Some practical tips that you as an employee need to know (updated February 2018).
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.

Departments/Units in building 6M:
Ground floor  Blood Service Centre and Clinical Chemistry Laboratories

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

2nd Floor  Department of Medical Biosciences: Units of Clinical Chemistry, and Pathology
Research group from Urology
Department of Medical Biosciences: Administration

3rd Floor  Department of Medical Biosciences: Unit of Physiological Chemistry
Department of Radiation Sciences: Unit of Oncology (research laboratory)
Research groups from Medicine, Paediatrics, Rheumatology and Surgery
Wallenberg Centre for Molecular Medicine (WCMM)
UNRC (Umeå Neurosteroid Research Center)

4th Floor  UCMM (Umeå Center for Molecular Biology)
Department of Medical Biosciences: Unit of Medical and Clinical Genetics
Research group 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 a Head (“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

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>Ida Laestander</td>
<td>512 36</td>
<td><a href="mailto:ida.laestander@umu.se">ida.laestander@umu.se</a></td>
</tr>
<tr>
<td>Adm coordinator</td>
<td>Terry Persson</td>
<td>515 49</td>
<td><a href="mailto:terry.persson@umu.se">terry.persson@umu.se</a></td>
</tr>
<tr>
<td>Ser Manager/Buyer</td>
<td>Clas Wikström</td>
<td>544 88</td>
<td><a href="mailto:clas.wikstrom@umu.se">clas.wikstrom@umu.se</a></td>
</tr>
</tbody>
</table>

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

Department of Medical Biosciences

<table>
<thead>
<tr>
<th>Unit</th>
<th>Head of Unit</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Chemistry</td>
<td>Torbjörn Nilsson</td>
<td>527 40</td>
<td><a href="mailto:torbjorn.nilsson@umu.se">torbjorn.nilsson@umu.se</a></td>
</tr>
<tr>
<td>Medical and Clinical Genetics</td>
<td>Monica Holmberg</td>
<td>544 06</td>
<td><a href="mailto:monica.holmberg@umu.se">monica.holmberg@umu.se</a></td>
</tr>
<tr>
<td>Physiological Chemistry</td>
<td>Gunilla Olivecrona</td>
<td>544 91</td>
<td><a href="mailto:gunilla.olivecrona@umu.se">gunilla.olivecrona@umu.se</a></td>
</tr>
<tr>
<td>Pathology</td>
<td>Anders Bergh</td>
<td>515 30</td>
<td><a href="mailto:andersbergh@umu.se">andersbergh@umu.se</a></td>
</tr>
</tbody>
</table>
WORK ENVIRONMENT GROUP

Sofia Edin  544 31 sofia.edin@umu.se
Robert Buckland  529 88 robert.buckland@umu.se
Clas Wikström  544 88 clas.wikström@umu.se

ADDRESS

**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, north end of corridor)
901 87  Umeå

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

**Medical and Clinical Genetics**
Umeå University  
L41 (målpunkt)  (4th floor, south end of corridor)
901 85  Umeå

**Pathology**
Umeå University  
M21 (målpunkt)  (2nd floor, middle of corridor)
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 must attend the Laboratory Animal Course (web-based as well as 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 (“Kemiförrådet” in the KBC building, 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 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. Do not use the fume hood for storage!

CHEMICAL WASTE
Users of radioactive isotope are responsible for waste to be transported to the Department of Radiation Sciences (Radiofysik) at the University Hospital (NUS) on Thursdays (even weeks) between 1 p.m. – 1.30 p.m. 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 is free of charge for all staff on the 2nd, 3rd and 4th research floors. Two coffee machines are placed in the kitchen of the staff room on the 3rd floor. A key to use the machines is available from Clas Wikström on the 2nd floor. 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 money saving and environment tips:

Copy double-sided, save sheets in the "recycling-box" that is emptied in the recycling room in the culvert floor (floor -1).

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

DIARY MANAGEMENT (RECORDING), 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 Carina Ahlgren, Clas Wikström or Terry Persson. You can check your e-mail from home or other places via www.umu.se/webmail. For forwarding e-mails, auto answers, etc. go TO www.servicedesk.its.umu.se.

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

EQUALITY REPRESENTATIVES
Nina Ohlson (nina.ohlson@umu.se) and Guangxiang Zang (quangxiang.zang@umu.se) are the representatives 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 upon 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
The link for error reports regarding problems related to heating, ventilation, sanitation, electricity, elevators, fans, freezers and fridges, etc. is: http://www.dedu.se/DeDUWebExtern/nus/. Choose “Felämälan” 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 (felämälan). It is sufficient to specify “Område” and “Husnummer”, and then press the button “Tidigare” instead of “Sänd”, and then you will find a chart where you can find information about “your reported error”. In the event of urgent cases, call 5 15 00 during working hours 07:30 – 11:30 and 12:30 – 15:30. Urgent cases outside working hours, call the switchboard 511 11. Remember to provide the room number (can be found on or above the door). If problems arise during regular working hours, please inform Clas Wikström.

EVACUATION PLAN
Evacuation plans are placed on the walls in the corridors on every floor.

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

FIRE EQUIPMENT
Fire hoses are placed on every floor. Fire extinguishers are placed on the wall in the corridor of every floor. In case of fire, ring 511 11 – see Evacuation Plan.

GARBAGE SORTING
See under Introduction for New Employees and link below under Hazardous Waste.

HOUSE COMMITTEE
The house committee consists of a chairman and representatives for the different activities on 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.

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. Minutes from staff meetings, meetings with the advisory board and other activities within the department are published on our website (www.medbio.umu.se).

INTRODUCTION FOR NEW EMPLOYEES AND STUDENTS
To ensure a safe and healthy work environment each group is responsible for introducing new employees and students to their group. The introduction should take place during the first working week that the person is physically present at our department. For more detailed information (you can also print out relevant documents) visit https://www.medbio.umu.se/anstalld/intern_information/arbetmiljo-och-miljo/

You will find the following documentation at the end of this handbook and also on our website.
(some documents are only available in Swedish):

- **Introduction for new employees & students** (3 pages, available both in Swedish and English), Can be used as a template/support in the introduction and walk around tour to view facilities (it takes about 20 min).
- **Fire Action** plan in the event of a fire (available both in English and Swedish).
- **Introductory certificate**, certifying that the introduction has been carried out. Must be signed and submitted to Clas Wikström.
- **Kvittblivning antibiotika/Antibiotics disposal** (only available in Swedish).
- **Rutiner GMM avfall/Routines for GMM waste** (only available in Swedish).
- **Säkerhetshuset/Hazardous Waste Building** Open hours as well as other relevant documentation (only available in Swedish).
- **Deklaration av farligt kemiskt avfall/Declaration of hazardous chemical waste** (only available in Swedish).

**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. Contact Hekki Tölli at 785 0685 (24 hr service) for questions relating to isotope handling. Clas Wikström is the coordinator for reporting purchases of isotopes.

**IT-SUPPORT**

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](http://www.servicedesk.its.umu.se). To save costs ring 786 63 00 to see if your problem can be solved over the phone.

Clas Wikström is responsible for programme licences at the department.

**KEYS (PASS CARD and DOORS)**

For an application for a 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 to go home from work.

**LABORATORY GLASSWARE/EQUIPMENT & AUTOCLAVATION**

Laboratory glassware/equipment is handled by Clara. Make sure that 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.

**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, 10 working days during one calendar year at the most.

For more information about agreements regarding vacations, holidays etc, go to:  
[www.umu.se/loneadm/umu_internt/avtalsinformation](http://www.umu.se/loneadm/umu_internt/avtalsinformation)

**LIBRARIES**
For opening hours at UB and the Medical Library go to: [www.ub.umu.se](http://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/](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.

**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 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:
OFFICE SUPPLIES
Basic office supplies (such as pens/pencils/markers, folders, writing pads, etc) are located on the 2nd floor. The cost is distributed according to use (please log what you take in the folder). For purchase of other items contact one of the administrators (preferably the one responsible for 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 (CAS login). 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/forskaruth/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 can be obtained from the 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 headed by Professor Monica Holmberg. For further information see the department’s homepage.

POST & PACKAGES
Post is collected once a day at approx. 11 a.m. Outgoing post should be placed in the letter boxes that are located beside 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 transit 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 this. 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 building 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, bldg 6M.
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.

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.

Workplace Environment Board (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. You will find information at the university's homepage: www.umu.se/personal/umu_internt/arbetsmiljoavtal.html
There is also a coordination agreement between NUS and Umeå University (contact Clas Wikström).

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 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 can be found on 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. If requested, 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, 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_intern/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 Help Desk 50095 or MTI teleservice@vll.se for further information.

STAFF DIRECTORY FOR EMPLOYEES AT UMEÅ UNIVERSITY
An internal staff directory for employees at UmU is available at http://www.umu.se/stodfunktioner/personalkatalog_eng.html.

WORKING CLOTHES
Free working clothes are provided for laboratory staff. Information can be obtained from Clara Olsson who is responsible for 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 Wikström 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, flexItime, 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 flexItime template has been prepared and shall be used at the university. The completed template should be handed in to the administrator who takes care of your research group at the end of every working month.

"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>Working 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_internt/avtalsinformation/arbetstid/larare.html

Attached documents:

Below you will find useful documentation and links to ensure a safe and healthy work environment at our department.
Introduction for new employees and students

General information

- Home page: [http://www.medbio.umu.se](http://www.medbio.umu.se)
  Under "For our employees" you will find information about the department, important links, names of contact persons, this Handbook for the Department of Medical Sciences as well as other practical information for new employees and students.

Safety in the lab

- Dangerous working areas: Familiarise yourself with which space/rooms are contaminated with dangerous substances and where to find information?

- The following dangerous materials are used at our department:
  Carcinogenic, corrosive, toxic, flammable, contagious, teratogenic, allergenic, explosive, and radioactive (2 hour course required)
  Educate yourself if this concerns your work before you start working in the lab and thus work safely!
    - "Spill Box" that can be used for incidents when extra care is required is located in the chemical room in the middle of the corridor on the 2nd and 3rd floors.

- In each lab, you will find the following:
  - Riskbedömningsfolder (green) – description of each method used in this lab with risk assessment and what to do in the event of an incident/accident.
  - VIB-folder (grey) – Safety data sheet folder, A-Ö, providing information about substances used in this lab.

General rule! Do not store large quantities of dangerous substances than necessary on the bench. Avoid storing corrosive solutions on shelves where they may fall and **never store above shoulder level**. Flammable solutions not exceeding 10 L may be stored in the lab – up to 50 L in ventilated cabinets.

- Before you start working in the lab – think about the most common risks before you begin to work in the lab and what do you do if something goes wrong?
  1. Precautions such as safety glasses, gloves, coats, appropriate footwear (own), splash guards, fume hood/bench?
  2. Think about why you wear gloves – to protect yourself, protect your workmates, protect samples/specimen? Remove contaminated gloves as soon as it is possible.

Working ergonomics and environment

In the lab: Remember to have support for your arms when pipetting. Be precise about your physical working position (height), take breaks, vary between standing and sitting down.
In the office: Good lighting, adjustable chair, good settings at the computer and microscope (wrist rest, right height and placement of the monitor, etc.).

Incident: "Unwanted event that resulted in ill-health and accidents"
Notify Clas Vikström who will handle your accident report and also notify the Head of Department and the health and safety representative. Serious incidents are reported to the Labour Inspectorate. A copy is sent to the environmental coordinator.

Occupational injury: Accidents, travel accidents (to/from work), occupational disease (factors in the working environment that may cause disease).
Notify Clas Vikström who will report to the Salary Administration. Salaries report to Försäkringskassan (Insurance Office). The employer and the work environment officer must sign the forms!

All accidents and incidents must be investigated by the Head of Department and a plan of action to prevent it from happening again must be drawn up. A copy of the investigation report should be sent to Environmental coordinator and statistics concerning this should be recorded at the Department.

Educate yourself about fire exits and the positioning of emergency showers, eye showers etc. First aid kits are available in the printer room on the 2nd floor (near entrance L21) and in the common storage room (closer to entrance M21).

**Routines for**

**Waste disposal:**
Chemical waste is placed near the M21 entrance and transported to Säkerhetshuset every **Friday between 8:00-10:00**. Clas Vikström provides the form that should be filled in and attached.

Hazardous waste (in appropriate container and marked up with appropriate stickers found in the common storage room)
- Sharp/cutting = > recycling room culvert
- Contagious = > recycling room culvert
- Cytostatic = > recycling room culvert
- Biological waste = > recycling room culvert

Radioactive waste every Thursday between 9:00-9:15 in the basement at Radiophysics, NUS.

**Other wastes:**
- Cardboard, paper, polystyrene, glass, metal, foil, batteries, light bulbs, small electronic little things = > recycling room in the basement
- Large electronics = > ring transport 51182
- Computers = > collected on the roller table and retrieved by ITS
- Dry ice = > -80°C freezer or evaporate in the fume hood. **Must not be discarded in the sink!**

**Meals:** Only allowed in the lunchroom or at the coffee points. Heating of food is only allowed in the kitchen on the 3rd floor.
Public Safety: The entrance doors into the floors are locked and if you let someone in be sure to ask who the person plans to visit and escort him/her to the person’s room. In the event of theft or sabotage inform the police and Clas Wikström who will report to the Head of Security at NUS.

Fire protection
At approx. 8.00 am on the last Thursday of every month the fire alarm is tested and all doors are closed.

In the event of fire call 51111 and gave details about the department (name, building, etc). The person who calls the Fire Department must meet the fire personnel on arrival and show them where the fire has broken out.

If the smoke detectors perceive smoke, the fire alarm goes automatically off at the Fire Department, on the floor where the fire has broken out as well as on the floors above and below. All staff must evacuate alerted floors.

Assembly Centre is in front of Hotel Björken!

Escape routes are indicated on the Evacuation Plans that are placed on the wall at each exit. Fire extinguishers are located in the hallways as well as emergency showers and eye showers. Fire hoses are available in special cabinets.
ACTION PLAN FOR FIRE
THE ALARM SOUNDS

- SCAN THE LAB AFTER FIREignITION OR FIRE DETECTOR TRIPPED. There is an LED on the detector flashing when tripped.
- GO TO THE FIRE DEPARTMENT CONTROL PANEL AND CHECK IT. It is placed at the middle entrance, “målpunkt” M21.

Possible causes why the alarm was triggered.

A. There's a fire somewhere on this floor.
   Remedy.
   1. Search for the fire ignition, send a person to the control panel, and call for help.
   2. Save people in need.
   3. Alert the switchboard 51111.
   4. Try to extinguish the fire. If you consider that it is not possible, restrict the fire by closing it in.
   5. Evacuate to the collection site.

B. The alarm has been triggered due to causes other than an obvious fire.
   Remedy.
   1. Search for a fire detector tripped.
   2. Check the floor above and below.
   3. Immediately call 51111 and announce that the alarm is false.
      Never call off an alarm until you checked both the floor above and below.
   4. Send one person to the fire control panel to inform about the situation.

C. The alarm has been triggered on the floor above or below.
   Remedy.
   1. Search for a fire detector tripped.
   2. Check the floor above and below and look for potential source of alarm.
   3. Immediately call 51111 and confirm that the alarm is false.
      Never call off an alarm until you checked both the floor above and below.
   4. Send one person to the fire control panel to inform about the situation.

D. The last Thursday of every month the alarm is tested, the alarm goes off at approx. 8.00 a.m.
   Remedy.
   1. No action.

There is a fire alarm button at each fire hydrant. It is used only if the automatic alarm is not triggered.
I have today been informed of rules and procedures for the Department of Medical Biosciences, unit ________________

<table>
<thead>
<tr>
<th>Room/area</th>
<th>YES</th>
<th>Not needed</th>
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<tbody>
<tr>
<td>Lab safety</td>
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<tr>
<td>Cell culturing room</td>
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<tr>
<td>Chemical room</td>
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<td>Disposals / hazardous waste</td>
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<td>Recycling room culvert</td>
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<td>Fire safety</td>
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<td>Office</td>
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<td>Lunchroom</td>
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</table>

Date

________________________

Signature                                  Name in block letters

________________________

Signature of the person responsible for the introduction
Other relevant information concerning safety and health at our department.

Some documents are only available in Swedish and online and below you will find the links for those documents:

**Hantering och kvittblivning av antibiotika**

http://www.chemistry.umu.se/digitalAssets/159/159619_antibiotika_hantering-kvittblivning-.pdf

**Rutiner för kvittblivning av avfall i fast form genererat vid arbete med genetiskt modifierade mikroorganismer (GMM)**


**Säkerhetshuset/Hazardous Waste Building and deklaration av farligt kemiskt avfall** (some information is available in English)


**Umeå University** has updated its website regarding rules and procedure for handling of chemicals, etc. You will find the documents by clicking on the link below: