single declaration can be issued for all the workers afferent to the same home institution.

Such a declaration shall clarify which types of activities and risks each worker is allowed to perform and shall declare that the worker has received specific training, is aware of the risks and is insured during his period at CNAO.

[Safety training certificate \(or Schedule your Personal Safety Course with your local contact\)](#)

All CNAO beam users are required to go through a Safety Training course. This training will be valid for one year and will be required for all users taking part in any experiment.

Users will not be allowed to carry on experiments at CNAO until they have passed this exam.

Please take the training and the examination (possibly online) before coming to CNAO.

[Shipping samples and equipment to CNAO](#)

If you intend to send material to CNAO before your shift, you must inform your local contact about the date of reception and handling and storage methods.

Users have to meet the costs of sending their samples to CNAO and back home and are responsible for doing all the paperwork involved in their shipments, including documents related to biosafety in the case of biological samples.

Please note that each country has its own specific regulations on these issues and we advise you to look for information well in advance of the date of your experiment.

Users must inform their local contact about the date of reception of the samples.

Goods and materials should arrive in CNAO at least 3 days before starting the experiment.

