Information to new personnel and students

WELCOME TO CLINICAL MICROBIOLOGY

Clinical Microbiology is located in building 6C, D, G, F

ADDRESS: Department of Clinical Microbiology, Umeå University, SE-901 85 Umeå, Sweden.

E-mail addresses: name@umu.se

Umeå University, Department of Clinical Microbiology

The Department is divided into six units (virology, clinical bacteriology, immunology, clinical immunology, infectious diseases and biomedical laboratory science). Professor Anders Sjöstedt is head of the Department of Clinical Microbiology. Tph. +46 (0)90 785 11 20

University Hospital, Laboratory Medicine.

We are close neighbors with the hospital unit of Laboratory Medicine. It is also divided into a number of units (clinical microbiology, clinical immunology, clinical chemistry, pathology, cytology etc.). The hospital unit of Clinical Microbiology is closely affiliated with our virological and bacteriological research. Some equipment and localities, such as BSL-P3 lab, freezer space in the basement etc., are shared and we also share coffee room, seminar rooms and lockers. This organization with the hospital and university activities closely together dates back to the early 1970s.

Working hours

The University has flexible hours:

Regular working hours are 8:00 to 16:27. Flextime: 6:30 to 9:00 pm, 15:00 to 18:30
All personnel and students should be at work between 9-15 (or else, agree with your supervisor)
GENERAL GUIDELINES FOR LABORATORY WORK

There is a supervisor responsible for educating new arrivals in these lab guidelines!

THERE ARE NO SUCH THINGS AS STUPID QUESTIONS!

Next-to-last-one-rule:

When taking the next to last of any substance or material in common labs;
fill/refill/aliquot/thaw/make new etc.

When using equipment after 16.00, turn them off afterwards (if no one else is using them!)
Remember the gas!

Leave the lab cleaner than it was when you arrived!

LABORATORY DIARY
Laboratory diaries should be written every day you work with your projects.
You will receive this book from our department.

WORKING CLOTHES
On shelves in the corridor you can find laboratory clothes which should be used in the lab. You can put dirty linen in a special laundry basket in the corridor on the second floor.
WASTE HANDLING

In VIRKON over night

In VIRKON during work

Clean stuff!
No pathogens or GMO

Pathogens/GMO

Broken glass

Radioactive materials

Decay time depending on isotope
WASTE HANDLING
The university uses the chemical system Chemkeeper

Chemicals that are bought from the Chemical store ("Kemiförrådet") and have a warning label, are marked with a barcode when purchased. At the same time it is registered at our department in the chemical system Chemkeeper. The person responsible for the program at our department (at the moment Kickan) will give it a placing number (also a barcode). It specifies in which room/shelf/cupboard/fridge or freezer that it will be stored in. This has to be done since the university is responsible to register and report possession of dangerous chemicals.

Note!! Empty bottles with barcodes cannot be thrown away! Put it on the bench in the chemical room for deregistration from Chemkeeper.

New warning labels  Since January 2009

![Warning labels](image)

Old warning labels

![Warning labels](image)
FIRE PREVENTION

There is a fire blanket, fire extinguisher and fire hose in each corridor, together with instructions.

Contact person: Jan Olsson.

In case of fire, call 51111.

BIOLOGICAL MATERIALS

Biological materials are divided into four classes for protection. This division is based on judgement of how serious the consequences usually are after infection, the degree of infectiousness, and the possibility of prevention and cure. The risks and need for protective measures can vary for different biological materials within the one protection class.

Class 1  Low risk. Materials which do not normally cause infection in man (e.g. E. coli, Saccharomyces cerevisiae).

Class 2  Higher risk, e.g. E.coli, Salmonella enteritidis, adenovirus. Puumalavirus

Class 3  Even higher risk, e.g. Mycobacterium tuberculosis, hepatitis B virus, . Francisella tularensis

Class 4  Highest risk. Only highly dangerous pathogens such as Ebola, multi-resistant M. tuberculosis

GMM (genetically modified microorganisms)

A GMM is defined as a microorganism in which the genetic material has been altered in a way that does not occur naturally through mating or natural recombination. GMM are divided into two groups. Group I are m.o. that convey low risk for injury to health and environment. Group II are the remaining genetically modified m.o.

A risk analysis has been made/will be made for every project involving GMM. The analysis is/will be in a folder in room XXX. You have to make your own assessment that the work is akin to the earlier assessment found in the reference folder. If not, a new risk analysis should be done.

In the GMM reference folder you will find information on usage of GMM. The regulation of use of GMM can be found on www.av.se, AFS 2011:2.

Contact person: Anna Överby-Wernstedt

Head: Anders Sjöstedt
EMPLOYMENT

You find information concerning employment on www.anstalld.umu.se

Vacation

If you are not employed during the whole calendar year, your vacation is shortened in proportion to the number of days you have been employed.

Calculation of vacation

There is no difference between full-time employees and part-time employees in the number of days of vacation which they have the right to.

A part-time employee is one who works part-time, has a part-time pension, works full-time with partial leave, has a partial disability pension/partial early retirement pension or partial disability/activity benefit.

Length of leave

Annual leave

<table>
<thead>
<tr>
<th>Until employee is 29</th>
<th>28 days</th>
</tr>
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<tbody>
<tr>
<td>After employee is 30</td>
<td>31 days</td>
</tr>
<tr>
<td>After employee is 40</td>
<td>35 days</td>
</tr>
</tbody>
</table>

When is it possible to have vacation?

Employees must apply for vacation before the leave so that it may be planned into work and approved by the management at the department/unit.

The employer will decide how vacation is allocated. Vacation may be applied for using the following service in Swedish: PASS - Personaladministrativ självservice.

For those employed during the whole calendar year, vacation is allocated so that the employee has a period of leave of at least four weeks in the July-August period. The employee and head of department/equivalent may agree on other solutions.

Employees who are entitled to more than 20 days of vacation during one year may save any additional days for a subsequent year. All remaining days of vacation at the end of the year are automatically carried forward as saved days. More than 35 saved days of leave are not permitted.

NOTE! It is important that when the day has come that you no longer will work at clinical bacteriology – No vacation days can be remaining.

Locking

Bacteriology, clinical immunology, immunology and virology are situated in building 6. Building 6 has a "shell locking system". To work at the department you need a ID-key card. You can get your ID-key card from Vera Hartman, 54011 or 54012. Order time for photography. You will then get your personal code and instructions on how to use the key card.

Permission to enter building 6 is given by Margareta Lindblom (administrator).

You will also need a key to your room which you will get from her.
Mail
Post and Parcels are distributed to BUILDING 6C on Floor 1 with the sign “GODSMOTTAGNING”. CODE: 1379 The letterbox in that room is being emptied once a day at around 15.30

Telephone
To get to a line outside the hospital, dial 0 first. Within the hospital, there are various "short numbers".
To call the University, dial 94 first, then the actual number. Private calls are arranged through the switchboard. The cost of such calls is paid through your salary.

TELEPHONE NUMBER TO HOSPITAL SWITCHBOARD:
090/785 00 00
When you phone from Sweden to another country, you must prefix the country code given in the directory with 00 (as per EU guidelines).
The fax/copiator is located in room 6Cxx.
Number: 785 2225.

WE HOPE YOU WILL ENJOY WORKING/STUDYING WITH US
Safety instructions for working with microorganisms/GMM, Department of Clinical Microbiology, Umeå University

These instructions are written to ensure a proper and safe working environment for all persons residing in the laboratory for longer or shorter time. It is important that everyone follow these instructions and procedures to protect both themselves and others. All new employees and students must get this information before they start the laboratory work.

According to the "good microbiological practice (GMP)", the following applies:

• It is not allowed to eat or drink, handle food, use tobacco products, or apply cosmetics in the working area.
• Gas cranes to be closed after performing operations and keys for the gas removed at the end of the day.
• The workplace should be kept clean and in good order.
• Mouth pipetting is prohibited
• Avoid the formation and propagation of aerosols, spills and splashes.
• Handling sharp/pointed objects that have been in contact with body fluids, cell cultures, microorganisms or GMM in a safe manner and place them immediately in containers intended for infectious/pungent waste, but do not put the protective cap on.
• Dispose of waste safely. Waste disposed in the container for infected waste will be treated Perform, which kills/inactivates microorganisms. Disposable tableware (plastic) is placed in risk waste containers and is incinerated. Pipettes, tips etc that are not disinfected by the Perform must be placed in sharps container and autoclaved before incineration. Fluids containing microorganisms/GMM are inactivated with Perform. Receptacles made of glass or metal and reused are treated with ethanol and then autoclaved. At the end of the work, the safety bench is cleaned out and the ventilation off. Chemicals, solutions and the like must not be stored in the safety cabinet.
• All tubes, containers etc. shall be marked in such a way that it provides sufficient information about the content and the user’s signature or initials.
• Always wear protective clothing and gloves within but not outside the work area (i.e. no coats in the office or coffee room). For your own safety, this is especially important when working with ethidium bromide or radioactive materials.
• Change the protective coat next to the laundry basket, the used coat is disposed in the laundry basket.
• All wounds should be protected with bandages and wounds on the hands even with gloves.
• Sinks with soap are in every laboratory and safety showers and eye-wash are located on each floor.
• Disinfect your hands (soak with 70% ethanol from the dispenser) before clean work, and after all the work. Be sure to rinse off the soap residue. Moisturize your hands frequently to prevent skin irritation, skin disorders, cuticle infections etc. resulting in increased risk of infection.
• In case of accident, spillage etc. - manage it immediately. If the accident occurs in the laboratory, it must always be reported to the safety officer and department head.
• Workspaces and other contaminated laboratory equipment that cannot be autoclaved should be cleaned with ethanol and always immediately after spillage.
• The equipment to be repaired or that may have been contaminated with biological agents should first be cleaned and disinfected before moved.

I have read and understood this information.

Umeå .................................. Signature: ........................................................................
• Work with microorganisms, class 2 in broth is only allowed in designated clinical and safety cabinet with forced mode. When transporting microorganisms in class 2 between the two centrifuges and other equipment outside the safety cabinet, the vessels must be sealed to reduce the risk, use caution.

Microorganism-infected cells must be stored in special CO2 incubators or in the designated area in the 37C room.

• When work has been finished, all surfaces must be disinfected. The surfaces of the laboratory facilities meet the requirements for cleaning and laboratory work as well as resistance to chemicals.

• Ventilation is checked annually. If there forced ventilation does not work, all ongoing laboratory work in safety cabinet must be finished as soon as the safe handling permits and the hatches are closed. Report directly to the Safety Officer and call 51500 to request the repair.

• Only authorized personnel have access to the labs that work class 2 agents. The hallways are locked and equipped with card readers. The laboratories with handling of class 2 microorganisms must be marked with warning signs indicating the work.

• Contaminated coats and other clothing are disinfected with 70% ethanol before washing.

• If the skin is contaminated with microorganisms, wash with 70% ethanol and plenty of soap and water.

• If contamination of the mouth with microorganisms should rinse it thoroughly with water.

FIRE

The evacuation routes and corridors contain smoke detectors where the alarm will go directly to the fire department and the alarm may also be an indication of where the fire is located.

Anyone staying in the house must go to the designated assembly point in the car park outside the building 6D. Evacuation plans are posted in the hallway.

Students must be informed of evacuation routes and assembly point.

If you discover a fire:

- Save directly threatened people.
- Close doors (if possible).
- Alert by calling 51111 switchboard calling fire brigade and the Securitas guard which meets fire department, shows rebuke and opens locked doors.
- Warn and initiate evacuation of other employees.
- Others must as soon as possible be evacuated to assembly centers.
- Extinguish the fire.

When all the people are in a safe place, termination of the fire may be attempted.

NOTE ! When fire is detected early and can be easily extinguished with existing fire extinguishing equipment, this shall of course be implemented immediately. Hose reels are in the hallway. There are also a number of fire extinguishers and fire blankets placed in corridors and labs. Carbon dioxide is used if fire in liquids and electrical appliances.

If the fire alarm sounds:

- Evacuate !
- Help visitors who are unfamiliar in the house.
- Exploit nearest way out and head to the assembly point.

I have read and understood this information.

Umeå ................................ Signature: ...........................................................................

Return the signed paper to Helena Lindgren (you will get a copy of your own)