
The newcomer's guide to the chemistry laboratory

Director: Chantal Andraud



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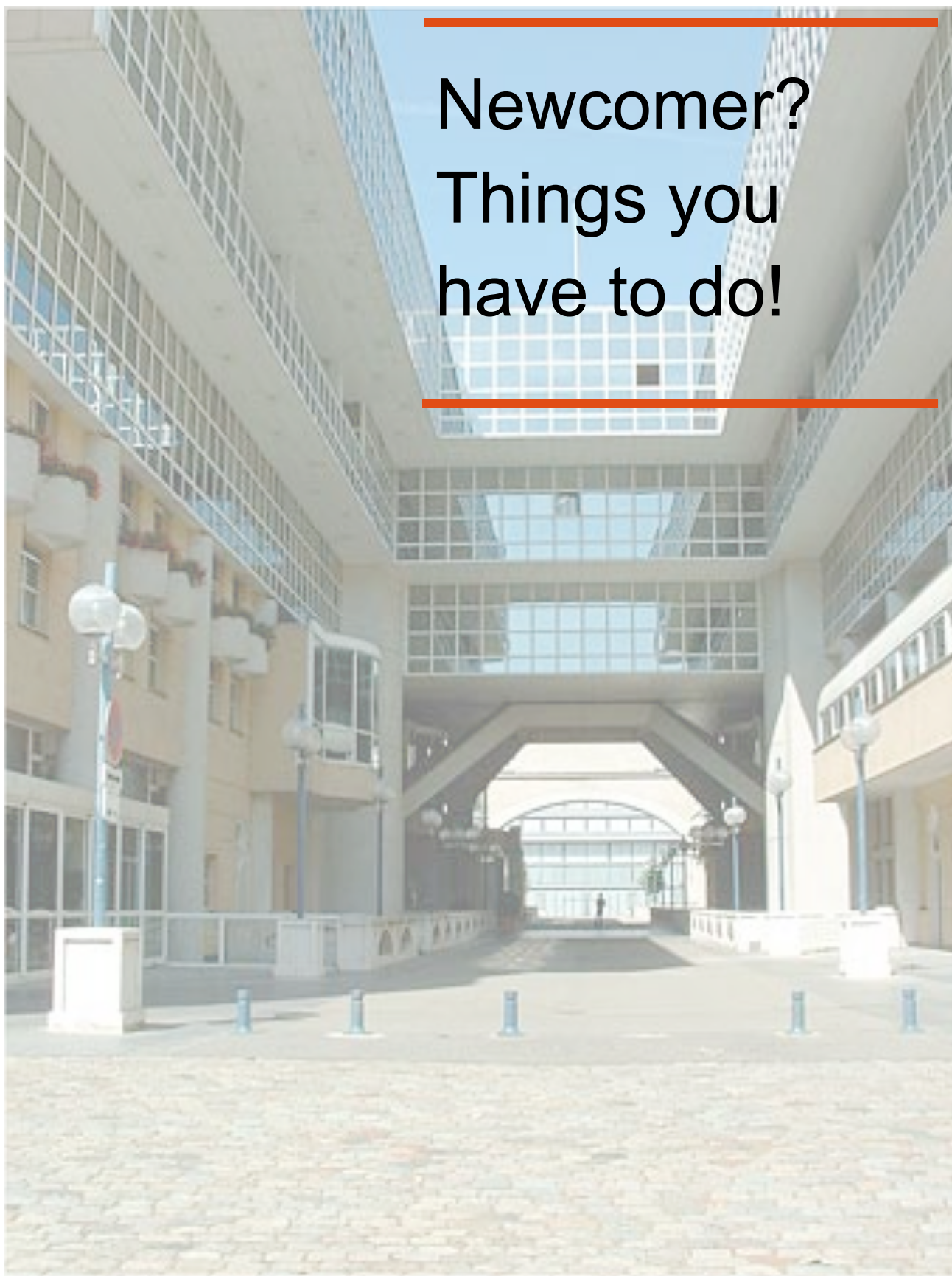
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Newcomer? Things you have to do!



Secretary's office

Report your arrival to the secretary and the financial manager in the LR6 building. Ask for a key to your office and a laboratory notebook.

- **Damien Séon : Financial Manager ☎ 04 72 72 83 93**
- **Marie-Françoise Guiot, Financial Manager ☎ 04 72 72 88 11**
- **Edwige Royboz, Secretary ☎ 04 72 72 86 41**

You may then pick up your access cards (the office is just down the stairs on the underground level in the teaching building).

- White access card for the lab doors
- Green access card for the Shcool and the restaurant access (electronic wallet Monéo)

You can also ask for an access card to the car or bike parks.

If you're a foreign student/researcher you will find some useful information at the end of this document in the "Living in Lyon" section

Computer support specialist

Report your arrival to the computer support specialist (LR6 ground floor) so that he can set your network and intranet access, set up your e-mail account...

- **Christian Melkonian ☎ 04 72 72 81 50**

You can also have some professional software installed (Topspin for NMR...)

If you want to use your own laptop, bring it to the computer support specialist who will check the antivirus software and the latest updates before connecting it to the network.

Prevention assistants

If you're working in experimental chemistry, you must undergo safety training, under the supervision of a prevention assistant within the first few days following your arrival.

If you're working in theoretical chemistry you must read this document and contact Lhoussain if you have any question regarding fire alarms or safety. Be aware that safety rules are the same for everyone and that there are experimental rooms in LR6 as well! You should know what to do in case of any incident in the building!

- Sandrine Denis-Quanquin (LR2) ☎ 04 72 72 88 62
- Lhoussain Khrouz (LR6) ☎ 04 72 72 89 13
- Delphine Pitrat (LR3 and LR4) ☎ 04 72 72 83 95

Medical Service

- Evelyne Dehaene ☎ 04 72 72 88 13

*Notifications to attend the medical visit are automatically sent to all new members of the lab.
You must not ignore these notifications, the medical visit is compulsory.*



Good to know...



At the secretary's office

- 2 videoprojectors are available, with online reservation schedules
<http://www.ens-lyon.fr/CHIMIE/plateformes>
- the secretary is in charge of vacation requests, office supplies and can help you with the administrative procedures for the ENS, CNRS and UCBL
- travel orders must be signed **before** each mission.
Ask the secretary for transport booking and accomodation if needed. For expenses, keep all proof of payment (transport tickets, hotel invoice...) and give them to the secretary.
- Chantal Andraud's schedule is managed by the secretary.
Every document needing Chantal Andraud's signature must be given to the secretary first.
- in the CORRIDOR near the secretary's office, there are boxes in which you can pick up your mail in your team's basket
- in the same corridor you will also find a photocopier , a printer and a fax machine

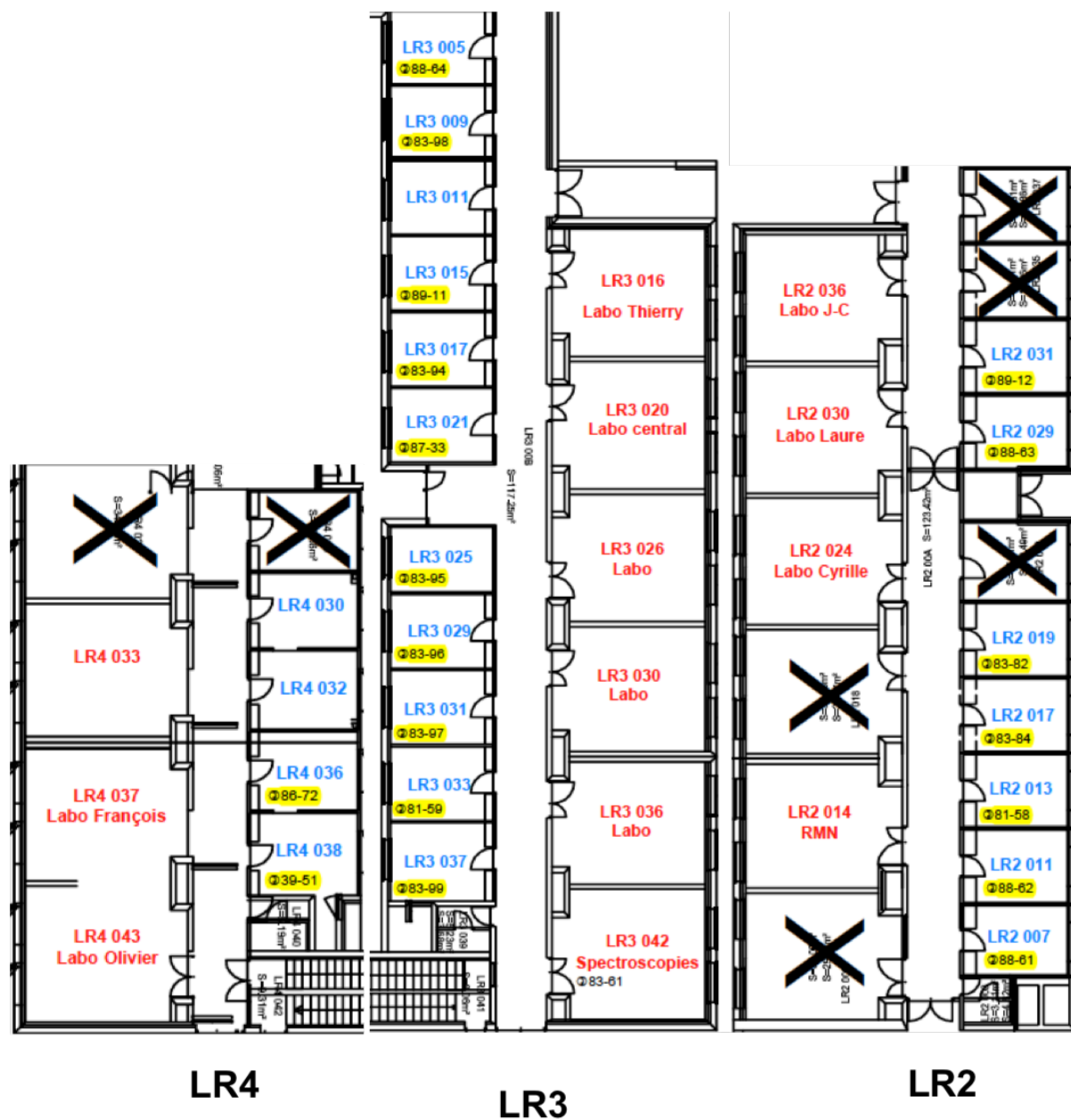
Technical support

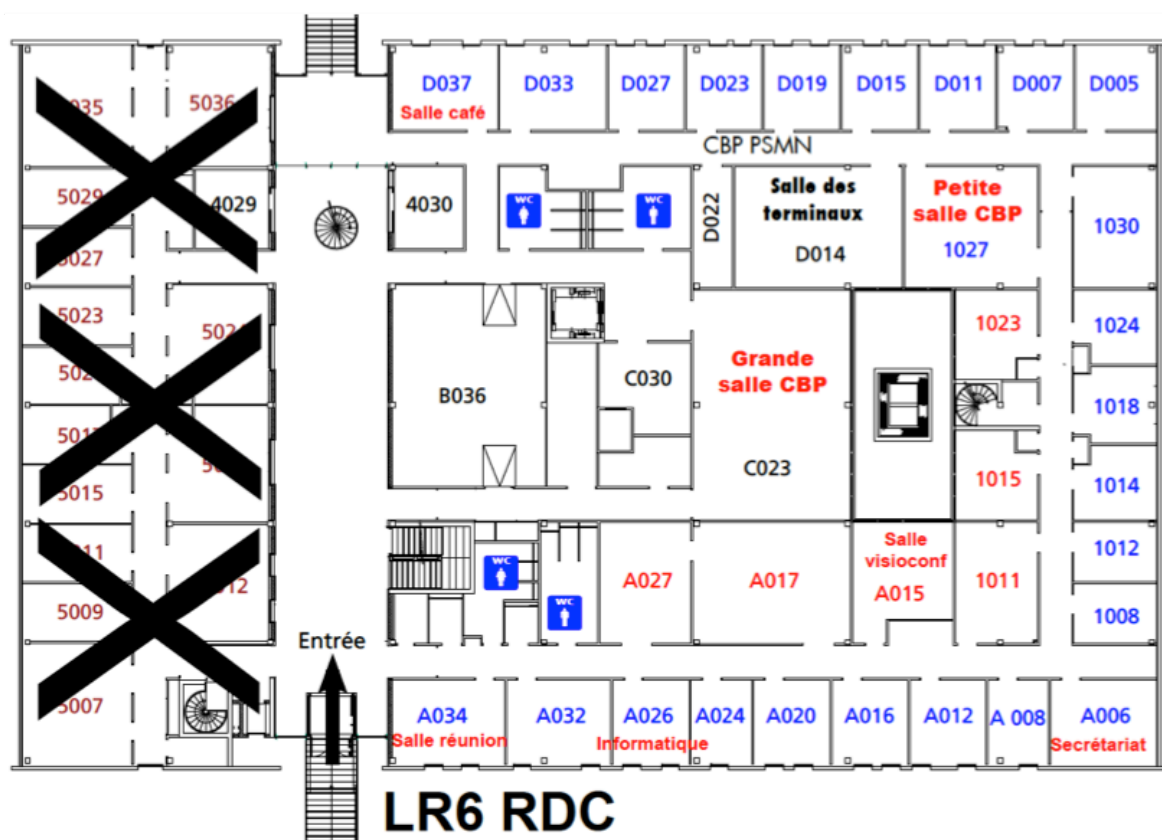
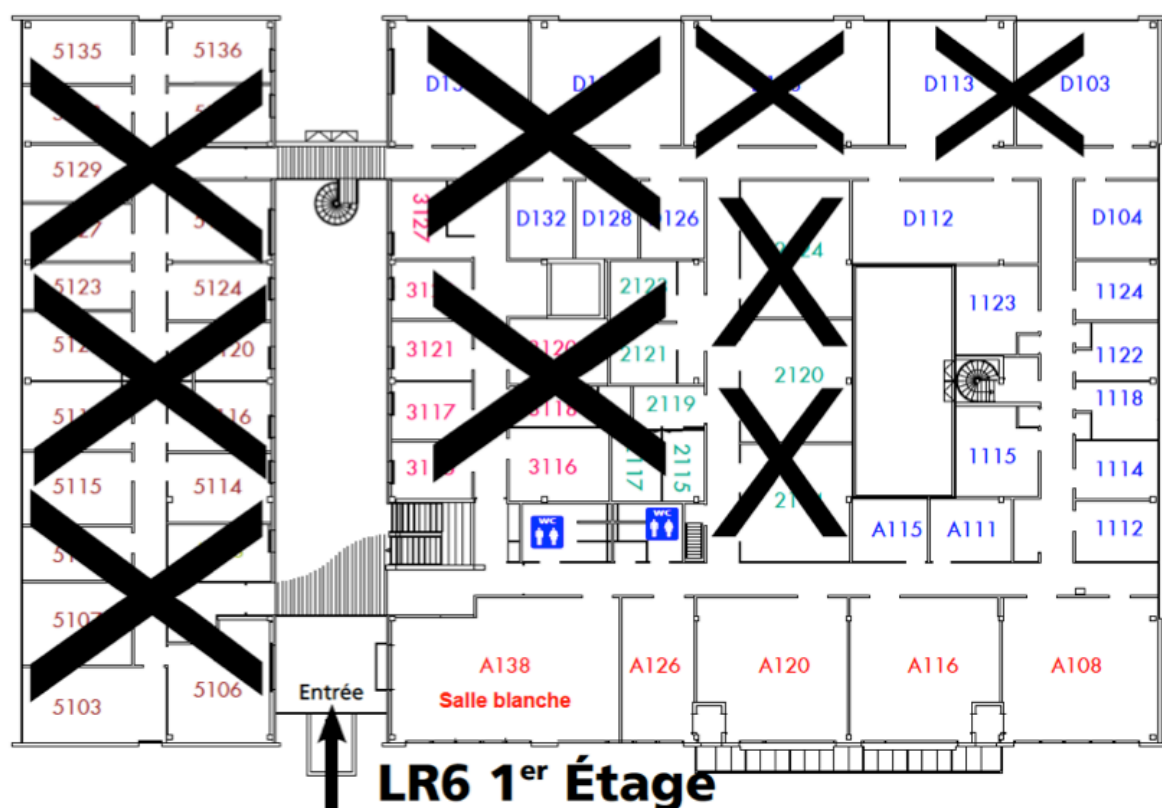
In case of any kind of technical problem (malfunctioning door, heating problem...) you may fill a request online: <http://assistance.ens-lyon.fr>, log in with your ENS account, then click on "Maintenance et travaux"

Team Leaders

- **Theoretical Chemistry**
 - Marco Garavelli ☎ 04 72 72 81 53
 - Philippe Sautet ☎ 04 72 72 81 55
- **Organic Chemistry and Nanostructured Materials**
 - Thierry Brotin ☎ 04 72 72 89 11
 - Jens Hasserodt ☎ 04 72 72 83 94
- **Fonctional Materials and Photonics**
 - Olivier Maury ☎ 04 72 72 86 72
 - Stéphane Parola ☎ 04 72 44 81 67

Map of the labs and offices





Chemical products

You must ask Delphine Pitrat for your personal login to the online order book and chemical products database.

Every chemical in the lab is registered in an online database <https://chimitheque.ens-lyon.fr>. You **must** check whether the chemical you need is stored in the lab before ordering it on the online order book http://www.ens-lyon.fr/CHIMIE/commande_produits/index.php. Your order must be validated by your team leader and by Delphine before it is placed (every Friday). You will receive an email upon reception of your order.

Chemicals are to be found:

- in central lab:
 - in the ventilated cabinets if stored at ambient temperature
 - in the freezer if stored at -20°C
 - in the toxic fridge if CMR. (Ask Delphine Pitrat for the key to the toxic fridge)
- in the fridge in LR3 036, 1st shelf if stored at 0°C
- in each lab if currently used by lab member.

Central lab's map

Sels divers, résines échangeuses d'ions, tuyaux rouges, boîtes noires	Séchage solvants (THF, CH ₂ Cl ₂ , pentane, toluène)	Boîtes aiguilles	Lyophilisateur	Eau distillée	Machine glace
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Tuyaux divers	Armoire 2		Armoire 1			<u>Bidons acides bases</u>	
	C4 (4250-4289)		C1		C2	<u>Congélateur</u> (C. Bucher)	
	C5 (4294-4339)		C2 (4070-4113)				
	C5 (4346-4775)		C3 (4114-4179)				
	C6 (4376-4427)		C3		C4		
C6 (4430-4479)		C4					
Carboglace	Armoire 3		Armoire 4			Armoire 5	
	C6 (4480-4759)		C9 (4800-4859)			C18	C19
	C7 (4530-4599)		C10 (4860-4909)			C20 et plus	
	C7 (4602-4643)		C10 (4910-4939)	C11 (4940-4979)		<u>Acides</u> <u>Acides dont communs</u>	
	C8 (4645-4749)		C12 (4980-5193)	C13 (5015-5039)			
C8 (4750-4806)		C14	C15	C16			

Frigo toxique	Congé lateur	Armoire inflammable 2		Armoire inflammable 1		Armoire 6 : produits inorganiques	
		C5 – C6		C1 – C2 – C3		Produits inorganiques (rangés par numéro de code barre)	
		C7 et plus		C4			
		Inorganiques		Solvants communs			
		Grosses bouteilles		Solvants communs			

Solvents

Solvents are stored in the storage building (behind LR6). Yann Bretonnière is in charge of the stock management. **Solvent storage in the labs must be limited to a minimum !**

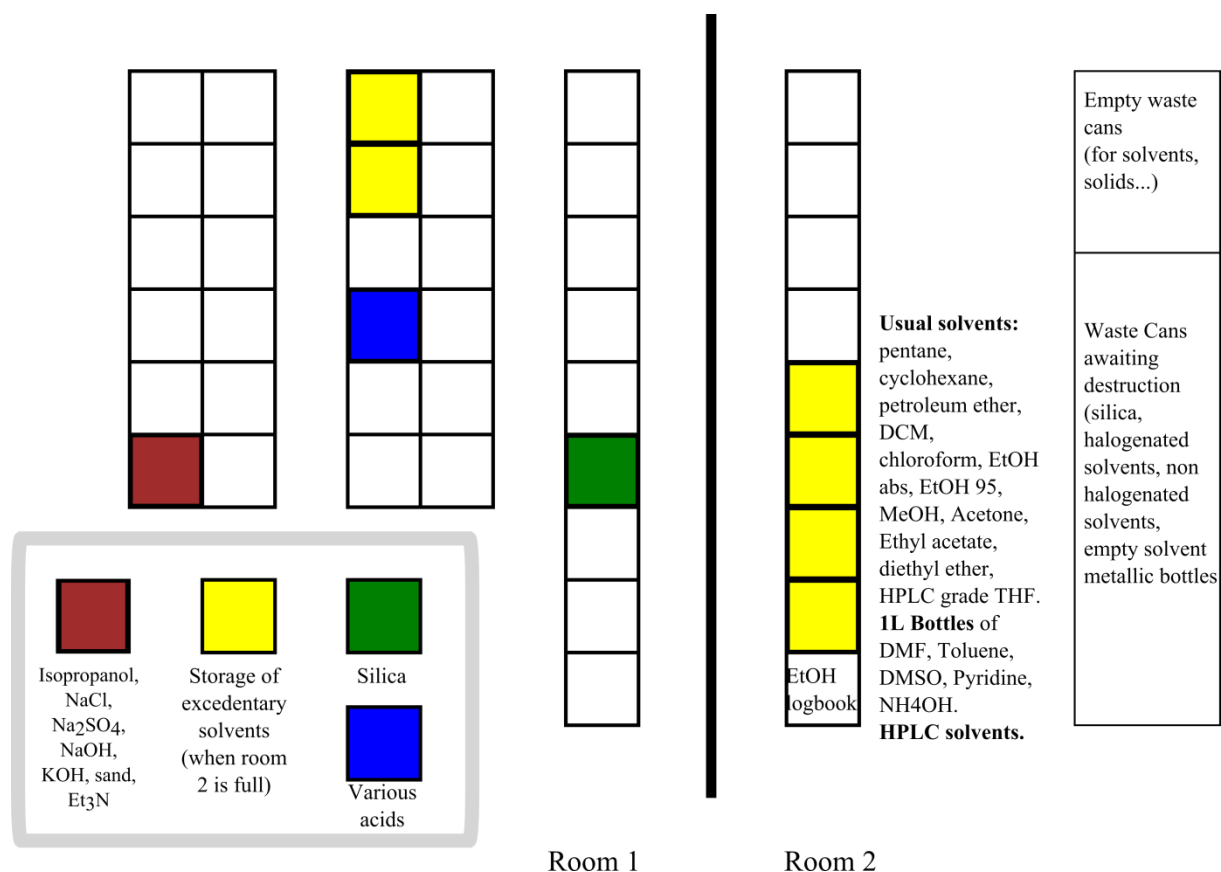
Storage space is available for common solvents in each aisle:

- LR2 : lab LR2 030
- LR3 : central lab
- LR4 : lab LR4 037
- LR6 : lab LR6 A108

WHEN TAKING ETHANOL YOU MUST FILL IN THE LOGBOOK ! WRITE DOWN THE AMOUNT YOU TOOK AND IN WHICH AISLE YOU'RE TAKING IT INTO (LR2, LR3, LR4, LR6).

Here is the map of the storage building with what may be found there.

Non colored cupboards **do not belong to the chemistry lab.**



Lab equipment

An order book for lab equipment is available at the secretary's office and an order is placed each month. Some equipment is bought in bulk for the lab (gloves, paper roll...).

Broken glassware may be repaired by a glassworker who comes once a month in the lab.

Shared equipment is stored in the following places:

- Vials : spectro room LR3 042 on the right in the lower cupboard
- Gloves : LR4 corridor (electrical cabinet on the left)
- Paper rolls : LR4 corridor (cupboard on the right)
- Pasteur pipettes : spectro room LR3 042 on the right in the lower cupboard
- Mass spectrometry vials: Laure Guy's office LR3
- NMR solvents: Lab LR2 024 fridge
- Spectro solvents: spectro room LR3 042 in the cupboard under the fluo spectro
- HPLC solvents: storage building
- Solvents: storage building
- Common salts: central lab cupboards 5 and 3
- Common acids and bases: storage building
- Molecular sieves: LR3 026

Instruments

NMR spectrometers, liquid chromatographer, IR ... are available for all lab members. You may have to be trained to use some instruments, ask your team leader or your colleagues for more information.

Most of these instruments can be booked online

http://www.ens-lyon.fr/CHIMIE/RMN/resa_RMN/web

Responsabilities in the lab

Shared consumables : Jean-Christophe Mulatier / Yann Bretonnière

- | | |
|----------------------|--|
| • TLC silica/alumina | • needle waste boxes |
| • celite | • silica |
| • paper roll | • sand |
| • gloves | • pasteur pipettes |
| • washing | • salts : KOH, NaOH, NaCl, Na ₂ SO ₄ |

<i>Various Tasks</i>	
<i>broken glassware</i>	Laure-Lise Chapellet / JC Mulatier
<i>solvents</i>	Yann Bretonnière
<i>spectroscopic solvents</i>	Anh Thy Bui
<i>deuterated solvents</i>	Sandrine Denis-Quanquin
<i>dry ice</i>	Thierry Brotin
<i>small equipment</i>	Sara Lefevre/ Maëlle Mosser
<i>chemicals orders</i>	Delphine Pitrat
<i>chemicals database management</i>	Delphine Pitrat
<i>waste products</i>	Jean-Christophe Mulatier/Nathalie Calin
<i>gas</i>	Jean-Christophe Mulatier
<i>gas LR2</i>	Jean-Christophe Mulatier
<i>gas LR3</i>	Christophe Kahlfuss
<i>gas LR4</i>	François Riobé
<i>gas LR6</i>	Lhoussain Khrouz
<i>RX specialist</i>	Nathalie Calin
<i>cryogenic fluids</i>	Sandrine Denis-Quanquin
<i>seminars</i>	Christophe Bucher / Carine Michel
<i>training correspondent</i>	Guillaume Micouin
<i>communication correspondent</i>	Jean-François Le Maréchal
<i>DPMG correspondent</i>	Guillaume Micouin
<i>office/lab organization</i>	Jean Pierre Dutasta / Marie Françoise Guiot
<i>website</i>	Christian Melkonian / J.F. Le Maréchal
<i>commercials</i>	Olivier Maury
<i>journals inventory</i>	François Riobé/ Christophe Bucher

<i>Safety</i>	
<i>labcoats</i>	Nathalie Calin (office LR6 1 124)
<i>masks, glasses</i>	Sandrine Denis-quanquin (office LR2 011)
<i>prevention assistants</i> <i>LR2-LR6</i> <i>LR3-LR4</i> <i>LR6</i>	Sandrine Denis-Quanquin Delphine Pitrat Lhoussain Khrouz
<i>RCP</i>	Frédéric Chaput

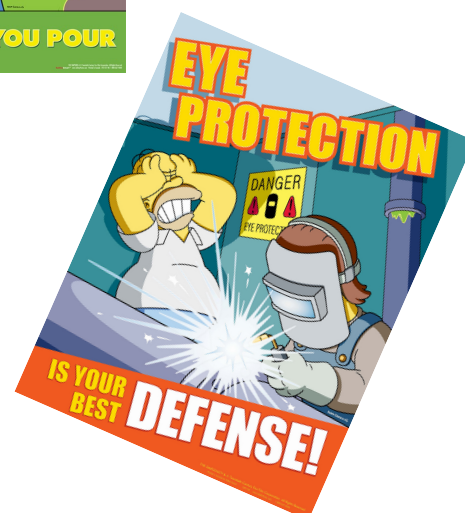
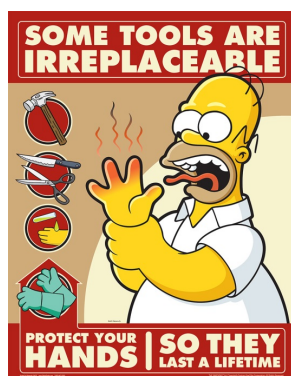
<i>Instrument</i>	<i>Room</i>	<i>Person in charge</i>
NMR	LR2	Sandrine Denis-quanquin
PER	LR6 A017	Lhoussain Khrouz
flash chromatography	LR4 037	Cyrille Monnereau/François Riobé
HPLC	LR3 042	Laure Guy
CPG	LR6 A108	Xinnan Lu
polarimeter	LR3 042	Laure Guy
IR (ATR, simple use, routine)	LR6 A108	Cyrille Monnereau
IR	LR6 A108	Laurent Bonneviot
FT IR	LR6 A027	Frédéric Lerouge/D. Chateau
UV vis NIR	LR3 042	Olivier Maury
UV vis NIR	LR6 A027	Frédéric Lerouge/A. Liotta
fluorometer	LR3 042	Olivier Maury
fluorometer	LR6 1 015	Olivier Maury
plate fluorometer	LR3 042	Jens Hasserodt
LCMS	LR3 042	Laure Guy
DSC	LR3 042	Laure Guy
BET	LR6 A108	Belen Albela
ATG	LR6 A108	Belen Albela
DLS	LR6 A027	Nathalie Calin
potentiel zeta	LR6 A027	Laurent Bonneviot/ Belen Albela
DLS/zeta	LR6 A027	Frédéric Lerouge/ F. Vadcard
spectroscopic ellipsometer	LR6 A017	Lhoussain Khrouz /Stéphane Parola
electronic microscope	GN	Stéphane Parola/Lhoussain Khrouz
white room	LR6 A138	Stéphane Parola
confocal microscope	LR6	Guillaume Micouin
ITC	LR6	Thierry Brotin
potentiostat	LR3 016	Christophe Bucher
absorption spectrometer	LR3 016	Christophe Bucher
relaxometer	LR6 A017	Frédéric Lerouge
glove box	LR6 A017	Christophe Bucher
laser microscope 2	LR6 A017	Patrice Baldeck / Noelle
laser microscope 4	LR6 1 011	Patrice Baldeck /Noelle
binocular	LR4 037	François Riobé
binocular	LR6	Nathalie Calin
speed vac	LR4 037	François Riobé

Instrument	Room	Person in charge
<i>microwave (organic chemistry reactions in closed tubes, 20mL max, possibility to work under pressure)</i>	LR2 024	Cyrille Monnereau
<i>microwave</i>	LR6 A108	Laurent Bonneviot
<i>vacuum oven</i>	LR6 A108	Laurent Bonneviot
<i>tubular oven</i>	LR6 A108	Nathalie Calin
<i>Synthesis oven by autoclave</i>	LR6 A108	Nathalie Calin
<i>ultrasound tank</i>	LR4 037	François Riobé
<i>ultrasound probes</i>	LR6	Frrédéric Lerouge
<i>pressure autoclave (H2)</i>	LR6 A108	Laurent Bonneviot
<i>large autoclave</i>	LR6	Laurent Bonneviot
<i>glovebox</i>	LR3 036	Corentin Gondrand
<i>centrifuge for 6 tubes 10 or 20mL, max speed 13500tr/min or 16000g</i>	LR4 037	François Riobé
<i>centrifuge</i>	LR6 A108	Laurent Bonneviot
<i>scales : annual survey</i>		Laure Guy
<i>freeze drying</i>	LR3 022	Delphine Pitrat
<i>molecular sieves oven</i>	LR3 026	Corentin Gondrand
<i>water filter</i>	LR6	Frrédéric Lerouge/ D. Gregori
<i>water distillation</i>	LR3 022	Thierry Brotin
<i>precision scale (to 10ug)</i>	LR6	Christophe Bucher
<i>precision scale</i>	LR6	Nathalie Calin
<i>solvents distillation</i>	LR3 022	Thierry Brotin
<i>toxic fridge</i>	LR3 022	Delphine Pitrat
<i>freezer</i>	LR3 022	Christophe Bucher
<i>central lab</i>	LR3 022	Christophe Bucher
<i>ice machine</i>	LR3 022	Thierry Brotin



Safety In The Chemistry Lab!

Réalisation : Sandrine DENIS-QUANQUIN, Delphine PITRAT, Anouk BEDINO, Odile COULOMBEL, Géraldine GOURRU, Marie-Blandine PEINTURIER, Virginie MOUILLET, Laure Lise CHAPPELLET



IN CASE OF EMERGENCY:

CALL 81 51 (Monod Security)

Or: (0) 04 72 72 81 51

MEDICAL SERVICE

Nurse : (0)04 72 72 85 76

Doctor: (0) 04 26 23 39 25

Monday Tuesday Thursday Friday : 7h45 16h30

Wednesday : 7h45 12h15

EMERGENCY MEDICAL SERVICE (SAMU) (0)15 FIRE BRIGADE (0)18

- **St Luc/St Joseph Hospital:** 10 rue Raulin 69007 LYON(0)04 72 11 78 90
- **Poison control center :**(0)04 72 11 69 11
- **SOS Doctors :** (0)0820 33 24 24
- **SOS Hands** (0)0825 00 22 21
- **Ophtalmic emergency:**
 - **Edouard Herriot Hospital Pavillon C** 24h/24 (0)04 72 11 62 33
 - **Doctor SAMY** 15 rue Monod (0)04 78 69 82 49
- **Duty medical center :**

264 avenue Berthelot 69007 Lyon 7tel : (0)04 72 33 00 33

From monday to friday 20h to midnight

Saturday noon to midnight

Sunday and bank holiday 8h to midnight

Evacuation instructions (Alarm)

In case of a continuous alarm everybody must leave the building and reach the nearest meeting point as shown on the evacuation map in every corridor.



Evacuation



Meeting Point



The person wearing the « **evacuation** » armband is a fire warden who checks that everyone is leaving the buildings and leads people to the nearest meeting point.



Don't go back inside until a fire warden with a red armband tells you it's safe.



In case of fire

Immediately use the nearest extinguisher on the fire!



Powder extinguisher

Used on all types of fires
EVEN ALKALINE METAL FIRES

Identified by their **yellow safety pin**



CO2 extinguisher

Used on flammable liquids or grease fires (acetone, oil etc...) and electrical fires

Identified by a **metallic safety pin**



H2O extinguishers spray with an additive

Used on dry and grease fires (wood, acetone etc...)

Identified by a **blue safety pin**

Fire blankets are also available in the corridors.

If the fire occurs :

- Turn off gas supply (supply tap in each lab) ;
- Turn off the electricity from the corridor (cutout, red push button in each lab)
- Evacuate



Call the security guards 81 51: state where the fire is and set off the alarm (punch alarm)

Or call the **FIRE BRIGADE 0.18 or 0.112** and give them the address (ENS Lyon Monod site) and the building, floor...

Training sessions to learn how to use fire extinguishers are regularly organized by ENS and are mandatory for every newcomer.

Individual protection [EPI]



Protective eyewear: You can obtain protective eyewear (safety glasses) from Sandrine Denis-Quanquin (LR2)



Disposable gloves*¹: Their use should be limited to dangerous operations. They should be changed each time they're soiled. Do not wear the same pair for long periods (several hours). Wash hands after removing gloves.



Long sleeved cotton lab coats: Lab coats **must be worn in all experimental zones** and must **not** be worn elsewhere, don't store your lab coat in your office.

Ask Nathalie CALIN in LR6 (not trainees that must have their own labcoats)

*¹: European norm 89/686/CEE details the essential requirements for EPI

Masks for silica are available in Sandrine Denis-Quanquin's office.

Safety in the lab

<i>Mandatory or highly suggested</i>	<i>Prohibited</i>
<ul style="list-style-type: none"> Wear a fastened cotton lab coat Wear protective eyewear with side protection Keep long hair tied back Wear closed shoes - and leg protection (trousers) Maintain a clean, healthy environment in the lab Wash hands systematically, before and after each procedure Wear suitable gloves 	<ul style="list-style-type: none"> Wear contact lenses Drink, eat Work alone (see specific instructions) Allow work area to become cluttered Pipette by mouth Store food items in a refrigerator intended for professional use Use sterilizers for cooking purpose Smoke (in all public places)

Alone Work

You must **NEVER** work alone in the lab (besides office work, bibliographic search and other activities with no risks)

You must NOT work outside of ENS opening hours (7h30-19h30 Monday to Friday). Occasionally you may work outside of normal hours WITH YOUR TEAM MANAGER'S AGREEMENT

- IF you're accompanied (**DO NOT WORK ALONE**)
- if you inform the main reception of your presence

In case of chemical spill

Showers can be found in every lab .

In case of chemical in your eyes rinse thoroughly FOR 20 MINUTES.

In case of NON TOXIC chemical spill in the lab absorption kits and vermiculite may be found in central lab.

IN CASE OF TOXIC CHEMICAL SPILL open the windows, get out of the lab, close the door and **CALL 81-51**.

In case of injury/accident

Bandages and disinfectant are available in the offices of Sandrine Denis-Quanquin and Thierry Brotin (LR2 and LR3).



















ENS medical service is opened Mon Tue Thur Fri from 7h45 to 16h30 and Wed from 7h45 to 12h15 (Mme Sandrine TONADRE (0) 04 72 72 85 76).

If the nurse is not here or for a serious injury call 81-51. If the victim doesn't require the intervention of the emergency medical service or the fire brigade call Medical Ambulances (0) 04 72 73 48 04 (24/24) to drive the victim to a doctor/hospital.

If necessary call the emergency medical service (0) 15 or the fire brigade (0) 18. In every case also call 81-51.

Every incident/accident/injury must be written down in the safety and security book by the prevention assistants.

Chemical product labeling

Old pictogram	New pictogram	Hazard Statement
 T+ - Très toxique		I kill (even in small quantities).
 T - Toxique		I could cause great harm: I induce cancer, I may kill if ingested, I may cause allergies or breathing difficulties ...
 Xn - Nocif		
 Xn - Nocif		I irritate the skin or respiratory system.
 F+ - Extrêmement inflammable		I catch fire at ambient temperatures (F) or even at low temperatures (F+).
 C - Corrosif		I am corrosive to metals, skin and eyes (if spilled or inhaled).
 O - Comburant		I cause fire, helping or speeding combustion.
 E - Explosif		I explode when I come to contact with flamme, or due to bumps or friction.
		I am under pressure and may explode or burn (cryogenic liquids).
 N - Dangereux pour l'environnement		I am harmful to the environment

Liquid nitrogen

Liquid nitrogen is stored in a pressurised 70L tank in LR2 (in the corridor) and in a 60L tank in LR6. Be careful as the pressure may reach 1,5 bar in the tank and liquid nitrogen may spill over you.



You must wear **cold resistant gloves (liquid nitrogen temperature is 77K)**, a labcoat and glasses when you withdraw some nitrogen. Be aware that nitril gloves may stick to your hands if soaked with nitrogen.

Liquid nitrogen is delivered on monday morning.

Waste sorting

Liquid waste

- 10L container: halogenated solvents, sulfur compounds
- 10L container: non halogenated solvents

When you're not sure, use the halogenated solvents container.

- Acids and bases must be in other bins (test the pH if not sure).
- 5L containers are stored **in central lab** for specific liquid wastes: organic acids, mineral acids... they must be labeled before brought to the main storage



DILUTE ACIDS before throwing them in the specific containers.

Solid waste

- 30L white containers or blue barrels: soiled solid waste, sharp or not (pipettes, gloves...)
- Yellow boxes for needles.
- 5 or 10L containers : silica, alumina, sulfates, celites, salts...



Label for containers

Every waste container you bring to the storage room for evacuation must be properly labeled with a sticker indicating the type of waste. Those stickers may be found in Jean-Christophe Mulatier's office (LR2). On those sticker under "name" you must write "Laboratoire de recherche Chimie, ENS de Lyon"

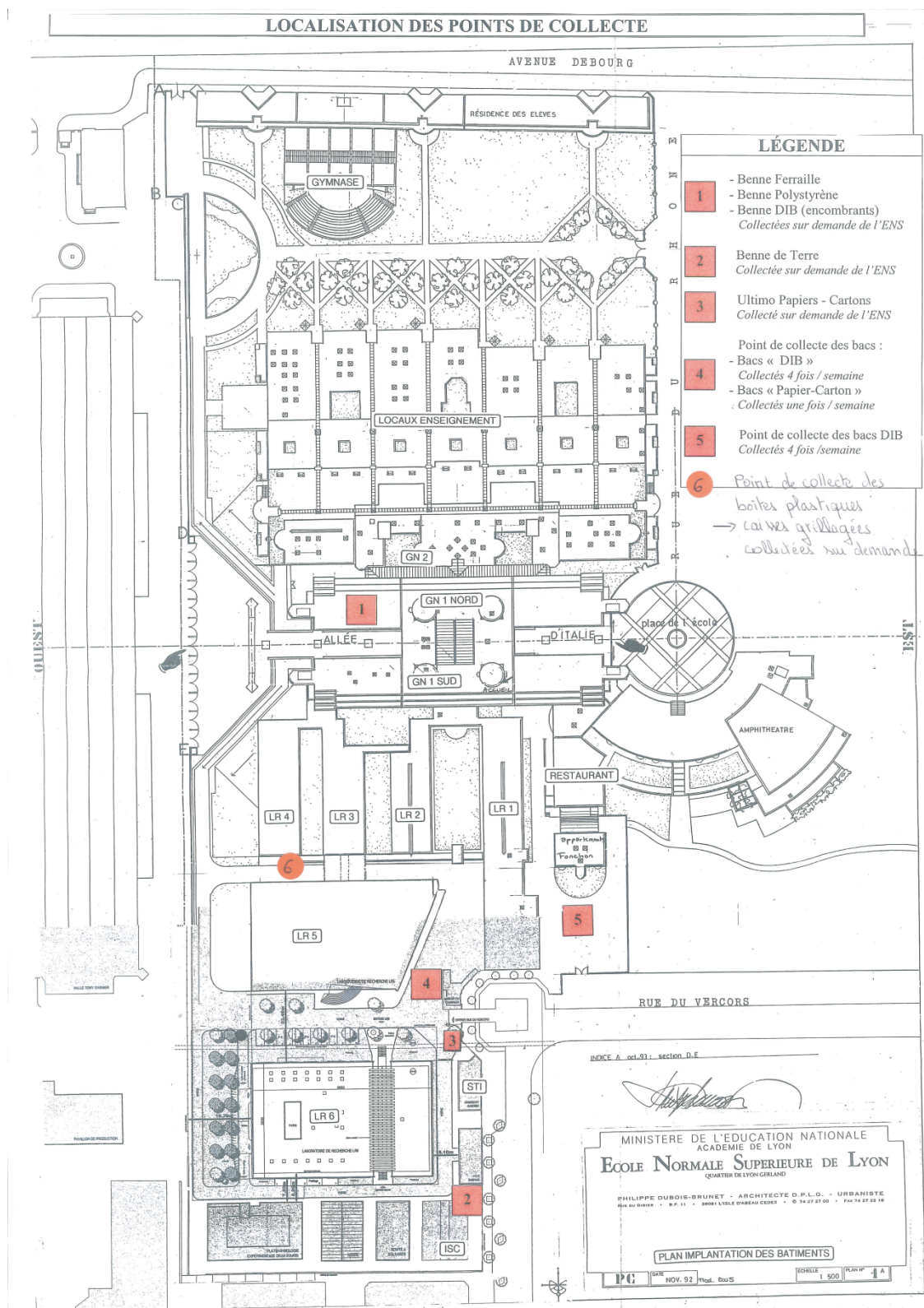
<i>Phrase on the sticker</i>	<i>Code on the sticker</i>	<i>Type of waste</i>
Halogenated solvents	UN 1992	
Non halogenated solvents	UN 1993	
Soiled glass/gloves/paper	UN 2926	white containers or brown barrels
Soiled glass	UN3175	Broken glassware, soiled and non-repairable
Solid waste	No code - waste	Silica/alumina/solids
Corrosive acid liquid	UN 3264	Mineral acid
	UN 3265	Organic acid
Corrosive basic liquid	UN 3266	Mineral base
	UN 3267	Organic base
Toxic waste: reagents to be destroyed, synthesis molecules	UN2811	Securibag (grey boxes)
Synthesized samples to throw away, colloidal silica, nanoparticles and dyes	UN2810	
Oil for pumps or oil baths	No code - waste	Same label as for solid waste

Empty containers

Empty solvent or chemical cans must be evacuated to different places depending on the material it is composed of.

- Plastic containers: tank between LR3 and LR4
- Glas bottles: tank between LR3 and LR4
- Metallic containers: tank in the storage building

Waste containers in the ENS



Laser and optical risks



Parameters for the maximum authorized exposition (check with laser referee)

- skin or eye
- type of radiation coherent or incoherent,
- wavelength,
- duration of exposure
- surface
- source of energy
- duration of pulses (for coherent sources)
- repetition rate of pulses

Warnings and instructions

- Avoid any move that would result in looking at the source of the beam (even if wearing protective glasses)
- Use appropriate glasses for every type of laser beam
- Be careful with long weak exposure
- Work at low power when tuning the beam
- Don't work with beams at eye height
- Check safety device regularly,
- Medical surveillance of users (ophtalmic exam before and after the training course)
- Don't wear contact lenses
- Individual safety protections fitted to the kind of laser
- Follow the safety instructions (use protective glasses...)

Living in Lyon!



General information

Welcoming commity from the University (ULYS)

- Web page <http://lyon-university.org/foreign-scientist-and-doctoral-candidates-universite-de-lyon-welcomes-you-with-open-arms--259841.kjsp?RH=UDLEN-EN>
- Contact: Catherine DALL'AGNOL
Espace d'accueil international
Quartier Sergent Blandan
37 rue du Repos - 69361 Lyon Cedex 07 - France
Tél. 00 33 (0)6 16 85 24 79
catherine.dallagnol@universite-lyon.fr

ENS international office

- Web page <http://www.ens-lyon.eu/international/venir-etudier-a-l-ens-87963.kjsp?RH=ASSOCIATIONETUDIANT&RF=ENS-LYON-FR-VENIR>
- Contact: International Office - International students
Campus R.Descartes - Office F31
Phone: +33 4 37 37 66 82
Fax: +33 4 37 37 63 60
international@ens-lyon.fr

Other usefull links

- Fondation Kastler, a GREAT fondation for foreign researcher. : www.fnak.fr
- <http://lyon.angloinfo.com/>

Housing :

Finding a flat

- Websites to find a flat through real estate agencies or directly from the owners:
 - www.leboncoin.fr (you can find also second hand stuff)
 - www.seloger.com

Gas, electricity, water, internet, etc.

- EDF (Electricity & Gas) : <http://bleuciel.edf.com/particuliers-45636.html> Souscrire un contrat
- GDF (Electricity & Gas) : <http://www.electricitegazexpress.fr/accueil/index/1>
- Veolia (Water) : <https://www.service-client.veoliaeau.fr/>

- Phone/Internet : Four main providers: Orange, SFR, Bouygues, Free. They usually offer a package internet/TV/home line/cell phone at around 30 to 50 euros/month

Public Transports

- Metro&buses: TCL, see www.tcl.fr
- Bike: Velo'v, see www.velov.grandlyon.com

Taxes, social security and unemployment

Income taxes

www.impots.gouv.fr

To go and meet someone that might speak English:

CITE ADMINISTRATIVE

165 rue Garibaldi

Phone : 04 78 63 33 36

E-mail : SIP.LYON-7E@DGFIP.FINANCES.GOUV.FR

Opening hours: Mon-Fri, 8:30am – 4pm

WARNING!!

No one will ask you anything. You have to declare taxes for the first time **yourself. They don't know your situation. However, they will know sooner or later that you have been working in France...**

The first year you work in France (year x), you should ask for the n°2042 formular in May year x+1 on the web site (Recherche de formulaires on the left). You may ask you bank adviser to help you. Be careful, you have to precise that you don't have a TV if you don't want to pay the TV tax (roughly 120 euros). If you annual salary of year x is low, you may have some money back from the French State year x+1. If you annual salary of year x is high, you will have to pay 10%-15% of your annual salary in September of year x+1. The amount depends on your family situation (married, children etc.). You may need to provide your tax income form later during your French stay (CAF, loans, etc.).

Local taxes

You will have to pay the local taxes if you live in France the 1st of January (if you are renting a flat). They should send you the corresponding form. So, if you move out the 2nd of January of year X, you will have to pay the local tax of year X (the ****full**** year). If you move in the 2nd of January of year X, you won't pay the local tax of year X.

Social security

If you are working in the lab under a French contract, you should get a social security number and a "carte vitale". You will be asked for it if you go to a doctor, at the pharmacy. You can be partially reimbursed from what you pay or sometimes, you won't have to pay.

<http://www.ameli.fr/>

To complement the "Sécurité Sociale", you should pay for an "assurance complémentaire" that can be provided by insurance companies, some banks and "mutuelles".

Family

You have kids, then you can get financial support from the French State.

See www.caf.fr (in French)

Unemployment

Your contract is ending, you haven't found the next one yet,

See <http://www.pole-emploi.fr/>

And go to the closest agency to know if and how you can get your unemployment benefits.

