

# Laboratoire Jean Perrin

## Welcome Booklet



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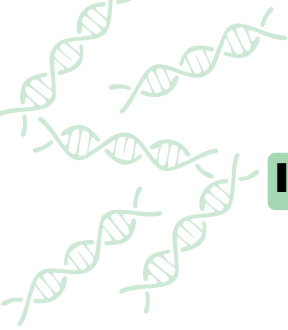
**p. 11** Well Being and Support

Welcome to the Laboratoire Jean Perrin !

I hope you'll have great scientific and personal adventures here !

This booklet will walk you through all the things you need to know and do when you first arrive.





## Important People you need to know



**Léa-Laetitia Pontani**  
Director  
room 410



**Maxime Deforet**  
deputy Director  
room 520



**Malika Pierrat**  
Administrator  
room 408



**Laura Becerra-Zapata**  
Financial Manager  
room 408



**Thomas Panier**  
Safety Manager  
room 518



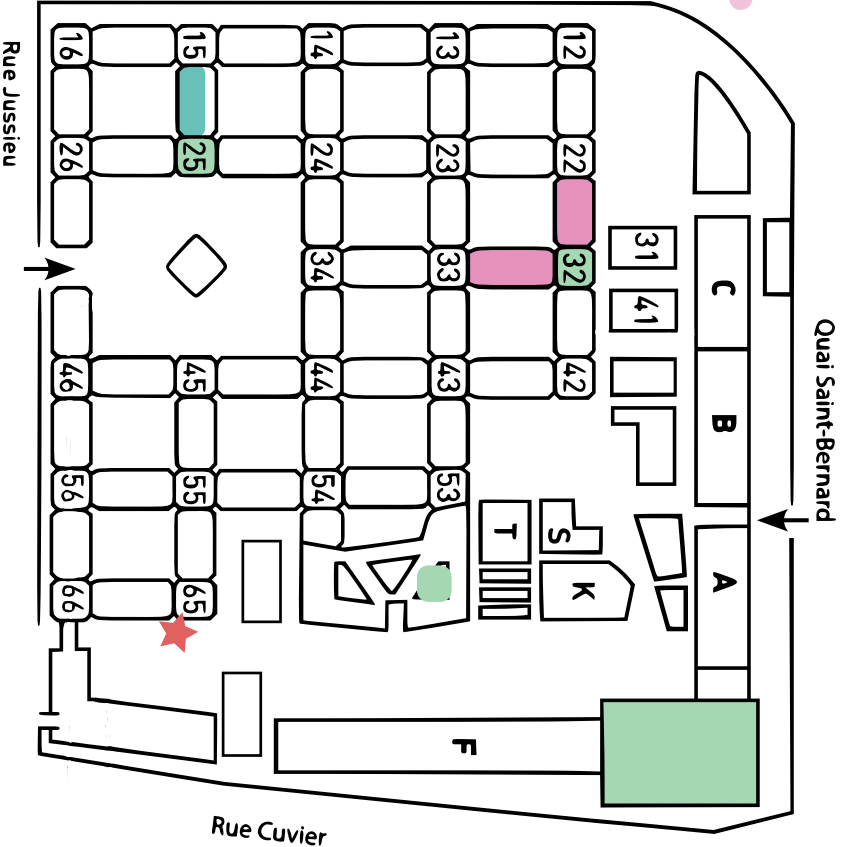
**Nicolas Fix-Boulier**  
Safety Manager  
room 506



# Map of the University



Rue des Fossés Saint-Bernard



**M** Métro (Ligne 7 et 10)  
Jussieu

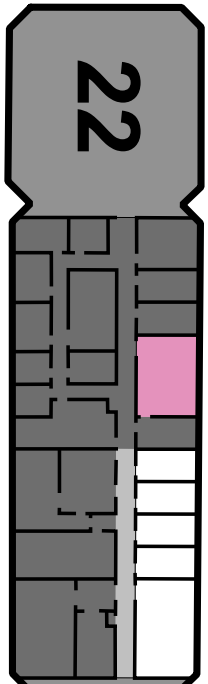
- LJP (4th-5th floor)
- Service Sureté (J floor)
- food
- expensive food

Floors	Quai Saint Bernard
5	J
4	J
3	J
2	J
1	J
RC	J
S1	J

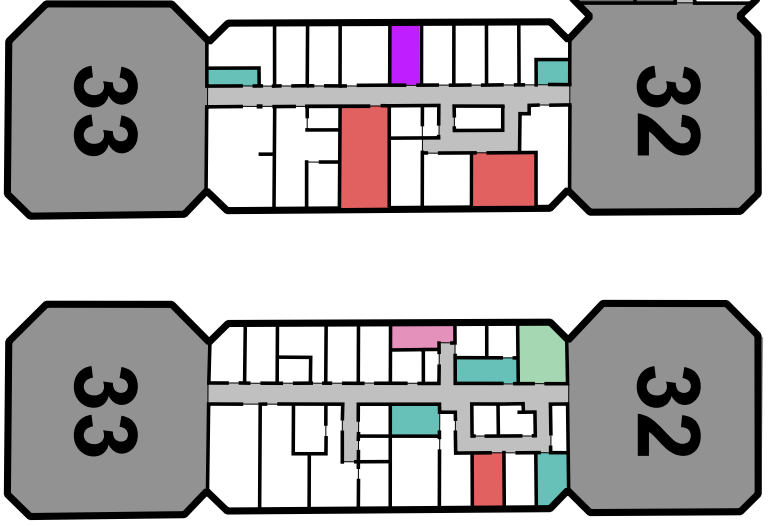


# Map of the Lab

## 4th floor



## 5th floor



- Restricted rooms**  
(do not enter without permission)
- Storage rooms**
- Cafeteria**
- Workshop**
- Meeting rooms**
- INSP (that's another lab)**

# Getting Started in the Lab

Welcome to LJP !!

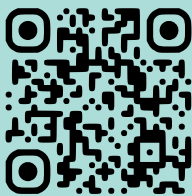
On this page you will find a list of important things you need to do when you first arrive in the lab.

If you ever need more information, you can look at the lab wiki which compiles a lot of answers to a lot of questions.

You can also ask around !!

## The Wiki

The lab's wiki page is available here :



<http://wiki.ljp.upmc.fr/>

It holds answers to most questions you might have.

**We strongly suggest that you have a look during your first days here.**

## Internet Access

### WIFI

The Lab's wifi is  
SSID : LJP  
pass : JPeb,ivvdb



### ETHERNET

If you are not an intern, you are allowed an ethernet access.  
You will have to contact Raphael Candelier. (see the wiki page "Informatics")

## Welcome Tour

On your first day, your supervisor should take you on a tour of the lab. You will discover the premises and meet the people of the lab.

**If your supervisor forgets, ask for it. It is an important step of your journey in the lab.**

## Desk

A desk should have been allocated to you by your supervisor.

**Check with him/her.**

If you want to change, you can follow the procedure on the wiki.

(wiki page "Allocate a desk")

## Contract Signature

It is important that your work contract is signed as soon as possible (at least before your first day). For this, **check with your supervisor the status of your contract.**

**Interns don't have a work contract, but have "Convention de stage".**

Don't forget to provide your :

- bank account details
- Navigo certificate (either monthly or yearly)
- insurance certificate (or your parent's)

You will be reimbursed a significant percentage of your travel expenses and medical insurance.

If you come to the lab by bike, you can also ask for financial compensation.



## Keys

The university uses KABA keys. They only allow you to access doors you're allowed through.

Keys are requested by Malika when your contract is created.

On your first day, **check with Malika whether your key is ready for pickup then go to the Security Office (bring your ID card).** (see blue star on page 3).

If you need access to the IBPS, send an email to Malika with your key's ID number.

## Food !!!

On campus, there are many restaurants, cafeterias, etc ...

If you have a **Sorbonne University contract, bring a photocopy of your contract to the cafeteria**, they will give you an Izly account.

If you don't, **you can ask Malika or you supervisor.**

(see the wiki page "Restaurants")

## Email

**If you are an intern**, you are not allowed an email.

**If not**, a [@sorbonne-universite.fr](mailto:@sorbonne-universite.fr) email address should have been requested by Malika upon signature of your contract.

**If you haven't received it after 3 weeks**, send an email at : [motdepasseperdu@upmc.fr](mailto:motdepasseperdu@upmc.fr)

**Don't hesitate to ask for help !**

**The people in the lab are very nice and will be more than happy to help you !**



## Mailing List

Send an email to : [ljp\\_non\\_permanents@listes.upmc.fr](mailto:ljp_non_permanents@listes.upmc.fr)

*Object* : "Addition to the mailing list"  
*Content* : - Name,  
- Status (PhD, postdoc, intern),  
- Supervisor,  
- Duration of contract.

## WhatsApp

Join the Non-permanent WhatsApp group !



# Safety in the Lab

The most important thing you will do in the lab is :  
**Don't get hurt or put others in danger !!**

## In case of an Incident

If you have an accident in the lab, however minor (a cut, bacteria spillage, LASER, ...) **tell someone at once.**

If needed, contact Thomas and/or Nicolas (see page 2). They can help change the tools and protocols you use to avoid accidents.

## In case of Emergency

**Tell someone at once.**

You can also contact the University Emergency services by calling



01.44.27.55.55

## Safety training

All new members must take a **safety training** with Thomas or Nicolas.

You might be working with dangerous stuff specific to your research, and **there are additional safety trainings that you might need to take :**

- LASERs
- L2 Confinement Lab
- Bacteria
- ...

**Ask your supervisor about them.**

## Restricted Rooms

There are 3 rooms which **you should not enter without invitation !**

These are the rooms labeled as orange rooms on page 4.

### Level 2 confinement lab



Corridor 32-33 - 5<sup>th</sup> floor  
**room 507**

### LASER rooms



Corridor 32-33 - 4<sup>th</sup> floor  
**room 413 + 405**





As with any work environment, there are medical risks.



### Take precautions !

Wear gloves, eye protection ...

If you are unsure of how to use a tool or a chemical, ask your colleagues. Don't hesitate to ask Thomas or Nicolas if you have any doubt.

- **The university has a healthcare service (SSE)** with nurses, doctors, and psychologists.

15 rue de l'école de médecine, Stair G, 3<sup>rd</sup> floor.

01.44.27.89.00 , [sumpps@sorbonne-universite.fr](mailto:sumpps@sorbonne-universite.fr)

<https://service-sante-etudiante.sorbonne-universite.fr/>

- There might be **medical risks specific to your work**. Ask your supervisor/ coworkers about them. Here is a non-exhaustive list of a few risks present in the lab :
  - bacterial contamination
  - zoonotic diseases (i.e. a disease you acquire from an animal)
  - LASER injury
  - ...
- After signing your contract (not for interns), you will be contacted for an **internal medical appointment** with a doctor affiliated with the university. This is mandatory as per french laws, to make sure that you are medically able to work, and to evaluate the medical risks inherent to your work.
- If you have a **personal medical appointment** with a doctor, it is important that you mention your work environment as well as the medical risks involved. This could be important, for example with bacterial infections or zoonotic diseases, in case you were contaminated without realizing it.
- If you use LASERS, you should perform a **prevention dilated fundus exam**. In case of an accident, it will allow doctors to evaluate the extent of the damage to you eye, by comparing the state of your retina before and after the accident.

## Administration

Unfortunately admin is a significant part of lab life.  
Fortunately, we have an incredible admin team to help us!

### Salary

You should receive your first salary at the end of your first month working in the lab. Unfortunately, there is a risk that you'll have a one month delay in payment, but you will then receive double the money at the end of your second month.

**If you face delays in payments, immediately inform your supervisor and Malika.**

Salaries usually arrive at the end of the month.

For interns, it is important you **check at the end of every month that you have received your salary.** If you haven't, you should mention it to your supervisor and contact Malika. As interns don't have a "work contract", you will not receive payslips, but you can request a "proof of payment" if you need one.



### Visas and Residency Permits

The lab can pay for your visa and the stamp for your residency permit. Ask your supervisor, and contact Malika. You can also be reimbursed.



### Reimbursements

You should **never pay for anything with your own money.**

For material/consumables, we have an internal ordering protocol (see the wiki), and payments are handled via university bank transfers. We have also a credit card which can be used for specific transactions.

**If you had to pay for something with your own money** (for example : food during a work trip), you should **bring the receipts to Laura or Malika.** You will then be reimbursed. However, you will need a french bank account.

*Warning : For food while on a work trip, you can only be reimbursed a maximum of 20€ per meal !*

## Organisation of the Lab

- Administratively, the lab is supervised by both **Sorbonne University (SU)** and the **CNRS** (the French National Centre for Scientific Research). We are also a part of the Institut de Biologie Paris Seine (**IBPS**, the biology institute of the university), and the physics department of the university (**UFR de physique**).
- Internally, the lab is **directed by Léa-Laetitia Pontani**.
- In the lab, **most decisions are taken during General Assemblies (AG)**, during which every one (except for interns) can vote. It's an important moment where we discuss and organize the life of the lab. Participation is not mandatory but we strongly suggest that you participate.
- For **non-permanent members** of the lab (ie. interns, PhD students and postdocs) we have also regular **General Assemblies**, and **meetings with the director**.
- Scientifically, **the lab is organized into 5 thematics**. However, this organization is very porous and interactions between thematics are strongly encouraged !



## Regular Events in the Lab

- We have **weekly seminars** from invited speakers.
- Once a month we have an **internal seminar**, where members of the lab present their work.
- For non-permanent members of the lab (i.e. interns, PhD students, and postdocs) we have a monthly **Pizzaminar**. It's a lunch seminar with pizzas paid by the lab, during which we can present our work between ourselves, discuss, and organize.
- We also have a yearly **lab retreat**, where the entire lab goes away together, to meet in a different context, and discuss scientific and non-scientific subjects.

A decorative graphic in the top right corner of the page shows several stylized, light green, rod-shaped microorganisms with short, radiating lines representing cilia or flagella. They are arranged in a cluster, overlapping each other.

## Well Being and Support

Even if the lab is a very friendly place, there is still the possibility that you might have problems with other people.

Whether it is inter-personal frictions, harassment, sexism, discrimination, etc ... there are many structures in place to listen to your problems and help find solutions.

## Internal Help

### Your peers :

You can choose to **share your problem with your fellow interns, PhD students, and postdocs**. They might be more prone to understand what you are facing, be facing similar situations, or know of potential solutions.

**You can approach anyone you feel comfortable with, at anytime.**

You can also choose to **share your problems during Pizzaminars and non-permanent General Assemblies**.

If you ever feel uncomfortable discussing with a member of the lab (for example with your PI), **you can ask to be accompanied by a fellow non-permanent member of the lab**. There are two elected people for this (see the wiki for their names), but you can also ask any fellow intern, PhD student, or postdoc.

### The direction :

The **director of the lab** Léa-Laetitia Pontani is always available if you have a problem. If she is temporarily unavailable, or for any other reason, you also go to the **deputy director** Maxime Deforet.

**Even when their doors are closed, they are open ! Don't hesitate to knock.**



## External Help

### CNRS

You can **report inappropriate behaviors to the CNRS** such as : abuse, discrimination, moral harassment, sexual harassment and sexist behaviour. For this, send an email to : [signalement@cnrs.fr](mailto:signalement@cnrs.fr). (after initial contact, if you want to take action, you will no longer be anonymous)

For **anonymous counselling and support**, you can contact the association France Victimes by sending an email to : [cnrs@france-victimes.fr](mailto:cnrs@france-victimes.fr), or by calling them 01.80.52.33.77 (every day - 9h/21h).

### Doctoral School

For PhD students, you can **contact your doctoral school**, especially if you have problems with your supervisor(s).

You can also **talk with your Thesis Advisory Comity (TAC)**.

### IBPS

The IBPS has a Listening and Mediation Unit counselling unit.

You can send an email to : [sciences-ibps-ecoute@sorbonne-universite.fr](mailto:sciences-ibps-ecoute@sorbonne-universite.fr)

### Sorbonne University

Sorbonne has a **mediator** which you can contact for inter-personal problems and frictions with the institution. He can be contacted by email : [mediateur@sorbonne-universite.fr](mailto:mediateur@sorbonne-universite.fr) and by phone : 01.44.27.37.07

If you encounter or witness a situation of **inequality or discrimination based on gender**, you can send an email to [mission-egalite@sorbonne-universite.fr](mailto:mission-egalite@sorbonne-universite.fr).

If you are a **victim or witness of racist, anti-Semitic or LGBT-phobic acts, or any other form of discrimination**, you can send an email to [sciences-mission-egalite@sorbonne-universite.fr](mailto:sciences-mission-egalite@sorbonne-universite.fr).

