Welcome to the Department of Medical Biochemistry and Biophysics

Some practical advices and regulations that all employees should know about
Departmental information

Chairman of the department: Andrei Chabes 090-786 59 37
Vice chairman of the department: Erik Johansson 090-786 66 38
Administrative coordinator: Ingrid Råberg 090-786 51 28
Director of studies: Andrei Chabes 090-786 59 37
Director of PhD-studies: Jürgen Schleucher 090-786 53 88

Telephone no. for the University switchboard: +46 (0)90 786 50 00
Website: www.medchem.umu.se

Address:
Umeå universitet
Institutionen för medicinsk kemi och biofysik
901 87 Umeå

Umeå University
Department of Medical Biochemistry and Biophysics
SE-901 87 Umeå, Sweden

Billing address for invoices from Swedish companies (remember reference code):
Umeå universitet
Institutionen för medicinsk kemi och biofysik
PG1099
737 84 FAGERSTA

NOTE! Invoices from non-Swedish companies should use the ordinary address for the dept.

Organizational no. for the University: 202100-2874
VAT no. for Umeå University: SE202100287401

Reference codes for each research group:

Anders Hofer 3550AHO
Andrei Chabes 3550ACH
Erik Johansson 3550ERJ
Ludmilla Morozova-Roche 3550LMR
Pelle Håkansson 3550PHN
Stefan Björklund 3550SBJ
Thomas Borén 3550TBO
Sjoerd Wanrooj 3550SJW

Anders Olofsson 3550AON
Anna Arnqvist 3550AAR
Jürgen Schleucher 3550JUS
Nasim Sabouri 3550NSA
Richard Lundmark 3550RIL
Sven Carlsson 3550SVC
Tor Ny 3550TNY
Ronnie Berntsson 3550RBE

Common code for dept. 3550
General information

This “Handbook” is intended to help you to learn the general rules and working routines at the Department of Medical Biochemistry and Biophysics. The text outlines some rules but cannot be regarded as a complete list. It is each and everyone’s responsibility to plan her/his work in a safe and clean way without causing danger or disturbing other people or the environment within or outside of the lab (see “Risk assessment”). Compliance with these rules will also minimize other types of administrative and technical problems. Do not hesitate to ask others in the lab, primarily your group leader, if you need to discuss any details. This should be done before you start your experiment, or before you order new chemicals.

Please note that bullying or sexual harassment will NOT be tolerated. Our ambition is to create a warm, generous and nice working atmosphere.

The group leader shall introduce all new group members to the routines and rules at the department. The teacher is responsible for under graduate students.

To stress the importance of rules of conduct, any new employee must sign a confirmation form stating that the information has been read and understood (within a week of arrival).

For safety reasons, and to prevent damage of expensive equipment, it is necessary that you contact the person responsible for each instrument to obtain proper instructions before starting to use it. The name of the person responsible for the instrument is posted at, or in the vicinity of the instrument. If you cannot find it, ask your group leader.
Access to the KBC-building and our department

Access to the KBC-building and our department

The KBC-building is open Mon-Fri 7:00 – 17:00. All other hours you need your access card and PIN-code to get in.

The Department of Medical Biochemistry and Biophysics’ doors are always locked and you need an access card. Outside of Mon-Fri 8:00 – 16:30 you need to use your PIN-code with your access card.

Access cards and keys

Jenny Larsson or Ingrid Råberg will help you with an access card and key.

Alarms

When the fire alarm sounds you have to evacuate the building and go to the assembly area between “Naturvetarhuset” and “Biologihuset”. You will find an evacuation plan next to all exits.

Animals and UCCB

All animal experiments shall be performed at Umeå Center for Comparative Biology. It is forbidden to bring animals to the department. UCCB provide special protective coats and other types of clothes. You have to change out of these before returning to the department. Everyone who will work with animals must register for, and pass, the University’s course “Basic Principles in Laboratory Animal Science, 4,5 ECTS”.

Autoclaving

The central dishwashing unit is located on 5th floor in the Chemistry building, and on the 6th floor in the Physiology building, and Elisabeth Söderlund runs them. All material to be autoclaved must be marked with your name and department/corridor. Only Elisabeth Söderlund and those who have been trained in how to use the autoclaves may use them.

Billboards

Information screens with information about what is going on each day of the current week in the department and in KBC can be found in the corridors.

Car parking

Those who drive their car to work can collect a sticker at the janitors’ office on 2nd floor in the KBC-building to put on their windscreen. With this sticker you can park as “Anställld” on the parking meter and pay 16 SEK (spring 2015) per day.

Centrifuges

Before using the large centrifuges and ultracentrifuges, please make sure that the person responsible for the equipment instructs you.
Logbooks
The large refrigerated centrifuges, ultracentrifuges and rotors must be booked and logged! For the ultracentrifuge, there is a booking list and logbook for the centrifuge (including the rotors). The logbooks must be filled in correctly for every run.

For the other large refrigerated centrifuges there is a combined booking list/logbook for the centrifuges and rotors. It must be filled in for every run.

Tubes and balancing
Make sure you are using the right tubes (that can stand the load and resist the solvent used). Before each run, the tubes have to be balanced very carefully (for tubes with lids, you should balance with the lids). Balance the rotor symmetrically. All buckets and adaptors must be on when the swing out rotors are used, and you must check that the buckets are not miss hooked (A miss hooked bucket can come off).

Some rotors have 2 pins and some have 4. The drive on the Avanti centrifuge has 2"pins" and for rotors with only 2 pins they should be placed in front of the 2 "pins" on the drive (not between them).

Always make sure you have tightened the rotor correctly before starting the centrifuge!!

Maintenance of the rotors
All rotors, and buckets for swing out rotors, should be cleaned and dried after being used. Never use metallic tools on any of the rotors, a scratched surface will ruin the rotor. Clean the buckets with a special brush and special (mild) detergent or just pure water. Never use any alkaline solutions for cleaning. Rinse them with water and dry them immediately.

Lubricating the rotors
Check that the O-rings and threads are properly greased. They should never be dry. Use Vacuum grease for O-rings and caps and Spin-coat for buckets and threads.

Always clean the rotor and the centrifuge after use!!

Change of over-speed discs
If the over-speed disc is damaged or lost, it has to be replaced by a new disc. The replacement has to be performed by a specialist. Failure to mount the over-speed disc will result in rotor damage and life threatening situations.

Chemicals
Chemicals pose a potential threat to our health and to the environment. Included in the term chemicals are also all proteins and other bioactive substances we use in our work. Knowledge about potential dangers is essential if you want to minimize the risks of working with chemicals. Information on safety of specific chemicals and how to protect yourself and your colleagues is provided in material safety data sheets (MSDS). These should be available for
all chemicals stored or used in your laboratory. Store them in the special folder in your lab. You should read the information and evaluate risks when planning your work, once adverse events happen it is too late. The risk evaluation should include whether you need to use protective goggles thick rubber gloves, a fume hood, and whether your solvents are easily ignited leading to fires or explosions. In case non-routine experiments are being planned, a risk assessment has to be done and documented in text. This document shall be stored in a folder in your laboratory. Before starting your work you should also consider if you need special arrangements for the waste you produce.

Important rules:

- All hazardous chemicals stored or in use must be registered in the chemical register software Chemkeeper. Every group at the department has (should have) at least one administrator for Chemkeeper. Make sure you know whom that is.

- All chemicals shall be bought at Chemical Supply Department (aka Kemiförrådet), where registration of hazardous chemicals is done at delivery.

- All chemicals and solutions in the lab have to be marked with Pictograms.

Every lab group has established informal rules. Do not introduce a new procedure before discussing it with the group leader.

- Ask around among your senior colleagues about established routines.

- Do not eat or drink in the laboratory.

- Wash your hands frequently.

- Use a lab coat. Leave this coat in the lab when you leave for e.g. a coffee break or similar.

- You must use eye protection when handling acids or bases. Contact lenses should not be used when you work with chemicals.

- If you use gloves for protection, do not keep them on when you touch things, e.g. open doors, outside of the lab.

- If you think you need a filter mask, consider doing your work in a fume hood.

- All chemicals in use should have been purchased reasonably recently, ensuring that the warning labels are correct.

- Benches should be kept clean and tidy.
The label "extremely toxic" should be taken seriously and it tells you that this chemical is not to be left as dust around the balance. The label indicates that even microgram amounts can be lethal.

If the balance is surrounded by powder, how do you know that this is not a chemical belonging to the class "extremely toxic"? You should always clean up around the balance after use regardless of what you have used in it.

You must always label all bottles and beakers with the proper chemical name of the content, date, and your own name.

You should pour out solutions no longer in use with regular intervals.

It is very important that you, before leaving our department, clean out all your chemical solutions.

You should minimize the amount of flammable chemicals stored in the open laboratory environment.

Up to 10 liters of flammable solvents (Swedish Brandklass 3) may be stored in the lab. Larger volumes up to 50 liters must be stored in specially designed ventilated and fire proof cupboards.

Do not store corrosive or caustic solutions on shelves at or above eye level.

Each research group to cover their own needs buys chemicals from Kemiförrådet. A list of chemicals shall exist for each research group. Some groups use Chemkeeper (the University’s database for chemicals) to register all of their chemicals in, but the research groups must register chemicals with a “hazard” symbol in Chemkeeper.

Chemical supply department aka “Kemiförrådet”
Chemicals, glassware and gas tubes can be bought in Kemiförrådet on the 2nd floor. They are open Monday - Thursday 8:30-11:30 and 13:00-15:00, and Fri. 9:00-11:00. Each research group has its own customer no., which can be found in a binder in Kemiförrådet. Chemicals that are not available in the store should be ordered via http://chemshop.chem.umu.se. Ethanol requires a certain slip to be sign by certain appointed people at the department. Ingrid has the slip and knows who needs to sign it. Note that gas tubes are rarely needed since our department has fixed gas lines. If you need to use a tube of gas it has to be fixed to a wall or something that will keep it from falling over and a warning sign, supplied by Kemiförrådet, has to be put up outside of the room. Empty gas tubes shall be returned to the assigned area on the Chemistry building’s loading platform. Gas tubes are not allowed to be stored in the laboratories over night. They should be marked with your name and dept. and stored over night at Kemiförrådet in room A2-25-06 (access granted by Kemiförrådet).
Chemical waste
Hazardous chemical waste must be turned in at “Kemiska Säkerhetshuset” on Fridays 8:00-10:00. A certain form needs to be filled in.

Common hazardous chemicals

Acrylamide
It is a colorless, odorless powder or white crystals. However, it is recommended that you use a commercial, ready-to-use stock, instead of powder. It can cause burns in the respiratory tract, affect the central nervous system etc. Never leave it to polymerize in a closed bottle.

Chloroform
This is a solvent and can cause irritation to the skin, eyes and throat. Inhalation of high doses of chloroform causes dizziness and sickness, which can lead to unconsciousness, and at the worst death. It is also hepatotoxic and a suspected carcinogen.

Ethidium bromide
The basic rule is that GelGreen or GelRed should be used instead of EtBr. EtBr is a chemical that binds to DNA molecules by intercalating between adjacent base pairs. The toxicity has not been thoroughly investigated and the chemical should therefore be treated as a potential carcinogen. Heating gives rise to poisonous and corrosive gases. Dry powder must not be used. Optimally it should be bought as pre-made solutions or tablets.

Formamide
It is a colorless, faintly yellow liquid and is hazardous if it gets in contact with your skin or if you inhale it. Some symptoms are: burns in the respiratory tract and skin, and dizziness. It may cause spleen and liver damage and allergic reactions. It may also cause fetal damage.

Mercaptoethanol
It is a colorless liquid with a very unpleasant smell. It is toxic by inhalation, ingestion and through skin contact. It is also a severe eye irritant. Symptoms after inhalation may include coughing, sore throat, and shortness of breath. Symptoms after swallowing: Sore throat, abdominal pain and vomiting may occur. It is readily absorbed through the skin, causes skin irritation and may be absorbed in the body in toxic (fatal) quantities.

Methanol
This solvent is poisonous. If possible, replace the use of Methanol with Ethanol, a 2-propanol or other solvent, which is less harmful to you. Toxic effects exerted upon nervous system, particularly the optic nerve. Once absorbed into the body, it is very slowly eliminated. Symptoms of overexposure may include headache, drowsiness, nausea, vomiting, blurred vision, blindness, coma, and death. A person may get better but then worse again up to 30 hours later.
Phenol
Phenol is a colorless-to-white solid when pure; however, the commercial product, which contains some water, is a liquid. Phenol has a distinct odor that is sickeningly sweet and tarry. Inhalation and dermal exposure to phenol is highly irritating to the skin, eyes and mucous membranes. Exposure to high levels of phenol on the skin will cause liver damage, diarrhea, dark urine and hemolytic anemia. If someone has poured phenol on her/his skin, first flush with a large amount of water, then apply PEG 400.

PMSF
Phenylmethylsulfonyl fluoride should not, if possible, be used! As replacement the relatively non-toxic and more stable Pefablock SC (Roche applied science) is recommended.

All of the chemicals above should be treated with care and be handled in the fume hood.

Cleaning utensils
Most labs are equipped with basic cleaning utensils. You can also find cleaning utensils in a cleaning supply room on 5th floor in the Chemistry building. If you cannot find what you are looking for in that particular room, please ask Elisabeth Söderlund or any of the department’s administrators for help. You should NEVER use any utensils from our kitchen in a lab, and vice versa.

Copy/Print
To make copies there are printers in each corridor. You need the UmU-card for printing and copying. For large quantities, or colored copies, you should contact Service Centre KBC on 2nd floor. If possible, please copy or print double-sided. Paper and toners for the common printers can be ordered at servicecenter.kbc@umu.se.

Computer related matters
Jenny Larsson will help you with a login name and password for computers (AD-network) and e-mail address.

Computer and software support are offered by ITS (ICT Services and System Development) either in their office in the MIT-building, on telephone no. 090-786 63 00.

Dark room
Use the X-ray film developer machine according to the instructions posted in the room. Make sure to write date, your name, department, and number of films you developed in the logbook. In case you have any questions/problems you should contact the person responsible for the room according to the user group schedule. When you are done always turn off the machine, turn off the water tap and open the water drainage stop cock, sing the log book, and switch off the light when you leave the room. Let us repeat the last statement: switch off the light when you leave the room!
Dirty laboratory dishes
Elisabeth Söderlund takes care of the dirty dishes from the laboratories. Make sure to rinse off everything properly (including labels) before you put it in the basket for dirty dishes.

Doctoral education
A handbook, full of rules, regulations and tips, for postgraduate studies is available on the Medical Faculty’s webpage www.medfak.umu.se. It includes information about financial aid, insurance, doctoral education courses, public defense of PhD thesis etc.

Equipment
There is always someone responsible for certain shared equipment at the department. It is mandatory to contact that person the first time you will use that specific piece of equipment or if it’s broken or not functioning properly. All instruments shall be cleaned thoroughly after usage.

Error reports such as heating, ventilation, sanitation, electricity, elevators, fans, freezers and fridges: Contact Akademiska Hus during office hours on telephone no. 090-17 62 50, and outside office hours on telephone no. 070-510 10 02.

Queries regarding new equipment and general facilities within the KBC contact our chairman and then our superintendent, Erik Ånger, on telephone no. 073-620 50 03.

Eye showers
In every lab, connected to the water taps, there are showers designed to rinse eyes in case of an accident. Make sure that you have identified where they are located in your working area and that you have learned how to use them before you start working.

These eye showers should be checked/flushed at least once a month. Every group is responsible for their own eye showers.

Fire – In case of...
In case of a larger fire you should:

1. Assist people in danger. Make sure that nobody is left in the lab.

2. Warn people in the area and make sure everybody you meet evacuate the building. Alert the fire brigade by calling 112 or pressing the alarm buttons (red boxes) in the corridor close to the entrance doors.

Give clear information about:
**Address:** Linnaeus väg 10 – Kemihuset (house K) – Medical Biochemistry and Biophysics, and what floor. …or: Linnaeus väg 6 – Fysiologihuset (house L) – Medical Biochemistry and Biophysics, 6th floor.
### Situation:
Fire, gas leakage, etc. Are there any gas cylinders in the area?

Always meet up with the fire brigade in order to give them more information and directions. Even if the automatic alarm has been activated, call the fire department to check that they have received the alarm and to give them further information about the situation.

3. Stop the fire from spreading by closing the lab doors and windows.

4. If possible, put out the fire using the appropriate fire extinguisher.

5. Evacuate the building.

### Fire equipment
Fire hoses are situated in the staircases on every floor and three fire extinguishers are put up on the walls in every corridor. All corridors have two emergency showers and some corridors have fire blankets in case a person has caught fire. It is your duty to find out where these are placed. It is mandatory to participate in an annual fire course arranged by the University. Talk with Pia Osterman in order to register for the course.

### Fume hoods
For efficient ventilation in the fume hoods, the glass screen should be pulled down as far as the experimental procedure allows. After use the screen should be pulled all the way down. This will reduce the energy consumption. All chemicals and all equipment should be removed from the fume hood when the experiment is completed. The fume hood should not be used for storage.

### Gas
Gas for burners is available in every lab. It’s turned on with a key in the lab and to be turned off when not in use. Every day when you leave the lab, make sure that the gas key is switched off. Most labs also have nitrogen, and in some labs/culture rooms there is also a supply of 5% CO₂. If you need to use gas from a gas cylinder, you must store the cylinder in a special room at Kemiförrådet at nights.

### General lab routines
You will be assigned a lab bench and a writing desk. Please leave all common workspaces clean after use. In common areas, and close to the different equipment, it is posted who is responsible for the instrument etc. This is the person you turn to when something is not working. The person responsible should call for service, keep the room equipped with what is needed for the work being done and make sure that any waste being produced is taken care of, either by doing it her/himself or by organizing a schedule.

You should avoid working alone with experiments after 20.00 and before 07.00 hrs. This is of particular importance if it involves procedures that potentially could lead to injuries. It is the
responsibility of the group leader to decide whether a person has acquired relevant experience to work alone.

When you leave the lab at the end of the day, close the windows, switch off the lights, and close the doors. Instruments that should run overnight must be marked with the name of the user and the date.

**Growing bacteria**
For *E. coli*, a 37°C room with shelves and rotators is available on 6th floor (A6-23-04) in the Chemistry building. Do not use large shakers when growing over night cultures i.e. for minipreps. This shaker is only for larger culture volumes.

For how to handle genetically modified microorganisms (GMM) and/or antibiotic waste see separate document called: “Handling of Genetically Modified Microorganisms (GMM) and/or antibiotic waste at Medical Biochemistry and Biophysics”.

**Healthcare**
As a citizen of a EU/EEA country or Switzerland you are entitled to essential health care for the Swedish patient fee, but you must show proof of identity and your European Health Insurance Card.

As a citizen from another country than mentioned in the former paragraph you are covered by Umeå University’s insurance policy as long as you are a member of the following personnel categories: “foreign guest lectures, opponents, guest lecturers and students holding scholarships and their wife/husband/cohabitee including children during the period the guest lecturer etc. receives a salary, fee or scholarship from the University”. Insurance protection: Hospital, dental and repatriation benefits.

If you are registered in the Population Register (more info about this later on in this pamphlet) in Sweden you are entitled to all health care in Sweden for the Swedish patient fee.

For social security benefits / social insurance you must register with Försäkringskassan (www.forsakringskassan.se). However, if you lack an income from a Swedish employer (e.g. guest researcher with a salary from home or if you receive a scholarships/stipends) you might not be eligible to sign up for Swedish social insurance.

**Isotope handling**
All personnel must complete the University’s safety course before they are allowed to work with isotopes. The course will be arranged according to demand. As with all equipment you need to contact the person responsible for the isotope room on 5th floor before you use it for the first time. The department has a room for isotopes to decay in the culvert of the Chemistry building. Anna Shevtsova is responsible for isotope issues at the department.
Liquid nitrogen and dry ice
Handling of liquid nitrogen is potentially hazardous, mainly due to the severe freeze injuries that might occur if drops e.g. hit the eyes. Therefore, whenever you are pouring liquid nitrogen, it is mandatory to wear a protective shield for your face or tight protection goggles.

Further, do not pour liquid nitrogen into any type of thermos not designed for liquid nitrogen. They are usually not made to resist very low temperatures, and might crack and implode. This might be really dangerous both for you and others in the vicinity. Never try to store liquid nitrogen or solid CO₂ (dry ice) in an airtight vessel. Whatever temperature you place the vessel in nitrogen will evaporate and build up a pressure inside the vessel, which might cause an explosion.

Lunchroom
The department’s lunchroom is situated on 5th floor in the Chemistry building. Everyone is responsible for their own food in fridge, freezer and cupboards. Make sure that nothing is left for too long. Elisabeth Söderlund usually takes care of our kitchen, in which we have two dishwashers but we all need to help out with filling, starting and emptying them when needed. Coffee and tea is available for free.

Lab coats, beakers and what else you might find in a lab are strictly forbidden to bring in to the kitchen. Furthermore, you should not bring anything from the kitchen into any lab neither.

Occupational healthcare
The University has a contract with Feelgood concerning occupational healthcare for University employees. Feelgood are situated in the Uminova building and can be contacted on telephone no. 090-17 63 80.

Those who are employed by >20 % for at least 3 months straight by the University are qualified for a Gold membership card at IKSU Sport to a cost of 160 SEK/month or IKSU Spa for 240 SEK/month (either of these membership cards also grants you access to IKSU Plus). PhD-students who are employed with only an “utbildningsbidrag” and stipend students are not considered as employees in a legal sense, and thus are not eligible to a Gold membership card with the University discount. The same goes for Post Docs who are paid by external grants (e.g. Kempe foundation). However, Post Docs can be subsidized by their group leader in the form of a stipend for the cost of a Gold membership card. You can find out more about IKSU and what they offer on www.iksu.se.

Office supplies
There is a cupboard with some common office supplies next to Ingrid Råberg’s office. If you find something lacking in the cupboard you can write it down on a list hanging on the door of the cupboard or you can buy it in Service Centre Universum. The store is open Mo. 9:00-17:00, and Tu.-Fri. 8:00-17:00. You can also order via phone or online. They deliver within a couple of days.
PASS (Personal Administrative Self Service)
PASS is found on www.pass.umu.se. On this site you can find your salary declaration (it will NOT be sent to you by mail), apply for vacation, report days on sick leave and register expenses for reimbursements. You login with your CAS-login (Central Authentication Service), which is sent to you via internal mail by ITS within a week or two from that you have been registered as an employee at the University.

Post/mail
Post is picked up and delivered around 11:00. Outgoing mail is put in the basket marked “utgående” next to Ingrid Råberg’s office. Mail sent within the University is put in brown envelopes. All other letters need an envelope with a bar code. Bar codes are available for larger envelopes and can be found in the same sideboard as the envelopes. Envelopes with a bar code cannot be posted in an ordinary mailbox. Letters can be posted in the Service Centre KBC until 14.00, and after that there is a mailbox for bar coded envelopes, which is emptied at 18:00, outside of Aula Nordica.

Research – quality assurance
In order to further improve the quality of the research environment and to minimize the risks for any scientific dishonesty within the department, the management has now produced a policy document. Researchers at Medical Biochemistry and Biophysics are requested to follow the recommendations stated below:

- Primary data should be saved for 10 years
- Each co-author must approve publications before they are sent in for review (in accordance to the norms of scientific journals)
- All supervisors must guarantee that there is an open and critical discussion about the results and primary data within the group
- Supervisors are encouraged to make use of the available competence, primarily within the department, to have critical comments and discussions around the results intended to be published
- If any member of a research group is not satisfied about the ethical and scientific level maintained within the group, before particular results are published, the person concerned should contact the chairman of the department, who in turn will decide how the issue will be handled.
- If a suspicion about scientific irregularity has occurred in an article that has already been published, all employees are obliged to inform the Dean.
• In case rumors are spreading regarding cheating in a research project, the chairman of the department must be informed immediately. The chairman in turn should immediately start an investigation to verify the truth surrounding the rumor.

• During the time of an ongoing inquiry regarding cheating, one is obliged to mention this in any application for research grants for the areas associated with this inquiry.

• Every person that performs research within Medical Biochemistry and Biophysics should have strict demands on objectivity, honesty and integrity.

Endeavor objectives
It is the responsibility of the chairman to organize activities to enable constant improvement of the quality of research. Therefore:

• All group leaders (PIs) should be active in research work to the furthest extent possible

• Each supervisor should encourage and stimulate scientific discussions within and between research groups at Medical Biochemistry and Biophysics.

• All employees, especially graduate students and postdoctoral researchers along with young scientists, should be given the possibility to participate in courses about research ethics and courses with elements about scientific theory.

• The management of Medical Biochemistry and Biophysics will implement an effort to maintain an open and creative environment for discussions.

Scientific Dishonesty
Scientific dishonesty means that intentionally and in a misleading manner deviate from the scientific requirements or to deliberately deviate from the generally accepted ethical norms. Mentioned below are examples of scientific dishonesty, according to the policy program, dnr 190-2748-04, of Umeå University:

• Forgery and fabrication
• Plagiarism
• Concealing results/information
• Unauthorized usage of information received in confidence
• Unjust claim of authorship or changing the order of authors in publications
• Neglecting accepted recommendations about obtaining permission from authorities concerned (ex. The Ethics Commission)

It is important to point out that there is a difference of principle between mistakes done in good faith and cheating (see Umeå University’s policy).
**Risk assessment**

For each experiment we are obligated to conduct a risk assessment. Binders with information about chemicals used in the lab and risk assessments for all experiments and working moments conducted in the lab should be available in each lab. (More under “Chemicals”.)

**Salary**

The department’s contact person at the salary administration office is Elisabeth Persson, phone: 090-786 55 82, E-mail: Elisabeth.Persson@umu.se.

Salaries are paid on the 25th of each month unless it occurs on a weekend/holiday.

**Seminars**

The department hosts a seminar series on Tuesdays at 15.15 in KB3A9 unless otherwise noted. Attendance at the seminars is mandatory for all non-administrative personnel. Everyone at the department is welcome to invite a speaker for the seminar series after consulting Anders Olofsson, who is presently in charge of the seminars.

The department also has a mandatory in-house seminar on Thursdays at 11.30 in the lunchroom on 5th floor in the Chemistry building. Respect the time that has been set. All research personnel at the department will present their research once a year at these seminars and get feedback from a supervisor at the department other than their own. Sjoerd Wanrooj is presently responsible for these in-house seminars and will produce a schedule at the start of each term.

**Service Centre KBC**

The Service Centre in KBC is found on 2nd floor next to the main entrance of the KBC-building. In their office you will also find the mailroom for incoming and outgoing mail to and from the KBC-building. The Service Centre in KBC also offers a printing service as described under “Copy/print”. Their contact information is as follow:

- Sandra Stenlund 090-786 56 14 sandra.stenlund@chem.umu.se
- Martin Edlund 070-216 87 72 martin.edlund@chem.umu.se
- Thomas Barrefjord 070-209 04 06 thomas.barrefjord@chem.umu.se
- Lars Åberg (prints) 090-786 63 80 lars.aberg@chem.umu.se

**Sick-listed**

Notify your supervisor if you are sick and report it in PASS (www.pass.umu.se). If the illness lingers longer than 7 days you need a note from a medical doctor, which should be sent to “Löneadministrativa enheten” (i.e. our contact person Elisabeth Persson). If you still are ill
after 14 days an original copy of the note from your medical doctor should be sent to “Försäkringskassan” and a copy to “Löneadministrativa enheten”. When you get back from a period of illness you need to fill in a form called “Försäkran i samband med sjukdomsfall” and send it to “Löneadministrativa enheten”.

**Social insurance/Försäkringskassan**
Social insurance is an important part of the Swedish social security system. The Swedish social insurance covers everyone that lives or works in Sweden. It provides financial protection for families and children in connection with illness, work injury and old age. Make sure to register with Försäkringskassan as soon as possible (first you need to register with the Swedish Migration Board and the Swedish Tax Agency). If you have children they might be eligible for childcare benefits (”barnbidrag”). Read more about the social insurance on: http://www.forsakringskassan.se/.

**Vacation**
Vacation is applied for in PASS (www.pass.umu.se) by those who are employed by >20%. Saturdays and Sundays are not counted for, i.e. 25 days of vacation is 5 full weeks. You have the right to 28 days of vacation until you the year you turn 30 then you have 31 days of vacation and finally at 40 you have the right to 35 days of vacation. You should make sure that you have used all of your vacation days before your employment ends.

**Waste management**
You should sort your waste according to the waste management plan attached at the end of this document. If you have any questions regarding this ask your colleagues, supervisor or the KBC janitors. Remember that the green trash bins that are placed next to the staircase on every floor are to be used for recycling **paper only** and nothing else (incl. cardboard).

**Work environment**
Specific recommendations regarding equipment, hoods, isotopes and such are found under topics of their own. Respect the rules for the different equipment rooms such as the isotope room and the dark room, amongst others. Since we work closely next to each other we urge everyone to be mindful of your colleagues in terms of allergies and tidiness.

Work environment officers is Elin Larsson. Responsible for issues concerning isotopes is Anna Shevtsova, and fire safety is Pia Osterman.

**Work wear**
All personnel are entitled to free lab coats. Clean coats are found in the washing-up room on 5th floor. Dirty coats should be put in a specific box in the same room.
**Work performed in a hood**

Turn on the hood before you start working in it. You must clean the hood and close all hatches after you are done using the hood. NOTE! The hatches shall *always* be closed when the hood is not used.

**Working hours for technical and administrative staff**

Normal working hours is 8:00 – 16:30 (including 30 min. lunch).

Coffee breaks usually occur at 9:30 and 14:30 (15 min.).

Certain days are employees free from work without counting them as vacation and those are: Good Friday, Easter Monday, 1st of May, Ascension Day, the Swedish National Day, Midsummer Eve, Christmas Eve, Christmas Day, Epiphany/Twelfth Day of Christmas, New Years Eve and New Years Day.
Waste Management at the Department of Medical Biochemistry and Biophysics

Agar plates
Agar plates are taped shut and put in cardboard boxes (riskavfallskartong) that each lab is responsible for. The boxes must be labeled with three stickers and put in a special waste room in the basement. Sign a form every time you deposit a box.

Batteries
Batteries are disposed of in the recycling room.

Cardboard/corrugated cardboard
Flatten the cardboard box and put in the “wellpapp press” in the recycling room.

Ordinary waste
E.g. gloves, pipettes, tips, test tubes are all put in the waste bins, which are emptied by the household technicians.

Electronically scrap/metal scrap
Disposed of in assigned container in the recycling room.

Glass
- Lab glass
- Colored glass
- Uncolored glass
- Glass with a hazard symbol

They are all left clean and dry in assigned container in the recycling room (“Miljörummet” 2nd floor, KBC). Plastic caps are removed and put in the container for hard plastic in the recycling room.

Hard plastics/cling film/bubble wrap
- Cling film
- Hard plastics
- Hard plastics with hazard symbol

Are disposed of, clean and dry, in assigned container in the recycling room.

- Bubble wrap

Bubble wrap is disposed of in the container outside of the recycling room.
Hazardous chemical waste
Disposed of in “Säkerhetshuset” on Fridays 8:00 – 10:00. Information regarding volume, type of chemical and department etc. shall be noted on a certain form and attached.

Information regarding what is considered as hazardous waste and forms can be found on the website of “Säkerhetshuset”: http://intranet.chem.umu.se/intranet/service/sakerhetshuset

- **Ethidium Bromide**
  First of all: Ethidium Bromide shouldn’t be used at all. GelRed and GelGreen should be used instead.
  Aqueous solutions containing $<10 \, \mu g/ml$ Ethidium Bromide can be released to the drain.
  Aqueous solutions containing $>10 \, \mu g/ml$ Ethidium Bromide should be turned in to Säkerhetshuset.
  Agarose gels should be put in a plastic bag and disposed of in ordinary waste bins.

- **Isotopes**
  $^{32}P$, $^{35}S$, $^{125}I$: Are put in a specific room, situated in the culvert, for decay. When the isotope has decayed it is disposed of in the container outside of the recycling room.
  **Everybody is responsible for handling radioactive waste correctly.**
  Questions regarding radiation protection are referred to Heikki Tölli, 090-7850685, heikki.tollis@rafys.umu.se.
  Isotopes that have not decayed can be turned in to Radiation Physics at the hospital, Thursdays 9:00-9:15.

- **Contagious / cell cultures**
  Certain routines apply, which are informed by each Principal Investigator.

Light bulbs/fluorescent lamps
Light bulbs and fluorescent lamps are disposed of in the recycling room.

Paper
Paper (not cardboard) should be put in the green waste bins in the stairwells.

Porcelain
Porcelain is disposed of in the container outside of the recycling room.

Pricking and cutting material
Put injection/hypodermic needles, scalpel sections and such are put in a yellow plastic jar, which is later put in cardboard box for risk disposal (could be bought in the chemical supply department). Mark the box with a “SKÅRANDE/STICKANDE”-label (found in the recycling room) and put it on shelf in the recycling room. Remember to write your name and department on the yellow form in the recycling room.

Styrofoam
Styrofoam is disposed of in the container outside of the recycling room.
**Tinfoil/aluminum foil/metal**
This is disposed of in the recycling room

**Toners**
Toners are disposed of in the recycling room unless advised otherwise.

The recycling room (“Miljörum”) is situated on 2\textsuperscript{nd} floor of the KBC building between the janitors’ office (“VMC”) and the chemical supply department (“Kemiförrådet”).

Questions regarding waste management are answered by:

Martin Edlund, 070-216 87 72

Thomas Barrefjord, 070-209 04 06

GMM/Antibiotic waste – see separate instructions!
SOS Alarm
Ambulance, Fire Dept., Police

Dial: 112

WHAT has happened?
WHERE did it happen?