Good to know for interns

This document gives some information good to know for summer students.

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First of all, SAFETY:

You need to get several safety lectures. First of all, for the building itself...see group secretary Christine Fricke. Most likely laser safety…see Valentyn Prokhorenko (O2.093). Maybe radiation safety…see Sascha Epp as well as, less likely, chemical safety…see Andreas Rossos (O2.109). Furthermore, there needs to be safety introduction for each lab you are working in….see lab coordinator (probably Sascha Epp).

Furthermore, you might get a transponder key to access the lab and the building. It is crucial you return it to Sascha Epp before you leave. Also, we cannot have you in the lab after 8 p.m or any Saturday, Sunday and bank holidays unless you are authorized particularly for the very day. Use of the computers on these days may be granted after some time at CFEL.

Working hours:

Please start work before 10 a.m on a regular basis. Exceptions granted. Working hours is 8h per day.

Work space and computer access:

Your workspace is the “Incubator” at the 2nd floor. You have a dedicated computer and space for your time at MPSD.

Computer access is by a temporally account named “mpsdgst + number” like: mpsdgst4. Account name and password you get from upon arrival. It goes without saying, that abuse of the accounts for suspicious activities is out of bounds. You will receive work emails to (example) [mpsdgst4@mail.desy.de](mailto:mpsdgst4@mail.desy.de)   
You will get a notification to your private email you used for our communication before. You can login to email with the same name and password by going to: mail.desy.de

On Windows machines there should be a network drive H: automatically connected. Please use H:\cfel\your\_name\_year as a work folder for documents you create within your stay. e.g Albert in summer 2016 would make a directory within H: at H:\cfel\albert\_2016. Also use H:\public\albert\_2016 for sharing of documents (usually cfel is shared as well, however). The full path is the following:

[\\win.desy.de\all\user\groups\cfel\mpsdgst4\cfel\albert\_2016](file:///\\win.desy.de\all\user\groups\cfel\mpsdgst4\cfel\albert_2016) from any computer within DESY.

Please do not erase data from other students like albert\_2016.

Most useful programs are usually installed and ready for use…e.g. matlab, Inventor etc.

If not, or if other programs are needed we need to talk to IT. First floor room O1.102, close to the central stairs. Talk to Dennis Braune and Björn Witt.

Infrastructure:

There is a central storage at DESY with useful stuff…. <http://www.desy.de/cgi-bin/stock>

For on the fly development of whatever. Unfortunately, it is German only. To get something you need to fill a special form (ask Sascha) and go there at the opening hours to get the stuff noted on this form.

The storage (“Zentrallager”) is building 11a <https://www.desy.de/content/desymaps/gelaendeplan-ger-hh.pdf>

There is a Scientific Service Unit:

<http://www.mpsd.mpg.de/forschung/ssu/mp>

eager to help with technical problems....they also help you to get access to the machine shop for mechanical work. Head of the SSU is Friedjof Tellkamp…his office is O2.123. Martin Kollewe, also SSU, is great for helping with electrical/electronic issues. They have a lab in the ground level with useful stuff in it e.g. tools, soldering etc. You need to get training by Friedjof first before using it.

There is a second SSU:

<http://www.mpsd.mpg.de/forschung/ssu/ue>

headed by Guido Meier. They have an atomic force microscope.

Administrative stuff needs to be addressed to the group secretary Christine Fricke, room xx. And probably most relevant HR department in the first floor. Kathja Schroeder (O1.095) and Carolin Wodars (O1.097).

It is very good to know our engineers in room O2.091, Djordje Gitaric and Josef Gonschior.

There is a telephone book at <https://www.desy.de/pbook> if you need phone numbers to reach someone. You can also get the email there.

A good to know building is also bldg. 23 where the REGAE facility is located and bldg. 67 where we have lab space and some infrastructure sometimes needed.