DEPARTMENT OF MEDICAL BIOSCIENCES
Clinical Chemistry, Medical & Clinical Genetics, Pathology, Physiological Chemistry

Some practical tips and rules that you as an employee need to know.

Updated Spring 2015
Building 6M

The Laboratory of Medicine, Building 6M, was erected by County Council of Northern Sweden with the goal to gather research groups with a broad bio-medical alignment. At the same time the University Hospital's clinical laboratories were brought together. The moving in took place during the summer and autumn of 2002.

For the research floors (floors 2-4) in building 6M, coordination has been a key concept, not only regarding the research in itself. Examples of activities that are coordinated are weekly seminars for postgraduate students, “user clubs” for certain advanced equipment, and the common “disk” (washing-up) services, etc.

There is a house committee for building 6M, with representatives from all units. The house committee's duty is to be a forum where questions of common interest can be discussed and handled.

We work in 6M building:
Ground floor  Blood Service Centre and Clinical Chemistry Laboratories

Floor 1  Clinical Pathology/Cytology, Clinical Genetics  
Blood Service Tissue Typing

Floor 2  Department of Medical Biosciences: Units of Clinical Chemistry, and Pathology  
UKBF (Umeå Clinical-Biomedical Research) with research groups from Urology  
Department of Medical Biosciences: Administration

Floor 3  Department of Medical Biosciences: Unit of Physiological Chemistry  
UKBF (Umeå Clinical-Biomedical Research) research groups from Medicine, Paediatrics, Reumatology and Surgery  
Department of Radiation Sciences: Unit of Oncology (research laboratory)  
UNRC (Umeå Neurosteroid Research Center)

Plan 4  UCMM (Umeå Center for Molecular Biology)  
Department of Medical Biosciences: Unit of Medical and Clinical Genetics  
UKBF (Umeå Clinical-Biomedical Research) with research groups from Neuroscience  
UNRC (Umeå Neurosteroid Research Center)
THE DEPARTMENT OF MEDICAL BIOSCIENCES

THE DEPARTMENT'S ORGANIZATION

The Department consists of four units: Clinical Chemistry, Medical and Clinical Genetics, Pathology, and Physiological Chemistry and is part of the Faculty of Medicine. The Department is run by the Head of the Department (“prefekt”) and decisions are made at regular documented meetings. The daily work at the department is delegated to the Heads of each unit and further to the research group leaders. There are approx. 100 persons employed at the department.

For more detailed information about the organization of the department go to: http://www.medbio.umu.se/english/about-the-department/organisation/?languageId=1

ADMINISTRATION

Administrator Carina Ahlgren 515 36 Carina.ahlgren@umu.se
Administrator Karin Bodén 515 31 karin.boden@umu.se
Administrator Terry Persson 544 89 terry.persson@umu.se
Service Manager/Buyer Clas Wikström 544 88 clas.wikstrom@umu.se

Department management and units

Each unit has its own Head who is responsible for the daily management.

Department of Medical Biosciences
Head of Department Gunilla Olivecrona 544 91 gunilla.olivecrona@umu.se
Vice Head Maréne Landström 524 58 marene.landstrom@umu.se

Clinical Chemistry
Head of Unit Torbjörn Nilsson 527 40 torbjorn.nilsson@umu.se

Medical and Clinical Genetics
Head of Unit Monica Holmberg 544 06 monica.holmberg@umu.se

Pathology
Head of Unit Eva Lundin 515 38 eva.lundin@umu.se

Physiological Chemistry
Head of Unit Gunilla Olivecrona 544 91 gunilla.olivecrona@umu.se

STUDY ADMINISTRATION

Course secretary Nina Ohlson 515 31 nina.ohlson@umu.se
Course co-ordinator Johan Hultdin 515 60 Johan.hultdin@medbio.umu.se

WORK ENVIRONMENT GROUP

Stina Rudolfsson 514 52 stina.rudolfsson@umu.se
Anna Löfgren- Burström 544 31 anna.lofgrenburstrom@umu.se
Maria Brattsand 529 95 maria.brattsand@umu.se
Madeleine Ericsson 544 95 madeleine.ericsson@umu.se
Fire Safety Representatives
Lars Bläckberg, 073-620 5355  lars.blackberg@.umu.se
Ulla-Stina Spetz 544 85  ulla-stina.spetz@.umu.se

ADDRESS & FAX

Department of Medical Biosciences
Umeå University  fax 785 44 84  (For all units)
M21 (målpunkt)  (2nd fl, 4074B)  (2nd floor, middle of corridor)
901 85  Umeå

Physiological Chemistry
Umeå University
O31(målpunkt)  (3rd floor, south end of corridor)
901 87  Umeå

Clinical Chemistry
Umeå University  (2nd floor, middle of corridor)
M21
901 85  Umeå

Medical and Clinical Genetics
Umeå University  (4th floor, north end of corridor)
M41 (målpunkt)
901 85  Umeå

Pathology
Umeå University  (2nd floor, middle of corridor)
M21 (målpunkt)
901 85  Umeå

WEB SITES
Umeå University  www.umu.se
Faculty of Medicine  www.medfak.umu.se
Department of Medical Biosciences  www.medbio.umu.se
PRACTICAL ROUTINES

ALARM SIGNAL
In the event of fire or if the ventilation alarm goes off, everyone must evacuate the building and gather outdoors. Evacuation maps are placed at all exits.

ANIMAL HOUSE
All work with animals shall be carried out in appropriate facilities (UCCB or UTCF). No animals are allowed to be taken into the department due to the risk of allergy. Special routines and protective clothes are available at the animal facilities and should be removed before returning to the department. All staff and students who intend to work with animals are obliged to attend the Laboratory Animal Course (web-based as well and theory and practical part) organised by the university before the start of the project. Admittance to the course is given by Leif Carlsson – leif.carlsson@umu.se after application by supervisor or Head of Department.

In order to get permission to work in the Animal House contact:
Leif Carlsson, Head of UCCB, tel 785 4436, E-mail: leif.carlsson@umu.se
Other contact persons:
Maria Hörnberg, UTCF, tel 785 3269, Elisabeth Nilsson, UCCB, tel 785 9459, Cathrin Persson, tel 786 5139.

CAR PARK
For information and application for parking place/motor heater, etc contact Clas Wikström.

CHEMICAL SUPPLIES
Chemicals and glassware can be purchased from the Chemical Supply Department that is situated on the campus (tel 786 5162, fax 786 7655). Open weekdays 09.00-11.00, 13.00-15.00. Each research group has their own customer number. You can place orders yourself, via web or via the service administrators Clas Wikström/P-A Lundström. Goods from the Chemical Supply Department are delivered every Thursday. Orders must be placed by Wednesday at 14.00 (2 p.m.) at the latest. Sterile solutions (media, buffers) can be collected from Clara Olsson (middle of 3rd floor). All new chemicals must be registered in Chemkeeper (computer-based programme). Registration must be administered by one person from each research group.

CHEMICAL WASTE
Users of radioactive isotope users are responsible for waste to be transported to Department of Radiation Sciences (Radiofysik) at the University Hospital (NUS) on Thursdays between 09.00-09.15. Other dangerous chemical waste is collected by officers from NUS every Friday morning at the main entrance (middle of corridors), bldg 6M 2nd and 3rd floors for transportation and sorting at the Safety laboratory (Säkerhetshuset) adjacent to the Chemistry building on Campus. Your group will provide you with more details. Fill in the form specifying the content of the waste and give a copy to Clas Wikström. The mandatory course regarding handling dangerous chemical must be completed as soon as possible. More detailed information about chemicals can be found at: www.sakab.se (word search: småkemikalier, ämneslista).

COFFEE
Coffee machines are placed in the kitchen of the staff room on the 3rd floor. The machines are equipped with a key card reader. Employees are provided with a card and the coffee is free of charge. Coffee is free of charge. The coffee machines are equipped with a tap for hot
water for tea drinkers.

COPYING, FAX
A combined copy-machine and fax is placed by the post boxes on the 2nd and 3rd floors. There is also a copy machine and fax placed in room 4074B, 2nd floor. Some saving and environment tips:
**Copy double-sided, save sheets in the "recycling-box"** that is emptied in the recycling room in the culvert floor.

Codes for the copy-machines are provided by Clas Wikström.

DIARY KEEPING, INVENTORIES AND ARCHIVE
Each unit/research group is responsible for keeping a register and file of their own documentation. Terry Persson is responsible for documentation concerning the Department of Medical Biosciences. Remember that in- and outgoing letters that contain some form of official decision must be registered (send a copy to Terry Persson). Remember that you, as an employee at Umeå University, have responsibilities with regard to documentation of research activities, use of animals, dangerous chemicals, proper handling of patient information, material from biobanks, etc as well as to keep a high standard in your contacts with partners and the surrounding society.

E-MAIL
To obtain an e-mail address xxx.xxx@umu.se contact Terry Persson or Carina Ahlgren. You can check your e-mail from home or other places via [www.umu.se/webmail](http://www.umu.se/webmail). For forwarding e-mails, auto answers, etc. go [www.servicedesk.its.umu.se](http://www.servicedesk.its.umu.se).

EMERGENCY EYE SHOWERS
Eye fountain showers are placed in the corridors on the 2nd and 3rd floors.

EQUALITY REPRESENTATIVES
Eva Lundin ([eva.lundin@umu.se](mailto:eva.lundin@umu.se)) is the representative for equality issues at the department.

EQUIPMENT LIST
Most of the equipment in the 6M building is available for use to everybody, in some cases after agreement with the owner. Costs for service and maintenance are shared via “user clubs”. Please contact the responsible person for the equipment regarding instructions before use. Costs for copying and printouts on the common printers are shared according to registration on the respective codes. Clas Wikström is responsible for information concerning equipment, codes, service contracts, etc.

ERROR REPORTS
Link for error reports regarding problems related to heating, ventilation, sanitation, electricity, elevators, fans, freezers and fridges for ex: [http://www.dedu.se/DeDUWebExtern/nus/](http://www.dedu.se/DeDUWebExtern/nus/). Press “Felanmälan” and fill in the form. When you have completed the form, press “sänd” and then print a copy and place it on the door or the machine to inform your colleagues that the problem has been reported. If you want to follow up the reported error, use the same link as above (felanmälan). It is sufficient to specify “Område” and “Husnummer, and then press the button “Tidigare” instead of “Sänd”, and then you will find a table where you can find information about “your error”. In urgent cases, call 5 15 00 during working hours 07:30 – 11:30 and 12:30 – 15:30. In urgent cases outside working hours, call the switchboard 511 11. Remember to provide **room number** (can be found on or above the door). If problems arise during regular working hours, please inform Clas Wikström.
EVACUATION PLAN
See appendix 1 and 2.

FACULTY OF MEDICINE
For information from the Faculty of Medicine see: www.umu.se/medfak/

FIRE EQUIPMENT
Fire hoses are placed on every floor. Fire extinguishers are hung on the wall in the corridor of every floor. In case of fire, ring 511 11 – see appendix 1 (2nd floor) and 2 (3rd floor).

GARBAGE SORTING
Sorting shall be done according to the attached sheet - see appendix 3.

HOUSE COMMITTEE
The house committee consists of a chairman and representatives for the different activities on the research floors (2-4) as well as a graduate student, and representatives for the administrative staff. The house committee is responsible for questions regarding premises, work and safety environment, service and other questions that concern the different units/activities on the research floors. House committee protocols are published on our website – www.medbio.umu.se.

ISOTOPE HANDLING
Group leaders are responsible for the handling of radioactive isotopes. A course (2 hrs) is arranged by the university and is mandatory for all staff working with isotopes. Current regulations shall be followed. Contact Hekki Tölli at 785 0685 (24 hr service) for questions relating to isotope handling. Clas Wikström is the coordinator for reporting purchase of isotopes.

IT-SUPPORT
Responsible for programme licences:

Torbjörn Nilsson, Clinical Chemistry
Monica Holmberg, Medical and Clinical Genetics
Oleg Kovrov, Physiological Chemistry
Eva Lundin, Pathology

Computer and network support service is provided by IT-support every Tuesday and Thursday (from 9 a.m. – 12 noon). Register your problem via ITS service desk at www.servicedesk.its.umu.se. To save costs ring 786 63 00 to see if your problem can be sorted out over the phone.

KEYS (PASS CARD and DOORS)
For application for pass card and keys contact Clas Wikström. Stolen or lost pass card must be reported to the police and Clas Wikström must also be informed. Visiting/temporary students are charged a deposit fee of 100 Sek for pass cards. The deposit is refunded when the card is returned. All doors to the floors are locked. From 17.00 to 07.30 codes must be used. Make sure that windows are closed and lights are switched off in labs and offices when you leave for the day.

LABORATORY GLASSWARE/EQUIPMENT & AUTOCLAVATION
Laboratory glassware/equipment is handled by Clara. Make sure everything is rinsed properly before it is put in the wash-up basket. Equipment that needs to be autoclaved (as well as dry and liquid items) must be handed in at the latest by 8 a.m.
LIBRARIES
For opening hours at UB and the Medical Library go to: www.ub.umu.se

Copy card for researchers can be bought at the reception desk or in one of the automatic machines for students. Copies can be ordered via the University Library's homepage: http://www.ub.umu.se/ (go to Service-Request forms). The unit's department number (“org.enhet”) must be stated in the order form (given by respective secretary.).

LPG (liquified petroleum gas)
For use of LPG, contact Clas Wikström for further information and key access.

LUNCHROOM, RESTROOM, CHANGING ROOM
There is a big staff room on the 3rd floor. This room is also shared with the other departments and units residing on the research floor (2nd - 4th). The room contains kitchen facilities including microwave ovens and a dish-washer. Clas Wikström has the main responsibility for the staff room. There is a weekly cleaning schedule for rotation between all research groups placed on the notice board in the kitchen. Everyone is responsible for their own food in fridges, freezers and cupboards. Mark your name on items before placing them in the fridge and freezer!

To avoid unpleasant smell in the corridors, offices and other places, please respect that all hot food must be eaten in the staff room on the 3rd floor.

There is a relax/rest room on the 3rd floor, room 5040. For access to changing rooms with showers, please contact the administration at Labcentrum on the 1st floor.

Information display monitors
Display monitors presenting information about seminars and other activities are placed in the middle of the corridor on the 2nd and 3rd floors. There is also one placed at the entrance to the kitchen/staff room on 3rd floor and one in the kitchen on the side of the main entrance doors. Protocols from staff meetings, meetings with the advisory board and other activities within the department are published on our website (www.medbio.umu.se).

NOTIFICATION OF ILLNESS
Inform one of the administrators at the department if you are absent due to illness (preferably the administrator who is responsible for the economy of your research group). If you are sick longer than 7 days, a doctor’s certificate must be sent to the department’s contact person at the Salary Section at UmU. For sick leave longer than 21 days, the original certificate is sent to the Social Insurance Office, and a copy to the salary administration. For registration of absence due to illness – see PASS (see below).

For further information regarding sick leave go to: www.umu.se/loneadm/umu_internt/personalformaner/halso_sjukvard.html

OFFICE SUPPLIES
Basic office supplies (such as pens/pencils/markers, folders, writing pads, etc) are located on the 2nd floor. Cost for same is distributed according to use. For purchase of other items contact one of the administrators (preferably the one responsible for the economy of your research group).
PASS
All personnel must register vacation (see separate attachment regarding rule for annual leave), leave of absence and sick leave in PASS (Personnel Administrative Self-Service). Responsibility for applying PASS in research groups has been delegated to the Heads of each unit. The "prefekt" is responsible for common staff and teachers at the department.

In order to log into PASS, you must provide a user name and password. In you have any questions concerning activity codes please contact Support Service at Service desk or ring 786 63 00.

For further information as well as user’s guide please visit: www.anstalld.umu.se/english/employment-salary-and-personnel/pass/?languageId=1.

All employees at UmU must register in PASS and are obliged to follow existing rules regarding vacation application, leave of absence, sick leave, etc.

POSTGRADUATE EDUCATION
Instructions for postgraduate students can be found at the Faculty of Medicine's homepage: www.umu.se/medfak/utbildning/forskarutb/handbok/index.html

At the Migration Office's homepage you can find electronic forms for application and extension of visa, residence and work permit, etc: www.migrationsverket.se. Help and more information is provided by International Office at Umeå University.

A special group at the department is responsible for administrating matters concerning postgraduate students. This group consists of two teachers and one representative for the department’s postgraduate students. The group is head by Professor Monica Holmberg. For further information see the department’s homepage.

PURCHASING
Clas Wikström, tel 5 44 88 is responsible for ordering goods for the Department of Medical Biosciences. The service administrator at UCMM (4th floor) Per-Arne Lundström, tel 5 44 33 is responsible for placing orders for UCMM, Medical Genetics and some groups from UKBF.

POST & PACKAGES
Post is delivered once a day at approx. 11 a.m. Outgoing post should be placed in the letter boxes that are placed besides the post boxes on floors 2 and 3 (middle of corridor). Post to/from Physiological Chemistry is handled by UmU and is placed in staircase O, 3rd floor. Mail within the university and the university hospital (NUS) is sent in brown open envelopes for internal post. White university envelopes labeled with a bar code are used for sending external post. Contact the administrator who handles the economy at your unit regarding same. A white mailbox for ”last-minute” post is placed at NUS’ internal post box in the basement, and is emptied at 17.30. There is also one outside the Universum situated on campus. This post box is emptied at 17.00. Bar-coded letters should not be placed in a regular post box (only yellow box allowed). “Last minute” post is emptied at 15.30 in the basement in bldg 6M.

SALARY SECTION
The Department's contact person at the section for Salary administration is Elisabeth Persson, tel 786 5662, elisabeth.persson@umu.se.
Link to the Salary administration unit’s homepage: www.umu.se/loneadm/umu_internt

SECURITY RULES
Rules shall be applied under general and local regulations.

Industrial Safety Board's (Arbetsmiljöverket) Constitution Collection
Information about the work and safety environment can be obtained via www.av.se.

Local work environment agreement
The local working environment agreement for Umeå University shall be applied. Information can be found at the university's homepage www.umu.se/personal/umu_internt/arbetsmiljoavtal.html
For information, contact Clas Wikström. There is also a coordination agreement between NUS and Umeå University.

Permission certificate from Statens Strålskyddsinstitut (SSI) (the state's radiation protection institute) with accompanying general and local rules for work with radioactive isotopes is provided by the work and safety coordinator for UmU. All purchases shall be reported to the coordinator for UmU via Clas Wikström. Strålskyddsinstitutets (SSIs) web-address is http://www.ssi.se

Information about the environment policy
Information is available at the homepage of the government, www.regeringen.se and information about the Environment Code is found at Naturvårdsverket's homepage www.naturvardsverket.se.

All staff should have good knowledge about current rules and security regulations included in the working assignments. It is the duty of each supervisor/instructor to make sure that all coworkers are informed. All new personnel must be provided with information and are requested to sign a special form to certify that they have been properly informed. Risk assessments should continuously be updated.

SEMINARS
Seminars are organized by the department every week.
 o Wednesdays at 9 a.m. in the Staff room on the 3rd floor; Student/post-doc seminar series in collaboration with UKBF and the unit of Oncology.
 o Fridays at 3 pm in Betula (1st floor, south end); National and International Seminar Series in collaboration with the Departments of Molecular Biology, Clinical Microbiology, UCMM, UCMP and UKBF.
For information about the programme see: www.medbio.umu.se under At our department.

STAFF MEETINGS
Staff meetings are held by the Head of the Department every third Tuesday at 9 a.m. in the staff room. Notes from the meeting are available on our homepage under For our staff.

STAFF PHYSICAL WELFARE AND HEALTH CARE
Umeå University and IKSU/IKSU Spa have an agreement which allows all employed staff to purchase physical training cards at a reduced rate. The cost for the card is automatically deducted from your salary each month. Cost for physical training carried out at other sport facilities is not covered by the university.
For work-related health problems Umeå University has an agreement with Feel Good (company health care) [www.feelgood.se](http://www.feelgood.se), tel 17 63 60. Note that Feel Good does not deal with general health problems for which you should contact your “Hälsocentral” or the emergency room at the hospital.

Read more about physical welfare and health care at: [www.umu.se/loneadm/umu_internet/personalformaner/motion.html](http://www.umu.se/loneadm/umu_internet/personalformaner/motion.html)

**TELEPHONE**
Bldg 6M is connected to NUS switchboard.

**Internal calls (free of charge)**
- Within NUS: dial 5 + last 4 nr (e.g. (78)5 4489)
- NUS switchboard: 99
- To Umeå University: Dial 0 followed by number 786 xxxx

**External calls**
In order to ring external calls you must dial zero first.
Foreign business call must be ordered via the switchboard (dial 99).

Don’t forget to programme your telephone when out of office.

* 23 □ Back within 30 min
* 23 * 0* hrs min □ Lunch
* 23 * 1 □ Gone for rest of the day □ 23 □ cancel
* 23 * 2 * hrs min □ Meeting, etc
* 23 * 4 * month day □ Business travel
* 23 * 6 * month day □ Holiday

Extra services can be obtained via automatic voice network. Contact MTI Desk Help 50095 or MTI [teleservice@vll.se](mailto:teleservice@vll.se) for further information.

**STAFF CATALOGUE FOR EMPLOYEES AT UMEÅ UNIVERSITY**
An internal staff catalogue for employees at UmU is available at [http://www.umu.se/stodfunktioner/personalkatalog_eng.html](http://www.umu.se/stodfunktioner/personalkatalog_eng.html).

**LEAVE OF ABSENCE**

**Parental leave**
There are compensations for different kinds of parental leave: prenatal allowance, parental allowance and temporary parental allowance.

When caring for a sick child, the university deducts the salary. An allowance can be obtained from the Social Insurance Office. Application must be made the same day you stay at home to care for your child. It is not acceptable to ring later. Make sure you have notified your correct income to the Social Insurance Office. The employer (via the Salary administration section) covers an additional parental allowance - 10% of your salary and this is done automatically (no forms are required).
Other forms of leave of absence
If you are moving you can be granted a one day vacation, without salary deduction. Leave of absence for serious sickness, deaths, funerals, estate inventory or distribution of estate within your own family or closest relatives, may be granted for a reasonable amount of days, at most 10 working days during one calendar year.

For more information about agreements regarding vacations, holidays etc, go to: www.umu.se/loneadm/umu_intern/avtalsinformation

CHEMICAL FUME HOOD
Always use a fume hood when working with chemicals. Switch on the hood before you begin working. When finished clean up after you and close the fume hood sash. NOTE! The sash should ALWAYS be closed when not in use.

WORKING CLOTHES
Free working clothes are provided for laboratory staff. Information can be obtained from Åsa Lundstén or from Clara Olsson who is responsible for cleaning laboratory glassware, etc.

WORKING ENVIRONMENT
The Head of the Department has the overall responsibility for the working environment at the department. A union-elected working environment representative watches over and presents the employees' views on the working environment. Clas Vikström is coordinator for the work and safety environment for the department.

WORKING HOURS
For technical and administrative staff, a local collective agreement about working time, flextime, working days between holidays, location of working time, etc. has been introduced from 2005-01-01. The normal working time during full-time service is 7 hrs and 57 minutes /day. The ordinary working time is 08.00 – 16.27. Lunch break shall be at least 30 minutes. In connection with the new working time agreement for TA-staff, a flextime template has been prepared and shall be used at the university. It shall be completed and left every month to the respective administrator who takes care of the economy for your research group.

"Klämdag", i.e. working day between holidays, surrounded by two service-free days because of a public holiday, are regarded as “overtime” and are service-free according to the new collective agreement. In connection with holidays, the working time is also shortened according to the following:

<table>
<thead>
<tr>
<th>Event</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twelfth Night (after Christmas)</td>
<td>4 hrs</td>
</tr>
<tr>
<td>Holy Thursday (Easter)</td>
<td>2 hrs</td>
</tr>
<tr>
<td>30 April Monday-Thursday</td>
<td>2 hrs</td>
</tr>
<tr>
<td>30 April Friday</td>
<td>4 hrs</td>
</tr>
<tr>
<td>All Saints’ Eve</td>
<td>4 hrs</td>
</tr>
<tr>
<td>23 Dec that falls on a Friday</td>
<td>4 hrs</td>
</tr>
</tbody>
</table>

The following days are service-free and not counted as vacation days: National Day (6th June), Midsummer's Eve, Christmas Eve and New Year's Eve. A special agreement for teachers working hours is available at (in Swedish): http://www.umu.se/loneadm/umu_intern/avtalsinformation/arbetstid/larare.html