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Section I

1.1 Foreword
The Wallenberg Laboratory user guide is part of the User Guides series.

In accordance with a decision by the CRC Board of 2 December 2011, the series is an applicable and obligatory set of rules for the operations based on premises under the mandate of the CRC Board.

In addition to applicable rules and regulations, the series also includes information on services and facilities at CRC.

The current edition of the user guide and any errata are indicated on the CRC website. A digital version of the latest edition with any errata inserted is also available there.

New editions and any errata to the current edition are sent to all heads of department, research team leaders, unit directors and similar.

When a new edition is released, the previous edition ceases to apply from the date of entry into force of the new edition.

The handbook has its content controlled every year regarding accuracy and at the same time to continuously enter new regulations and conditions. A complete revision is performed periodically and renders a new edition. Before a complete revision, the operations are urged to give suggestions and comments regarding the content.

The original language for the Users Guides and any errata is Swedish. Should there be any differences in the content or application of any rules between the different language versions, the rules as stated in the Swedish version should be applied.

In addition to this guide there are also user guides for the Clinical Research Centre and for teaching staff and students.

The guide is divided into seven sections and each section covers one area.

The person responsible for coordinating the User Guide series is Linus Jeppsson, maintenance manager, CRC Service.

1.1.1 Clinical Research Centre
The Clinical Research Centre (CRC) is an attractive research environment in the centre of Malmö with the task of helping to improve people’s health around the world. By providing the best possible conditions for research, new medical discoveries can be converted into improved diagnostics and treatment and preventive healthcare. The authorities behind CRC are Lund University and Region Skåne. With the establishment of CRC in Malmö and the expansion of the Biomedical Centre (BMC) in Lund, the Faculty of Medicine at Lund University is now Northern Europe’s most modern medical faculty.

1.1.2 Wallenberg Laboratory
The Wallenberg Laboratory was completed in 1994 and came into being through cooperation between the City of Malmö, Malmö Hospital and Lund University. The research at the Wallenberg
Laboratory is currently in a phase of rapid development and is closely associated with the research conducted at CRC.

1.1.3 Locus Medicus Malmoensis
Locus medicus malmoensis, commonly referred to as Locus Malmö (LMM), is the old hospital chapel of the old Malmö Hospital. In 2011 it was converted into student premises, with space for parties, pub nights and study. LMM is used by Medicinska Föreningen.

1.1.4 CRC Service
CRC Service is an infrastructure organisation responsible for the maintenance of CRC and service provision to its operations on behalf of the Faculty of Medicine.
Section II

II.1 Legislation and other rules and regulations

Below are a selection of laws and other central regulations that apply to all work that takes place at CRC and that constitute the foundation for local regulations.

For more information, please see the relevant authority’s website; web addresses can be found in section VI.

**Legislation**

- The Swedish Environmental Code (SFS 1998:808)
- Förordningen om kemiska produkter och biotekniska organismer (SFS 2008:245) (Ordinance on Chemical Products and Bioengineered Organisms)
- Lag om brandfarliga och explosiva varor (SFS 2010:1011) (Flammables and Explosives Act)
- Förordningen om brandfarliga och explosiva varor (SFS 2010:1075) (Flammables and Explosives Ordinance)
- Work Environment Act (SFS 1977:1160)
- Work Environment Ordinance (SFS 1977:1166)
- Radiation Protection Act (SFS 1988:220)
- Lagen om skydd mot olyckor (SFS 2003:778) (Accident Prevention Act)
- Förordning om skydd mot olyckor (SFS 2003:789) (Accident Prevention Ordinance)
- Förordning om statliga myndigheter riskhantering (SFS 1995:1300) (Ordinance on Risk Management in Public Authorities)
- Occupational Exposure Limit Values and Measures against Air Contaminants (AFS 2005:17)
- Laboratory Work with Chemicals (AFS 1997:10)
- Chemical Hazards in the Working Environment (AFS 2000:4)
- Gaser (AFS 1997:7) (Gases)

**Hantering av väteperoxid (SÄIFS 1999:2)** (Handling of hydrogen peroxide)
- Tillstånd till hantering av brandfarlig vara (SÄIFS 1197:3) (Permits for handling of flammable substances)
- Explosionsfarlig miljö vid hantering av brandfarliga gaser och vätskor (SÄIFS 2004:7) (Risk of explosion in areas where flammable gases and liquids are handled)
-Contained Use of Genetically Modified Micro-Organisms (AFS 2000:5)
- Microbiological Work Environment Risks (AFS 2005:1)
- Workplace Design (AFS 2009:2)
- **Decisions and Regulations**

**Förbud att hyra privata bruddjur inom universitets lokaler** (I F79 5696/1998) (Ban on keeping domestic animals on University premises)
- Ban on overnight stays on the premises of Lund University (F79 2717/2005)
- Regulation regarding children’s visits to sites of work or studies (I C35 946/2005)
- Regulation for fire safety training at Lund University (I F79 6297/2002)
- Regulation regarding first aid training for employees at Lund University (I F79 6297/2002)
- Regulation on evacuation exercises for Lund University (I F79 6297/2002)
- Crisis and Disaster Plan for Lund University (I C35 5517/01)
- Lund University Sustainable Development Policy (BY 2009/114)
II.2 Coordination agreements

Coordination agreements have been established between Lund University and Skåne University Hospital (SUH) Malmö concerning the external environment and the work environment.

In accordance with the interpretation of the coordination agreements, SUH Malmö (formerly MAS University Hospital) is responsible for the coordination of the external environment, while Lund University (through CRC Service) is responsible for the coordination of the work environment at CRC. The Head of CRC has been given responsibility for the coordination of work environment management. The cooperation agreements are available at www5.lu.se/regelverket.

Please note that these agreements do not change the head of department’s responsibility for the work environment.

II.3 EHS organisation at the University

The organisation and division of responsibility for work on EHS takes place along two parallel lines, the first comprising the University’s boards and managers. The boards have overall responsibility for deciding on guidelines for the work on EHS at that level of the University. Managers are responsible for the work on EHS and have an obligation to monitor EHS in their operations. The manager in charge of Lund University is the Vice-Chancellor.

Working in parallel are the EHS committee and health and safety committee. The health and safety committee is a central university body and works with general work environment issues, systematic
work environment management, adaptation and monitoring of the University’s operational planning.

CRC, BMC and HSC each have an EHS committee which is responsible for coordinating and monitoring work environment management at each research centre.

### II.4 EHS work and systematic work environment management

All departments and research teams are obliged to carry out systematic work environment management and systematic fire safety management as part of their health, safety and environment (EHS) work.

In order to facilitate the work and enable the coordination of EHS management within CRC, CRC Service has been delegated the responsibility of performing a number of duties, some of which are part of the coordination within CRC. These duties are listed in the table below. The duties that are not listed below remain the responsibility of the head of department or research team leader; these include the work on the psychosocial work environment.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Interval</th>
<th>Comments</th>
<th>Reports to</th>
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<tbody>
<tr>
<td>Checks of emergency showers</td>
<td>Twice a year</td>
<td>Perform and document checks</td>
<td>Head of dept/equivalent</td>
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<tr>
<td>Checks of eye showers</td>
<td>Twice a year</td>
<td>Perform checks. Monthly checks are performed by the users</td>
<td>Head of dept/equivalent</td>
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<tr>
<td>Checks of fume cupboards/downflow benches</td>
<td>Once a year</td>
<td>Service through LU Facilities or RF</td>
<td>Head of dept/equivalent</td>
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<tr>
<td>Checks of LAF cabinets</td>
<td>Once a year</td>
<td>Procure service from external consultant</td>
<td>Head of dept/equivalent</td>
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<tr>
<td>Maintenance of Millipore equipment</td>
<td>Once a year</td>
<td>Carry out inventory of equipment at CRC and procure maintenance services</td>
<td>Head of dept/equivalent</td>
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<td>Ice machines</td>
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<td>Autoclaves (large)</td>
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<td>Centrifuges (large)</td>
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<tr>
<td>Fire safety inspections</td>
<td>4 times a year</td>
<td>Perform fire safety inspections together with the staff concerned</td>
<td>Head of dept/equivalent</td>
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<td>Fire safety training</td>
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<td>Arrange fire safety training for staff at CRC</td>
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<td>Evacuation exercises</td>
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<td>Carry out evacuation exercises</td>
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<tr>
<td>Task</td>
<td>Frequency</td>
<td>Responsible person</td>
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<tr>
<td>Permits for flammable substances</td>
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<td>Provide information regarding permits for flammable substances</td>
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<td>Permits for radioactive material</td>
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<td>Provide information regarding permits for radioactive material</td>
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<tr>
<td>Safety representatives</td>
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<td>Maintain a list of safety representatives Head of dept/equivalent</td>
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<td></td>
<td></td>
<td>Remind the relevant head of department or equivalent when it is time to appoint new safety representatives</td>
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<tr>
<td>EHS inspections (safety inspections)</td>
<td>At least once a year</td>
<td>The CRC coordinator initiates and carries out the inspections Head of dept/equivalent</td>
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<td></td>
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<td>The users <strong>must</strong> participate (at least the manager and safety representative)</td>
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<tr>
<td>Joint routines/rules for:</td>
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<td>Develop joint routines for labelling, handling and follow-up Head of dept/equivalent</td>
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<td>Chemical storage</td>
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<td>The cell culture lab</td>
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<td>Waste management – conventional/hazardous</td>
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<tr>
<td>Risk assessments</td>
<td></td>
<td>Participate in risk assessments regarding the physical work environment, e.g. when changes are made to premises or new equipment is purchased Head of dept/equivalent</td>
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<tr>
<td>Crisis and disaster management</td>
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<td>Draw up overall crisis and disaster plans for CRC Head of dept/equivalent</td>
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<tr>
<td>Investigations of accidents and incidents</td>
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<td>Develop routines for investigations into accidents connected to shared areas within Head of dept/equivalent</td>
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<td>CRC</td>
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<td><strong>Inductions for new employees</strong></td>
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<td>Participate in inductions for new</td>
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<td>employees—general information about</td>
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<tr>
<td>the premises and CRC Service</td>
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<td>Head of dept/equivalent</td>
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<tr>
<td><strong>Information provision</strong></td>
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<tr>
<td>Participate in workplace meetings</td>
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<tr>
<td>and inform staff about issues concerning the premises and the coordination of work environment management at CRC</td>
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<tr>
<td>Head of dept/equivalent</td>
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Section III

III.1 Personal protective equipment

III.1.1 General
In accordance with the Work Environment Act, personal protective equipment shall be used if illness and accidents cannot be avoided by another means. Protective equipment shall be provided by the employer.

As an employee you are obliged to follow instructions given on what protective equipment is to be used.

Find out what protective and rescue equipment exists and where it is kept.

The research team leader or equivalent is responsible for ensuring that appropriate personal protective equipment is available in sufficient quantities and good condition.

Examples of protective equipment are lab coats, protective gloves, safety glasses, computer glasses, hearing protection, respirators, protective shoes, shoe protectors, hair protectors and visors.

III.1.2 Protective gloves
Sooner or later, chemicals seep through a protective glove. This can happen without any noticeable change in the material and without it being felt.

Protective gloves of different materials may protect well against certain chemicals but less well against others.

Always check the safety data sheet to see what chemicals a certain protective glove protects against and select the type that best protects against the chemicals you are using. A data sheet showing compatibility between glove material and a selection of chemicals is available at crcservice.med.lu.se/downloadpub/handsguide.pdf.

As well as for work with harmful chemicals, protective gloves should be used for work with laboratory animals, blood and blood products, biological agents and dirty work.

Remember that the gloves may be contaminated; never touch anything other than what you are working with! Remove the gloves as soon as you go away from your work.

III.1.3 Respiratory protective equipment
Respiratory protective equipment (RPE) is to be used for work which creates harmful air pollution and which cannot be carried out in a fume cupboard, downflow bench or similar.

There are two types of RPE – filter protection, where the air passes through a filter system, and breathing apparatus, where the user is supplied with air from a non-polluted source. The choice of filter protection depends on the type of pollution. Therefore check carefully which type is needed. Single-use RPE only protects against particles and must be tightly fitting to be effective.

For more information about RPE, please see the Swedish Work Environment Authority publication Din personliga skyddsutrustning (Personal protective equipment).
III.1.4 Hearing protection
Hearing protection is to be used if there is a risk of exposure to harmful levels of noise. There are other contexts in which it may be appropriate to use hearing protection, e.g. to avoid the tiring effect of continual exposure to monotonous sounds such as the sound from LAF cabinets (volume > 55 dB(A)).

III.1.5 Laboratory coats
Laboratory coats and similar clothing should be made of cotton.

A laboratory coat is to be used in laboratories. The coat and its arms should be buttoned and the arms should go down to the wrists.

III.1.6 Eye and face protection
Eye or face protection should be used for work where there is a risk of splashing.

III.1.7 Eye and emergency showers
Eye and emergency showers are used to rinse any chemical splashes or spills from the eyes or body. Eye and emergency showers are located in all corridors in building 91, in the caretakers’ office and in the restaurant.

Eye showers are checked once a month and the checks are documented once every six months. The checks are carried out in accordance with written instructions. CRC Service performs all checks.

III.2 Work with hazardous substances

III.2.1 General rules
Chemicals should be regarded as poisonous unless it has been proved otherwise.

Pipetting must never be performed directly with the mouth. Instead use automatic pipettes, pipette fillers or other suitable equipment.

Work with hazardous and flammable chemicals should be carried out in a fume cupboard or with equivalent protective equipment.

III.2.2 Labelling
All chemical containers are to be clearly marked with the name of the chemical, hazard symbols, and whether the substance belongs to one of the categories listed below. Remember to also label your own mixtures and waste bottles.

The following risks shall always be labelled:
- Flammable
- Highly corrosive
- Causes allergy if inhaled or in contact with the skin
- May cause cancer
- Certain risk of cancer
- May cause genetic defects
- Harmful if inhaled
- Toxic to fertility
- May damage fertility
- Harmful to the unborn child
- May cause harm to the unborn child
III.2.3 Risk assessment

Before every new experiment, a risk assessment shall be carried out. For an experiment involving a series of tests, one risk assessment is sufficient. This also applies to standard methods.

The risk assessment shall assess the hazardous properties of the substances and the steps involved in the experiment. The risk assessment shall also include an overview of necessary protective measures and a summary of the risk level. The risk assessment shall be carried out before the experiment commences and shall be documented.

A completed risk assessment shall be approved by the line manager before the experiment begins. The approved and signed risk assessment shall be filed by the research team for at least ten years following the completion of the experiment. The approved risk assessment is also registered in the risk assessment system.

When standard methods are used, any previous risk assessment shall be studied, printed out and a note made that the contents has been read and understood.

KLARA is used for the management and production of risk assessments.

You can log in to KLARA at http://www.port.se/alphaquest/app_lu/pchmain.cfm.

For general information about KLARA and how to gain access to the system, see http://www.bygg.lu/se/arbetsmiljoe/laboratoriearbete/klara.

III.2.4 Decontamination agents

Always keep a suitable decontaminant to hand in order to neutralise spills of hazardous chemicals. Details of a suitable decontaminant, e.g. vermiculite, can be found on the safety data sheet. Spills should be treated as chemical waste.

III.2.5 Measuring out chemicals

Before measuring chemicals, find out the associated risks and protect yourself adequately against these. Deal with any spills in an appropriate manner.

Hazardous chemicals, particularly those that are volatile or dusty, should be measured in a fume cupboard or on a downflow bench.

Clean the area where you measured the chemicals after use. Remember that the person who comes after you does not know what chemicals you have used and therefore does not know what protective equipment to use or how to deal with spills.

III.3 Special rules for hazardous work

III.3.1 Alkali metals

Alkali metals (primarily lithium, sodium and potassium) shall be stored in paraffin or kerosene. When working with alkali metals, use protective gloves.

III.3.2 Allergenic substances

The metals chrome, nickel, cobalt, mercury and salts from these metals, formalin, certain types of plastic, especially epoxy, colours and film, as well as a number of other substances, can cause
allergies. Therefore take note of the labelling or safety data sheet. Allergies are primarily seen in the form of eczema. Take care and maintain good hand hygiene when working with these substances. Always work with these substances in well ventilated areas.

**III.3.3 Biological agents, genetically modified organisms (GMOs), genetically modified micro-organisms (GMMs)**

There are special rules for work with biological agents, GMOs and GMMs, and permits or registration are required for certain activities. For more information, please contact Åsa Gustafsson at LU Facilities.

**III.3.4 Carcinogenic substances**

Certain carcinogenic substances may not be handled at all – for others, a permit is required. See appendix 3 to AFS 2005:17, also appended to this guide.

**III.3.5 Ozone-depleting substances**

Use of ozone-depleting substances is prohibited, with the exception of methyl bromide.

Exceptions also apply for equipment components containing less than 900 grams of CFCs purchased prior to 1 January 2005. It may not, however, be moved from its current place of use.

For more information on ozone-depleting substances and refrigerants, please see [www.bygg.lu.se/o.o.i.s/1270](http://www.bygg.lu.se/o.o.i.s/1270).

**III.3.6 Explosive compounds and flammable substances**

Small amounts of flammable and explosive substances may be stored at the laboratory. However, they should be restricted to max. 2–3 litres. Flammable substances may only be stored in a fridge/freezer if it has been approved for such storage.

Remember not to place bottles of flammable substances on the floor.

Amounts over 2.5 litres should be stored in safety drums.

Solvents that are dried over sodium and therefore must be stored in glass bottles should be handled with extreme caution.

Plastic containers larger than 2 litres should be of a type approved for the flammable liquid stored in them.

Only work with flammable substances with extreme caution and in a well-ventilated area.

See also chapter on “chemical stores and storage” and “permit for flammable substances”.

**III.3.7 Poisons and harmful substances**

Many chemicals have a toxic effect on the human body. Therefore always check the safety data sheet.
Owing to the risk of poisoning, eating, drinking, taking snuff (snus) or applying make-up is prohibited in the laboratories. For the same reason, extreme caution and cleanliness shall be exercised when working in the laboratory.

III.3.8 Narcotic chemicals
No special permit is required for work with substances classed as narcotics, for activities linked to Lund University. However, a permit is required for certain substances that can be used for the manufacture of narcotics. These are detailed in the appendix (section VII).

The head of department is the main person responsible for the management of narcotic substances. This responsibility can be delegated in writing to the head of a research team or equivalent.

Narcotic substances should be stored in packaging labelled with the name of the substance and in a locked cupboard to which only those appointed to handle the substances have access.

Only the head of department or the person to whom the head of department has delegated the responsibility in writing may purchase narcotic chemicals. A research team leader who has been delegated responsibility may also delegate responsibility for purchasing to another person.

Orders shall be received by the person who placed the order or the person named on the order. The receiver shall show identification on receipt. The receiver is responsible for ensuring the delivery is signed for, unpacked, recorded and locked away.

A log book of the substances shall be kept. Deposits and withdrawals shall be recorded in the log book. Receipts from deposits and withdrawals shall be saved.

An inventory of narcotic substances shall be carried out annually and checked against the log book. The head of department, or appointed person responsible, shall submit details of handling on an annual basis. The form for reporting can be found at:
http://www.lakemedelsverket.se/malgrupp/Foretag/Narkotika/Arsredovisning/.

The completed form is sent to LU Facilities (Byggnadsheten, Hämtställe 31) by 15 January each year.

Any loss shall be followed up and accounted for. Reports of loss shall be made to the head of department who then sends them to the University’s head of security for further processing.

Waste of narcotic substances delivered from a pharmacy shall be returned to the pharmacy. Other waste is processed as hazardous waste.

III.3.9 Highly corrosive chemicals
Highly corrosive chemicals include chlorosulphonic acid, fuming sulphuric acid, concentrated sulphuric acid, concentrated nitric acid, concentrated hydrochloric acid, hydrofluoric acid, strong alkalis and bromine, among others. These should be handled with extreme caution.

Highly corrosive chemicals may not be stored on high shelves or transported or permanently stored in flasks or beakers. It is a good idea to transport bottles containing such chemicals in a plastic bucket or similar.

Glass bottles containing bromine can become brittle and must therefore be handled with caution.
Please note that safety glasses should always be worn when working with corrosive chemicals. If large quantities are to be handled, full-face protection should be used. Full-face protection should also be worn when transferring chemicals from large bottles and when diluting acids and alkalis.

**III.3.10 Biological work**
Those who work with laboratory animals are at greater risk of developing allergies. This is particularly likely if the work is with furred animals. Allergies are primarily caused by contact with skin particles when shaving and urine and faeces when cleaning cages.

Use protective gloves and dust filtering respiratory protection of at least class P2 for this type of work.

For all other aspects, the rules given in the “General rules and regulations for work with laboratory animals” issued by the Vice-Chancellor, and AFS 1990:11 apply.

**III.3.11 Ionising radiation**
A permit is required for work with ionising radiation. Exceptions are made only for very low activity or activity concentrations.

Lund University has a blanket permit for work with ionising radiation issued by the Swedish Radiation Safety Authority, permit number Cu-7013.

All research teams’ radiation sources and X-ray machines shall be registered at [http://www.stralskydd.med.lu.se/begr_arb.html](http://www.stralskydd.med.lu.se/begr_arb.html). After registration, a local permit shall be obtained from the radiation safety physicist before the work commences. Once the local permit has been obtained, this shall be reported to CRC Service, who register it in the information for the emergency services.

All reporting of radiation activity shall be made in Bequerel (Bq).

If an operation falls outside the terms of the blanket permit, an application shall also be made for a special permit from the Swedish Radiation Safety Authority. Note that a special permit is always required for the use of radioactive drugs on humans.

All purchases of radioactive preparations or machines containing radiation sources shall be registered both by the research team and in the central register above.

It is the responsibility of the research team to ensure that nucleids, especially those with long half-lives, do not go astray, for example by visitors accidentally taking them with them.

Individuals who work extensively with radiation sources and who are calculated to have an annual dose exceeding 6 mSv shall wear a personal dosimeter. In a workplace where people are permanently present, the dose level may not exceed 2 μSv an hour.

Questions concerning radiation safety, permits and similar are dealt with by LU’s radiation safety physicists. For operations in Malmö there is an agreement with radiation safety physicists at the Division of Medical Radiation Physics, who perform the same tasks.

For more information, see [www.stralskydd.med.lu.se](http://www.stralskydd.med.lu.se).
III.3.12 Handling gas

General
Check that you are using the right gas cylinder and the right pressure reducing valve. Gas cylinders may only be used with pressure reducing valves intended for the gas in question. Only use approved gas tubes.

Gas cylinders shall be handled with care and not subjected to knocks or bumps. Neither shall they be exposed to heat or placed where there is a risk that they could tip over. Cylinders shall therefore always be chained around the body of the cylinder in such a way that they can be released quickly. Alternatively, they can be stored on wheeled cylinder trolleys.

Flammable gas
A maximum of 5 litres of flammable gas may be present in laboratories when in use. When the gas cylinders are not in use, they shall be stored in the special gas store outside the entrance to Obstetrics and Gynaecology (Kvinnokliniken).

Remember that LPG cylinders contain condensed gas and therefore may not be laid horizontally. This can cause the safety valve to become blocked, resulting in a risk of fire and explosion.

Toxic gas
Toxic or corrosive gases should be purchased in cylinders that are small enough to be used in a fume cupboard.

Distributed gases
The following gases are distributed via the gas grid:
- Carbon dioxide to buildings 91 and 93
- Nitrogen gas to buildings 91 and 93
- Laughing gas to building 93
- Respiratory oxygen to building 93
- Helium to building 91

III.3.12 Substance-specific rules
Substance-specific rules are given in section VII.
III.4 Safety ventilation, ventilated workspaces

### III.4.1 General rules

Doors close to fume cupboards, downflow benches or LAF cabinets shall be kept closed while working. Through passage shall be avoided.

Lab coats and coat sleeves shall be buttoned up. Animated arm movements shall be avoided when working in the lab.

Extremely toxic chemicals may not be handled in a fume cupboard or downflow bench which does not have an acoustic or visual alarm. Personal alarms that warn of exceeded quantity limits should be used.

In the event of a power or ventilation failure, fume cupboard doors shall be closed.

### III.4.2 Fume cupboards

Work shall be carried out with the door in the safety position, which normally corresponds to a maximum opening of 30 cm.

Work as far inside the fume cupboard as possible.

Do not store chemicals or other unnecessary materials in the fume cupboard.

In order to save energy and maintain effect, the fume cupboard door shall be closed when the fume cupboard is not in use.

The airflow in the door opening shall be a minimum of 0.5 m/s.

At CRC all fume cupboards are equipped with acoustic and visual alarms, which are activated when the airflow falls too low. When the alarm is activated, the electric panel on the cupboard cuts out.

### III.4.3 Downflow benches

Downflow benches may only be used for cold work (below 50°C).

Two thirds of the perforated surface must be kept clear.

The pollution source shall be placed at least 10 cm in from the edge of the perforated surface.

The downflow bench can be equipped with a protective hood, which increases the protection and allows a somewhat larger portion of the surface to be used.
Work shall not be carried out more than 15–20 cm above the surface, unless the bench is equipped with a protective hood.

It is important that the perforated surface is kept clean and free from dust or chemical residues which could lead to reduced air flow and effectiveness. It is the responsibility of the individual user to check this.

III.4.5 Specific information on fume cupboards/downflow benches
Please note that a fume cupboard door or protective hood is not appropriate protection where there is a risk of explosion. Special protective screens shall be used in such cases.

Chemicals may not be stored in fume cupboards or downflow benches while they are in use.

Shelves may not be erected in fume cupboards, as they reduce efficiency.

Alarms which warn of low air flow are installed on all protective ventilation equipment at CRC. Alarms indicate that the unit is not producing sufficient effect and that no work may be carried out.

III.4.6 Laminar flow cabinet
The LAF cabinets are connected to the extraction ventilation and can be used for both personal and product protection.

The LAF cabinets are equipped with indicators that produce acoustic and visual alarms when airflow is too low.

If you do not need product protection you should preferably choose to work in a fume cupboard or on a downflow bench.

III.4.87 Extraction arms
The extraction arm should be placed as close to the pollution source as possible. The maximum distance allowed from the source is the diameter of the extractor.

III.4.8 Explosive environment
Some fume hoods and downstream benches are marked with a warning sticker for explosive atmosphere, where certain regulations apply when working with flammables.

A risk assessment shall be made before working with flammables in these protective ventilated units. The assessment shall especially regard the explosive hazard and any correlated preventive means. Information regarding what to be assessed is stated in AFS 2003:3 Arbete i explosionsfarlig miljö (Work in an explosive environment), published by Arbetsmiljöverket.

Electrical equipment to be used in the fume hood together with flammable substances shall be intended for use in an explosive atmosphere, and certified at least as category 3 equipment.

If an incident or accident happens, necessary emergency actions shall be initiated immediately and the evacuation alarm is necessary activated. Closest line manager shall be notified as soon as possible, as well as CRC Service.
III.5 Chemical stores and storage

III.5.1 Signage and store structure
1. CRC Service ensures that the chemical stores are furnished in accordance with legal requirements.
2. CRC Service divides up the storage space in the chemical stores in accordance with the applicable rules and regulations from the authorities.
3. CRC Service puts up signs in the storage areas to indicate what chemicals may be stored in the different areas.

III.5.2 Storage plan
1. Flammable chemicals
   a. Flammable chemicals are stored in the bottom two ventilated steel cabinets.
   b. A maximum of 50 litres of flammable liquid may be stored in each chemical store.
   c. Amounts above this limit shall be stored in the central flammable substances store. This store is in the caretakers’ office, level 09, building 90.
   d. Chemicals that are both flammable and toxic shall be stored as flammable.
   e. The safety data sheet indicates which chemicals are considered flammable.
2. Toxic chemicals
   a. Toxic chemicals are stored in the top left ventilated steel cabinet.
   b. The cupboard shall be kept locked.
   c. The safety data sheet indicates which chemicals are considered toxic.
3. Explosive chemicals
   a. Explosive chemicals are stored on the top shelf in the top right ventilated steel cabinet.
   b. The safety data sheet indicates which chemicals are considered explosive.
4. Oxidising chemicals
   a. Oxidising chemicals are stored on the bottom shelf in the top right ventilated steel cabinet.
   b. The safety data sheet indicates which chemicals are considered oxidising.
5. Corrosive chemicals
   a. Corrosive chemicals are stored in the designated wooden cupboards.
   b. Please note that the cupboards have separate sections for acids and bases.
   c. The safety data sheet indicates which chemicals are considered corrosive.
6. Chemicals labelled with the St Andrew’s cross (X) are stored in the designated wooden cupboards.
7. All other chemicals are stored in the unlabelled wooden cupboards.
8. The research teams on each floor are responsible for dividing up the space available within the storage areas listed above between themselves.

III.5.3 Storage
1. Chemicals shall be stored in storage areas intended for the type of chemical.
2. All chemicals shall be stored in suitable containers with tight-fitting lids.
3. Containers shall be clearly labelled with the name of the chemical, hazard symbols and relevant warning phrases. The hazard labelling shall be the same as on the original container.
4. Rules for storage and packaging also apply to researchers’ own mixtures.
5. Small amounts of non-toxic chemicals may be stored in the wooden cupboards in the laboratories.
III.5.4 Gas cylinders
Gas cylinders up to size B20 may be stored in the laboratories. The gas cylinders shall be stored strapped to trolleys so that they can easily be transported out of the laboratory.

Rooms in which gas cylinders are used shall be labelled with a gas cylinder warning sign and the text “Gasflaske för säkerhet vid brandfarligt” (Convey gas cylinders to safety in the event of fire hazard). Please note that the sign shall be removed when there is no gas in the room. Incorrect signage could mean that the fire service refrains from entering to try and extinguish a fire because of the risk of explosion.

Toxic gas may not be stored in the same area as flammable gas.

III.5.5 Safety data sheet
1. The team that places a new chemical in a store is responsible for checking that there is a relevant safety data sheet in KLARA.
2. Data sheets shall be updated regularly and at least once every three years.

III.5.6 Inventory
1. Every cupboard shall have an inventory list, which shall be kept up-to-date.
2. All chemicals, with the exception of antibodies, shall be registered in KLARA.
3. An inventory of the stores shall be made at least twice a year.

III.5.7 Cleaning and decontamination
1. The cleanliness of the chemical stores shall be checked by research teams at least once a month. When necessary, the stores shall be cleaned. Checks and cleaning shall be documented.
2. The teams that share a chemical store are to draw up a cleaning rota for the chemical store in consultation with one another.
3. An individual who causes a spillage in a chemical store is responsible for ensuring that it is decontaminated.
4. CRC Service ensures that decontamination agents and appropriate equipment are available in the chemical stores.

III.5.8 Links
2. LU: http://www.bygg.lu.se/arbetsmiljoe

III.6 Central chemical store
There is a central store for flammable substances in the caretakers’ office.

CRC Service deposits chemicals in the store and fetches chemicals from it. CRC Service also keeps a record of what chemicals (and in what quantities) are stored there on behalf of users.

Depositing or fetching of chemicals shall be ordered in advance from CRC Service in order to ensure that qualified staff are on hand at the required time.

For more information see Store management.
III.7 Permit for flammable substances
The Clinical Research Centre and the Wallenberg Laboratory are covered by a joint permit for the handling and storage of flammable goods; the permit is administered by CRC Service.

III.7.1 Organisation
When handling and storing flammable substances, a manager shall be available to oversee that the handling and storage are carried out in accordance with the applicable rules and regulations.

For CRC, this is organised in the form of a central manager for all operations and local managers appointed by each operation at CRC for its own activities. The central manager is provided by CRC Service and the local managers are appointed by each individual operation.

III.7.2 Powers
The central manager’s powers are regulated in agreement with the departments and operations at CRC. The local managers’ powers are regulated in agreement with the departments and operations and by delegation from the local manager’s line manager.

<table>
<thead>
<tr>
<th><strong>Central manager</strong></th>
<th><strong>Local manager</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact and follow-up with licensing authorities</td>
<td>Continual checks on the handling and storage of flammable goods in their own premises and of their own activities in communal areas</td>
</tr>
<tr>
<td></td>
<td>Rectify shortcomings in their own handling and storage of goods</td>
</tr>
<tr>
<td>Follow-up and reporting to the CRC Board and the EHS bodies</td>
<td>Report serious shortcomings and incidents to the central manager</td>
</tr>
<tr>
<td>Continual checks on the handling and storage of goods in local and central stores</td>
<td>Demand rectification of shortcomings in handling and storage of goods in their own premises</td>
</tr>
<tr>
<td>Supervision of local managers in carrying out checks</td>
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<tr>
<td>Investigation of reported shortcomings and incidents</td>
<td></td>
</tr>
<tr>
<td>Demand rectification of shortcomings in all premises covered by the permit</td>
<td></td>
</tr>
</tbody>
</table>

III.7.3 Central manager
The central manager for CRC and the Wallenberg Laboratory is Linus Jeppsson, maintenance manager, CRC Service, linus.jeppsson@med.lu.se.

III.7.4 Prohibition to handle flammable substances without a local manager
Operation within the facilities that are included in the permit, and that has not appointed a local manager, are prohibited to use or store and flammable substance.
III.7.5 Registration of local manager
A local manager shall be registered. The registration is to be sent to the central manager for CRC and Wallenberg laboratory. For contact information, see III.7.3.

III.7.6 Instructions for local managers

Duties
Local managers shall carry out continual checks on the handling and storage of flammable goods in their own premises and that their own activities in communal areas comply with applicable legislation and local regulations. Local regulations are given in this handbook.

Rectify shortcomings identified in these checks.

Report serious shortcomings identified to the central manager.

Skills requirements
A local manager shall have skills in chemicals handling and good knowledge of the working methods and activities of the operation.

Duty of information
The central and local managers shall keep one another informed of circumstances of importance for the safe handling and storage of flammable goods.

Register
The names of all local managers shall be passed to the central manager, who keeps a register of all current managers and informs relevant agencies.

III.7.7 Regulations
CRC Service has the right to publish regulations necessary to fulfil applicable legislation and agency regulations. In addition, CRC Service has the right to publish regulations adopted by the CRC Board.

III.8 Transportation of chemicals

III.8.1 Transporting chemical bottles
Chemical bottles shall be transported in a secure manner. It is preferable that transport trolleys with railings are used if large bottles are to be transported.

Where necessary, appropriate transport packaging and/or an absorbent shall be used.

III.8.2 Transporting gas cylinders
Gas cylinders shall be transported on carts intended for the purpose. The cylinder should always be chained to the cart.

Gas cylinders shall be handled with care and not be subjected to knocks or bumps. They should not be exposed to heat or placed where there is a risk that they could tip over.
III.9 UV radiation
Working with open UV sources entails a risk of eye injuries and burns to exposed skin. The UV source and reflective surfaces shall be well screened. Light boards shall be equipped with protective screens, or a visor shall be used. Use protective gloves and cover wrists and the undersides of arms.

III.10 Permit requirements
A number of substances require a permit or registration. All permit matters are handled centrally by LU Facilities.

The types of substance concerned are:
- work with flammable substances
- radiological work
- work with certain carcinogenic substances, see section VII
- work with certain allergenic substances, see section VII
- work with certain substances toxic to reproduction, see section VII
- work with biological agents
- work with genetically modified organisms
- work with genetically modified microorganisms
- work with substances that can be used in the manufacture of narcotics
- work with technical alcohol

There is a joint permit for work with flammable goods for the whole of CRC.

For more information on permits and permit applications, please contact LU Facilities.

III.11 Medical examinations
The following duties are covered by the regulations on medical examinations:
1. work with laboratory animals
2. work with thermosetting plastics
3. work with biological agents
4. work with synthetic non-organic fibres, asbestos and quartz
5. work with lead and cadmium
6. work with quartz
7. noisy work
8. diving
9. exposure to vibrations
10. exposure to artificial optical radiation
11. radiological work

Of these, staff working with points 2, 4, 5, 8 and 11 are obliged to attend a medical examination. For the other areas, medical examinations shall be offered.

It is the responsibility of the head of department or director to check which members of staff shall attend or be offered a medical examination. For areas requiring a medical examination, only those who have attended a medical examination may be assigned such duties.

After the first examination, the Occupational Health Service summons those concerned to examinations at appropriate intervals for the duties concerned.
Medical examinations also include eye examinations and, where necessary, computer glasses for work with a screen. Such examinations shall be carried out if staff report difficulties related to their work.

An order form and more information about medical examinations can be found at: http://www.bygg.lu.se/arbetsmiljoe/anmaalnings--och-tillstaandspliktig-verksamhet/medicinska-kontroller

An order form and information about eye examinations and computer glasses can be found at: http://www5.lu.se/staff-pages/terms-of-employment/occupational-health-service/eye-examinations-and-glasses-for-computer-work

III.12 Hazard signage
Operations at CRC are responsible for putting up signs in their premises and their workplaces in communal areas indicating hazards associated with materials or working methods used.

Signs indicating general hazards in communal areas are put up by CRC Service in accordance with regulations in this handbook.

Signs can be ordered from CRC Service.
Section IV

IV.1 Alarms

IV.1.1 Response alarms
The response alarms in the refrigeration rooms are connected directly to the panel on that floor, to the alarm panel in the cabinet on level 1, outside Medelhavet, and to the gatekeeper (Portvakten).

The response alarms in the disabled toilets are connected to the panel on that floor and to the alarm panel in the cabinet on level 1, outside Medelhavet. The exception is level 0, where the alarm is only connected to the alarm panel in the cabinet on level 1, outside Medelhavet. The alarms are not connected to Portvakten.

IV.1.2 Equipment alarms
Freezers, refrigeration rooms and incubators are equipped with alarm transmitters that immediately activate the alarm panel on the floor in question in the event of an incorrect temperature. If this alarm receives no response within one minute, the alarm is forwarded to the alarm panel in the cabinet on level 1, outside Medelhavet. If this alarm receives no response within 30 minutes, the alarm is forwarded to Portvakten.

On receiving an alarm, Portvakten will contact the research team concerned using the contact lists supplied.

If an alarm goes off – rectify the problem and reset the alarm, or contact CRC Service.

IV.1.3 Fire alarm
The fire alarm system at the Wallenberg Laboratory consists of different forms of fire detector, manual alarm buttons and evacuation alarms.

The evacuation alarm comprises alarm bells.

The fire alarm at the Wallenberg Laboratory is divided into sections, which means that the evacuation alarm is only activated in the areas that need to be evacuated.

For further information on action to be taken in the event of an evacuation alarm, please see the section ‘Fire safety and evacuation plan’ below.

Please note that the lifts are not shut off when the fire alarm sounds. Never use the lifts if you suspect that there is a fire.

IV.1.4 Burglar alarm
The Wallenberg Laboratory has a burglar alarm system. In order to avoid unnecessary false alarms and to make best possible use of the alarm, it is important that you as a user of the lab know how the burglar alarm works.

All locked doors and all windows are equipped with magnetic switches that ensure that they are not opened by force or left open.

Handled incorrectly, these burglary prevention systems can issue false alarms. It is therefore important that you inform CRC Service before you begin activities that you suspect may set off the
burglar alarm. CRC Service will follow up all false alarms and take action to prevent them happening. If you have any information concerning a false alarm you are therefore welcome to pass this on to CRC Service’s maintenance manager.

**IV.1.5 Routing of alarms**
The alarms from the ventilation, heating, cooling and other systems are directly connected to SkåneTeknik for monitoring.

The fire alarm is routed directly to SOS Alarm.

The response alarms and activity alarms are routed to Portvakten at SUH Malmö.

The burglar alarm is routed to Portvakten at SUH Malmö.

**IV.2 Access cards**
Two different access cards are in use at CRC, the LU card and the RSID card. Both cards are printed with the holder’s name and personal identity number and a photograph.

Both cards use the same technology, hence why they can both be used in the systems at CRC and SUS.

Staff who only belong to Lund University and who do not have a combined post in the health service shall be given an LU card. Employees of Region Skåne and staff who have a combined post shall have an RSID card.

A separate access card is required for the Wallenberg Laboratory.

Access cards shall always be worn visibly while at CRC and the Wallenberg Laboratory.

**IV.3 Access system**

**IV.3.1 General**
The whole of WLab is locked. In order to get around WLab, an access card, and in some cases a key, is required.

**IV.3.2 Using the access system**
In order to pass through a door at WLab, swipe your access card in the card reader. In some cases you are required to enter your PIN code. In these cases the green light will flash.

If you do not have access to a door, this is indicated by the red light shining after you use your card.

Areas that are considered to face a greater risk of break-in are equipped with IR detectors and extra magnetic switches. The alarms are automatically deactivated at 06.00 and activated again at 18.00.

**IV.3.3 Requirements for access**
In order to receive an access card for CRC, the individual shall belong to one of the following categories:

1. employee of a division/research team based in areas within CRC Service administration area,
2. employee based in another building but uses equipment located at a division/research team based in areas within CRC Service administration area,
3. employee based in another building but cooperates extensively with a team/division based in areas within CRC Service administration area,
4. student of the Faculty of Medicine at Lund University and registered for the current semester and
5. service and technical staff belonging to CRC Service as well as other localized service and support functions essential including such staff that provides services in accordance with agreements with CRC Service.

Individuals, with the exception of students, shall also attend introductory training for CRC in order to retain access. For more information, see Staff training.

To receive a LU-card the individual must sign the universities central receipt. To receive access to areas within CRC Service administration area, the current local access receipt must be signed.

**IV.3.4 Ordering and administration of access cards**

LU cards can be obtained from one of the card stations at CRC, LTH Studiecentrum, Humanisthuset at SOL, Juridicum or Campus Helsingborg. For addresses and opening hours, see section VI.

RSID cards are issued in accordance with the hospital’s internal routines. Contact the relevant division manager for more information.

All requests for access for employees that requires access to an area within CRC Service administration area shall be made through the access request system at crcservice.med.lu.se/onlinetjanster.

User credentials are needed to make an access request. Such credentials can be given to a research group leader or a person having a written appointment to handle a group’s access requests. User credentials are received from CRC Service’s Service Manager.

Requests for access can only be made for such areas that the operation lends or such areas that provide direct support functions.

Access is registered on an LU card or RSID card and one of these cards is therefore required in order to be given access to CRC.

It usually takes two working days from application for the access to be added to the card. Please note that this time may be longer during busy periods. The cardholder will be notified when the access has been added to the card.

Please note that CRC Service is very restrictive in issuing temporary access cards to staff without an LU card or RSID card.

Access is not issued to visitors. External service staff or similar are issued temporary cards for one day at a time while they are working at CRC.

Visiting researchers, students or similar who will be at CRC for less than two months are issued special short-term cards.
If you experience any problems with your access card, please contact CRC reception in the first instance, crcreception@med.lu.se.

**IV.4 Rules for alarms and access systems**

*IV.4.1 Rules and regulations for alarm and access systems*

Your access card together with your PIN code is a personal valuable document and must be handled in a secure manner. Your access card is the document that shows that you have the right to enter a locked area.

Persons without an access card (LU or RSID) must not be admitted to locked areas.

Your access card may not be lent to anyone else.

Loss of a card must be reported immediately to CRC Service’s maintenance manager.

Locked doors must not be held open for longer than 60 seconds, unless permission has been obtained from CRC Service.

Doors that have been unlocked by CRC Service must be closed before the agreed locking time.

Seminar rooms and similar must be vacated and closed at the end of the booking period.

Windows may only be opened between 8:00 and 17:00 on weekdays. Only open windows if you are sure that this will not disturb the safety ventilation in the laboratories.

*IV.4.2 Financial liability*

In accordance with *Föreskriften om betalningsansvar vid orsakande av larm* (regulation on financial liability in the event of alarm activation), which was approved by the CRC Board on 2 September 2007, CRC Service has the right to debit a user the costs arising from a false alarm.

For the costs to be debited by CRC Service, the alarm must have been set off through incorrect handling, failure to follow the rules in force or negligence. CRC Service also has the right to debit the costs in connection with the calling in of security officers, as long as this is not due to technical problems.

**IV.5 Security**

Security is currently managed by the security firm G4S Security Services, via SUH Portvakten.

**IV.6 Visits**

Visitors to locked areas must be signed in at the reception if they do not have an access card from Lund University or Region Skåne.

In order to speed up the process, visitors can be registered in advance on crcservice.med.lu.se.

The reception will show visitors in to the recipient or telephone the recipient to come and collect the visitor.
IV.7 Fire safety and evacuation plan

IV.7.1 General

- The fire alarm is signalled by three (3) blasts of sound, followed by a spoken evacuation alarm.
- In some areas there are alarm bells and flashing lights.
- Only the areas where the fire alarm sounds are to be evacuated.
- Always evacuate away from smoke and fire!
- Evacuate the injured first!
- Always evacuate when the fire/evacuation alarm sounds!

IV.7.2 If the fire alarm sounds

- Stop ongoing activities in a way that makes them safe in the short and long term.
- Close fume cupboard doors.
- Check that no-one is left in the room.
- Close the door behind you when you leave the room.
- Evacuate the building in accordance with the evacuation plan and go to the assembly point.
- One person per division should check that all staff have been evacuated.
- Do not re-enter the building until you have been given the all-clear by CRC Service or the emergency services!

IV.7.3 In an emergency, e.g. fire, smoke

- Rescue persons in danger.
- Summon help and warn others.
- If the fire alarm has not activated, press the button to sound the alarm.
- Ring (0)-112 and check that the alarm has been routed to them.
- If possible, contain the fire and attempt to extinguish it.
- Evacuate solvents and gas cylinders.
- Shut in the fire and smoke to limit and prevent its spread.
- Evacuate the area quickly.
- Meet the emergency services.
IV.7.4 Evacuation plan

**Assembly point:** DC car park (marked in green on photo)

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Do not use the lifts!

Levels 2 to 6: Evacuate via the stairs at the front and back of the Wallenberg Laboratory.

Level 1: Use the evacuation doors by the stairs.

Medelhavet: Evacuate through the evacuation doors towards DC.

Level 0: Evacuate via the stairs towards CRC, via the gas store stairs or the passageway (*kulvert*).
IV.8 Crime

IV.8.1 Prevention

Preventing crime and theft means making committing the crime so difficult and the target so worthless for the thief that he or she chooses not to commit the crime. Other crimes, such as arson and vandalism can also be prevented by not providing an opportunity for the person to carry out the criminal activity.

- Lock computers and screens in place.
- Do not leave wallets or other valuables visible.
- Security mark computers and other machines and fixtures.
- Lock windows and doors when you leave for the day.
- Avoid gathering flammable material in public areas or outside.
- Do not distribute information about security measures.
- Be alert to strangers in or around the public areas.

CRC Service works on a general level to prevent burglary and theft. This is done with the help of access systems, burglar alarms, camera surveillance systems and security staff.

IV.8.2 Action in an emergency

The points below address what to do while a crime is being committed. These are intended as guidelines on how you should act in a situation in which you are a victim of or witness to a crime.

- Remain calm, do not provoke the perpetrator.
- Do not defend objects or other valuables at the risk of your life.
- If you are attacked, you have the right to use the force required to protect yourself.
- If there is a need for protection and medical assistance, act quickly.
- Assess the risk of fresh attacks and/or injuries.
- Take note of what happened or what you saw and document it as soon as possible.
- Inform the relevant authorities such as police or medical staff and your employer as soon as possible.

In cases of threats or bomb threats, try to obtain the following information:

- When and where the crime is to be committed
- What the threat comprises
- Whom the threat is aimed at
- Why the operations are being threatened
- Who is issuing the threat
- Information about the person delivering the threat

If you discover a suspicious item at CRC, leave the item where it is and report it to CRC Service or the security firm immediately.

IV.8.3 Reporting

All criminal activity shall be reported.
All cases involving threats or assault against an individual or operation shall be reported without delay.

Cases of theft or burglary shall be reported as soon as possible in order to recover the stolen goods or receive compensation for the loss.

A copy of all reports shall be sent to CRC Service to be used in local security work. CRC Service sends the information to LU Facilities at Lund University for statistical purposes.

CRC Service can provide advice on reports.

### IV.8.4 Insurance

Lund University is insured through the Legal, Financial and Administrative Services Agency (Kammarkollegiet). Claims can be made for damage or loss over the value of SEK 40,000. Insurance claims should be completed and sent to Lund University’s head of security.

If the damage or loss concerns personal possessions such as wallets, the individual concerned should report this to his or her insurance company.

### IV.8.4 Division of responsibilities between users and CRC Service

The user is responsible for ensuring that crimes are reported to the police and that a copy of the report is sent to CRC Service.

### IV.8.5 Division of responsibilities between students and private individuals and CRC Service

CRC Service takes no responsibility for property lost by private individuals or students at CRC.

CRC Service cannot report loss or damage of such items to the police, and they are not covered by Lund University’s insurance policy.

### IV.8.6 Information

It is important that correct information about incidents reaches the media and the public. In the event of serious incidents such as threats or violence, a press release should be sent out. The press release should be written in consultation with the communications office and head of security.

Internal information to the staff at CRC is equally, if not more, important. This information should be sent out regardless of how minor the incident is, in order to avoid rumours spreading and to ensure that the staff are informed of what has happened so that they can take measures to prevent similar events occurring in the future.
IV.9 Crisis and emergency planning
A crisis and emergency plan have been set up for W-Lab. The plan’s main purpose is to ensure that
the operations at W-Lab continue to receive vital services during severe strains on both the facilities
and the service organisation.

The plan contains regulations regarding the transfer of powers between different positions in CRC
Service to be executed in the case of loss of key personal, standby and emergency regulations,
priority settings for different services and regulations regarding communication and documentation
during severe strains.

If the plan is activated, the services listed below are prioritised.
1. Mail distribution
2. Parcel distribution
3. Gas handling
4. Alert management
5. Waste management
6. Fire protection measures
7. Fault report management

IV.10 Accidents and incidents
IV.10.1 Definition
An accident is defined as a sudden, unintended and undesired event or consequence of an event
which leads to injury to person, property or the environment. An incident is defined as an
undesired and unintended event or consequence of an event which, had the circumstances been
different, could have caused injury to person, property or the environment.

IV.10.2 Reporting
All accidents and incidents shall be reported and investigated.

Operations have principal responsibility for reporting accidents and incidents in their rented
premises, and in their workplaces in communal areas. Operations also have principal responsibility
for reporting accidents and incidents that affect their own staff. CRC Service can provide advice on
reports.

In the event of accidents or incidents in communal areas, or that are due to equipment belonging to
the centre or rented from CRC Service, or that affect multiple research teams, CRC Service will
carry out its own investigation into the event.

IV.10.3 Measures to be taken by users
Personal injuries and incidents shall be reported. The report form can be downloaded from LU

Reports shall be sent to the Lund University registrar’s office (Registrar, Hämtställe 31).

Copies of reports and any documents shall be sent to CRC Service to investigate possible preventive
measures.
IV.10.4 Measures to be taken by CRC Service
After an accident, CRC Service will carry out its own investigation into the event to see if similar accidents can be prevented in the future.

IV.11 Abnormalities
IV.11.1 Definition
An abnormality is defined as an event or a circumstance which deviates from the norm and which, in combination with other events or circumstances or independently over time, could develop to cause injury to person, property or the environment.

IV.11.2 Reporting
Identified abnormalities that cannot be dealt with by the operation concerned, that concern communal areas or equipment, or that are connected with the building shall be reported to CRC Service.

CRC Service can provide advice on reports.

IV.11.3 Measures to be taken by users
Identified abnormalities are dealt with by the operation concerned, or with external assistance. If abnormalities concern communal areas or equipment or are connected with the building, these shall be reported to CRC Service, who will address them.

IV.11.4 Measures to be taken by CRC Service
CRC Service investigates abnormalities that concern communal areas or equipment or that are connected with the building.
IV.12 First aid
In accordance with a vice-chancellor’s decision, one in every 15 employees shall undertake first aid training, with a minimum of two individuals per department.

CRC Service will announce course dates. Courses are offered each semester by the Occupational Health Service.

IV.13 Staff training
In accordance with a decision of 15 February 2011 by the Board of CRC, all employees at CRC shall complete a local induction course which covers the premises, routines and rules that apply at CRC. If such training is not completed within 28 days of the person receiving access to CRC, the access will be withdrawn. The user will be invited to the course, which is delivered online, when they receive their access.

In addition to the induction course, employees at LU are obliged to attend fire safety training once every five years in accordance with a decision by the vice-chancellor, reg. no 1 F79 6297/02. These courses are arranged by CRC Service. Users who have not completed the course, or who are due to retake it, receive an invitation to the next session by email from CRC Service.

CRC Service also arranges training on the autoclaves, which is required to obtain a user permit for the machines. Course dates are sent out by email.

The department and research team are responsible for offering new employees other induction training required for their post and any follow-up training for specific duties or hazardous work.

IV.14 Indoor environment
IV.14.1 Temperature
The temperature in premises in continual use should normally be between 20°C and 22°C. In the summer, however, temperatures of up to 25°C may occur.

IV.14.2 Ventilation control
The ventilation system is designed for the intended number of people and activities. When changes in activities occur, it is therefore important that this information is passed on to CRC Service so that the impact on the ventilation can be evaluated and the ventilation adjusted as necessary.

IV.14.3 Sun blinds
The Wallenberg Laboratory is fitted with blinds on the outside of most windows, which help to reduce the level of incoming sunlight and maintain a stable indoor climate.

Manual blinds are adjusted using the cord on the inside of the window.

IV.15 Supervision and checks
CRC Service carries out the supervision and checks agreed in the coordination agreement. In addition, there are other checks necessary to keep the buildings and their equipment in functional condition.

The following inspections and checks are carried out regularly.
Fire safety inspections  once a quarter
Health and safety inspections  once a quarter
Building inspections  once a month
Checks of eye showers and emergency showers  once a month
Monitoring of autoclaves, fume cupboards, LAF cabinets, lifts  once a year
Section V

V.1 Teaching rooms

V.1.1 Booking
Medelhavet is booked through CRC Reception, who create a preliminary booking. For the guest dining rooms and faculty club, approval must be given by the Director of CRC before a preliminary booking can be registered.

After a preliminary booking has been registered, a booking confirmation is sent to the user with a link to documentation relevant to the booking. Once the documentation has been filled in and returned to CRC Service, the booking is considered confirmed. Bookings that are not confirmed by seven days before the event will be cancelled by CRC Reception.

Meeting rooms are booked through ScheduleIT, crs-service.med.lu.se/scheduleit. If you do not have a username, please contact Linus Jeppsson, linus.jeppsson@med.lu.se.

V.1.2 Use of rooms
At the start of the booking, the user must collect the key to Medelhavet from CRC Reception.

There are easily accessible manuals and information in all rooms. If you experience problems, please contact the reception (tel. 040 39 10 10). The reception contacts IT Support or the caretaker’s office. IT Support prioritise help requests for the main lecture hall and seminar rooms. It is possible to order an IT technician to be present for a fee.

The user tidies the room after use, removing paper, food waste, etc. The furniture does not need to be put back in place; it is up to each user to arrange the furniture as he or she desires. It is particularly important that battery-powered equipment is returned to the relevant charger and that microphones are turned off.

Rooms that are not put in order will be tidied by CRC Service and the cost for this will be charged to the user. The fee is currently SEK 500 per hour.

The person who booked the room is responsible for the room and the equipment during the period of the booking. Please note that rooms are unlocked during the period of the booking and should therefore not be left unattended. If the booking time is exceeded, an alarm may be set off.

Any faults should be reported to the reception (crcreception@med.lu.se).

The rooms are checked by CRC Service staff every evening.

Abuse or infringement of these rules may entail suspension of the right to book teaching rooms at CRC.

There are a few sessions each semester where we run through the technical equipment in the main lecture hall. Information about upcoming training session can be found at: http://www.med.lu.se/bibliotek_och_ikt/kurser/hantering_av_teknisk_utrustning.

V.2 Meeting and entertainment rooms
The information below and the associated rules and routines apply to meeting and entertainment rooms at CRC, with the exception of Medelhavet.
V.2.1 Conditions for rental

For an event to be held at CRC, the following conditions must be fulfilled:

1. The organiser shall have a connection to the Faculty of Medicine, Region Skåne or CRC.
2. The event shall be for official entertaining, linked to education or research, or for staff welfare.
3. Conferences shall be in a field linked to medicine, medical engineering or health care.

Purely private parties may not be held in the rooms, in accordance with a vice-chancellor’s decision on Entertainment on University Premises (Festverksamhet i universitets lokaler), reg. no IC 35 2907/99

Region Skåne and Lund University can rent undergraduate teaching rooms and rooms at CRC; operations at CRC can also use the internal meeting rooms.

These guidelines make a distinction between internal and external events. The factor that determines whether an event is internal or external is its purpose. For an event to be considered internal, the following criteria shall be fulfilled:

1. The organiser shall belong to the Faculty of Medicine, Region Skåne, CRC or organisations directly linked to these.
2. The event must not be for profit.

CRC Administration judges whether the conditions for arranging an event at CRC have been fulfilled and whether the event is to be considered internal or external.

V.2.2 Rooms

<table>
<thead>
<tr>
<th>Guest dining rooms</th>
<th>Dining rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gunvor Åkesons matsal (28-10-046)</td>
<td>Restaurangens matsal (90-10-009)</td>
</tr>
<tr>
<td>Japanska matsalen (28-10-048)</td>
<td></td>
</tr>
<tr>
<td>Kaffesalongen (28-10-047)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Conference rooms</th>
<th>Faculty Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>37:an (28-10-037)</td>
<td>28-11-046</td>
</tr>
<tr>
<td>40:an (28-13-040)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibition areas</th>
<th>Break room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance quadrangle, upper (90-10-003)</td>
<td>91-11-049</td>
</tr>
<tr>
<td>Entrance quadrangle, lower (90-09-001)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Gym</th>
<th>Lecture theatres</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-09-041</td>
<td>Medelhavet (Wallenberg Laboratory)</td>
</tr>
<tr>
<td></td>
<td>Only bookable between 07.00 and 18.30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting rooms</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>28-10-026</td>
<td>60-12-015</td>
</tr>
<tr>
<td>28-11-026</td>
<td>60-13-014</td>
</tr>
<tr>
<td>28-12-026</td>
<td></td>
</tr>
<tr>
<td>28-13-026</td>
<td></td>
</tr>
<tr>
<td>91-10-013</td>
<td></td>
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<tr>
<td>91-10-014</td>
<td></td>
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<tr>
<td>91-11-052</td>
<td></td>
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<tr>
<td>91-12-013</td>
<td></td>
</tr>
<tr>
<td>91-12-014</td>
<td></td>
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</tbody>
</table>
V.2.3 Booking
All rooms except meeting rooms are booked through CRC Reception, who create a preliminary booking. For the guest dining rooms and faculty club, approval must be given by the Director of CRC before a preliminary booking can be registered.

After a preliminary booking has been registered, a booking confirmation is sent to the user with a link to documentation relevant to the booking. Once the documentation has been filled in and submitted to CRC Service, the booking is considered confirmed. Bookings that are not confirmed by seven days before the event will be cancelled by CRC Reception.

Meeting rooms are booked through ScheduleIT, crcservice.med.lu.se/scheduleit. If you do not have a username, please contact Linus Jeppsson, linus.jeppsson@med.lu.se.

V.2.4 Cancellation
For cancellation of all bookings except for meeting rooms, please contact CRC Reception.

Meeting room bookings are cancelled through ScheduleIT.

V.2.5 Booking of equipment and services
It is possible to book equipment and caretaker services from CRC Service. IT Services can provide audiovisual and computer equipment and technical support for audiovisual equipment and computers. Bookings shall reach the organisation concerned at the latest seven working days before the event. For more information about available equipment, please contact CRC Reception.

Both hot and cold food is ordered from Mötesplats CRC. Mötesplats CRC must always be the first port of call for food ordering. If they are not able to accept the order, another company may be contacted.

Food orders that include alcoholic beverages may only be placed with Mötesplats CRC. If they are not able to fulfil the order, no other company may be asked to provide alcoholic beverages because of the terms of the alcohol licence.

V.2.6 Alcoholic beverages
Alcoholic beverages may not be served at CRC except for in the two exceptions stated below.

Mötesplats CRC has an alcohol licence for the restaurant dining room and the guest dining rooms. Alcohol may only be served and consumed in these areas if it is provided by the restaurant.

In the break rooms in buildings 28 and 91, and in the faculty club, small amounts of alcohol may be served in conjunction with staff welfare events, for example receptions for graduations or retirement. This is on the condition that the group can be regarded as a closed group.

V.2.7 Cleaning
After an entertainment event, the rooms are cleaned by the CRC cleaners. However, the organiser shall clear away any leftover food and personal equipment and possessions before leaving the room. The cleaners determine how much cleaning is needed.
V.2.8 Rules of conduct
The ordinary regulations given in this document also apply to events, unless otherwise agreed in accordance with the point below.

V.2.8 Changes to the burglar and fire alarms
It is possible to adjust the alarm systems to suit the needs of the event. In order to do this, CRC Service requires information about the desired adjustments at the latest seven working days before the event. For more information about what adjustments can be made for a specific event, please contact Linus Jeppsson, linus.jeppsson@med.lu.se.

V.2.9 Damage to premises
The organiser is liable to pay for all damage to the premises or equipment at CRC, insofar as these cannot be regarded as normal wear and tear. CRC Service is responsible for assessing the damage and debiting the cost of repairs.

A repair fee will be charged when damage has occurred to CRC’s premises or equipment. The fee is intended to cover the costs of materials and labour to repair the damage. The fee is therefore decided by CRC Service in each individual case.

Other fees may be payable, especially for external events. For more details of the fees that may be charged, please see appendix 2.

An attendance fee will be charged to the organiser if the organiser sets off the burglar alarm or fire alarm by violating CRC’s code of conduct for security. The fee is the same as that charged to CRC Service by the security firm or emergency services.

V.2.10 Fees
For internal events, rent is not charged for the use of CRC’s premises and the internal meeting rooms. Rent is charged for external events. The rent is based on the principle of full cost coverage.

For both internal and external entertainment events, a cleaning fee is charged as necessary. The service unit judges how much cleaning is required and debits the organiser for the time taken. This fee is invoiced afterwards by the service unit.

For both internal and external events, an hourly fee is charged for the use of caretaker services outside CRC opening hours in order to cover staff costs.

<table>
<thead>
<tr>
<th>Current fees, internal events</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning fee, weekdays, per hour</td>
<td>SEK 244</td>
</tr>
<tr>
<td>Cleaning fee, weekends, per hour</td>
<td>SEK 425</td>
</tr>
<tr>
<td>Caretaker services, evenings, per hour</td>
<td>SEK 250</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current fees, external events</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Room rental, CRC premises, per hour</td>
<td>SEK 500</td>
</tr>
<tr>
<td>Room rental, exhibition area in entry quadrangle, per day</td>
<td>SEK 1500</td>
</tr>
<tr>
<td>Room rental, exhibition area in entry quadrangle, per day, booking &lt; 4 hrs</td>
<td>SEK 800</td>
</tr>
<tr>
<td>Cleaning fee, weekdays, per hour</td>
<td>SEK 305</td>
</tr>
<tr>
<td>Cleaning fee, weekends, per hour</td>
<td>SEK 425</td>
</tr>
<tr>
<td>Caretaker services, weekdays, per hour</td>
<td>SEK 250</td>
</tr>
</tbody>
</table>
Caretaker services, evenings and weekends, per hour  SEK 500

V.3 Tidiness of rooms
Each person who books a teaching, meeting or entertainment room is responsible for setting out
the furniture as desired. The rooms shall be left in a tidy state. If this is not the case, CRC Service
will tidy the room and the cost will be debited from the user.

Currently, SEK 250 per man-hour or part thereof is charged for room tidying.

V.4 Staff rooms and canteen
V.4.1 Staff rooms
There are staff rooms on levels 2, 3, 4 and 5. Staff who do not have access to a staff room on their
floor are to use the staff room on the closest floor.

V.4.2 Mötetsplats CRC
Mötetsplats CRC is the name of the café and restaurant at CRC. For more information please see
www.motesplatsrc.se or ring 040 39 14 17. Catering and refreshments at CRC shall be ordered
from Mötetsplats CRC in the first instance.

V.5 Premises for specific purposes
V.5.1 Autoclave room
Shared autoclaves are located in the service area.

V.5.2 Cell culture rooms
Cell culture rooms are found on all floors.

V.5.3 Freezer rooms
There is an area for low-temperature freezers on level 0. It is possible to link the freezers to the
equipment alarm, which is routed to Portvakten at SUH Malmö.

To book a space, or for help with purchasing, please contact Anders Cronqvist, 040 39 10 05.

When collecting or depositing material in the freezers, the material shall be placed in/removed from
the freezer and then the door of the freezer shall be closed. The work shall be carried out outside
the freezer!

Work that requires the freezer door to be open for a long period shall be reported to reception in
advance so that appropriate measures can be taken to ensure the alarm is not routed to the
emergency response centre.

If a user sets off the alarm on a freezer, this shall be reported immediately to 040 39 10 10 during
daytime hours.

If the alarm is not reported immediately and CRC Service is therefore not able to recall the alarm,
the response fee from the security firm will be charged to the research team.

The research teams are responsible for maintaining their freezers and the alarm systems.
V.5.4 Chemical stores
On every floor there is a store and weighing room for chemicals. The chemicals that are not needed for the day shall be stored here. Please take careful note of the rules listed in the section Chemical stores and storage.

V.5.5 Central chemical store
The central chemical store is located in the CRC caretakers’ office. For more information, please see Store management.

V.5.6 Refrigeration rooms
On every floor there is a refrigeration room for experiments that require both refrigeration and storage. These are equipped with equipment and response alarms, which are routed to Portvaktten at SUH Malmö during both daytime and night-time hours.

V.5.7 Changing rooms
Staff changing rooms can be found on level 0.

V.5.8 Rest room
Rest rooms are available on level 0.

Please note that the rest rooms are not to be used for overnight stays; they are only for those in need of them, for example in the event of illness.

V.6 Equipment
V.6.1 Extent of basic equipment
It has been decided that the equipment listed below is to be regarded as shared basic equipment and is to be procured by CRC Service and financed from rents.

<table>
<thead>
<tr>
<th>Fixed equipment</th>
<th>Movable equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compressed air plant</td>
<td>Autoclaves</td>
</tr>
<tr>
<td>Vacuum plant</td>
<td>CO₂ incubators</td>
</tr>
<tr>
<td>Burglar/equipment alarm systems</td>
<td>Fume cupboards/downflow benches</td>
</tr>
<tr>
<td>Access system and doors</td>
<td>Ice machines</td>
</tr>
<tr>
<td>Emergency showers/eye showers</td>
<td>Laboratory dishwashers</td>
</tr>
<tr>
<td>Water purification plant</td>
<td>LAF cabinets</td>
</tr>
<tr>
<td>Gas handling equipment</td>
<td>Low temperature freezers</td>
</tr>
<tr>
<td>Local gas plant</td>
<td>White goods for staff rooms, etc.</td>
</tr>
<tr>
<td>Radiation units (not on level 09, building 91)</td>
<td>Transport containers for liquid nitrogen</td>
</tr>
<tr>
<td>Fire prevention and fighting equipment</td>
<td>Furnishings</td>
</tr>
<tr>
<td></td>
<td>Hydrogen peroxide equipment</td>
</tr>
<tr>
<td></td>
<td>Laboratory fridges/freezers (inc. sparkless)</td>
</tr>
<tr>
<td></td>
<td>Centrifuges and rotors (high speed, ultra) for shared use in communal areas</td>
</tr>
</tbody>
</table>
V.6.2 Equipment in common areas
For the placement of large equipment that not accounted for under V.6.3, such as refrigerators and freezers, there is a queue and distribution system in place. This system is applied to ensure that the available spaces are efficiently used regarding to all operations allocated spaces and needs.

For this regulation, common areas are defined as:
1. Freezer storage room, building 20, level 09

Queue and distribution management is administered by CRC Service, contact Anders Cronqvist.

V.6.3 Procurement of own heavy equipment
When procuring heavy equipment, CRC Service shall be informed before the procurement is initiated. The information shall contain any need of media and other special demands the equipment puts on the locality. After CRC Service has ensured that the needs can be met, the equipment can be procured.
The information shall be sent to Hugh Connell.

If the information is not sent in time, CRC Service has no liability if the equipment cannot be placed, installed or started at delivery.

Heavy equipment is for this regulation defined as equipment with a total weight exceeding 200 kg, have a surface weight load exceeding 200 kg per square meter, has special demands on media or the infrastructure of the locality (e.g. demanding gas or vacuum supply or ventilation).

V.6.4 Centrifuges
Check that the centrifuge is undamaged and in full working order. Consult the manual if you are unsure of how to use the centrifuge.

Always make sure that the rotor is in balance before starting the centrifuge.

V.6.5 Electric hobs and oil baths
Hobs and oil baths shall always be equipped with a timer. Be careful where you place the hob, so that it does not cause a fire if forgotten. Be particularly careful that it does not stand on a flammable surface.

Water and oil baths shall be made of metal and equipped with overheating protection. The temperature in an oil bath should be at least 20 degrees below the flashpoint of the oil.

V.6.6 Incubators/Drying cabinets/Heat cabinets
Incubators, drying cabinets and heat cabinets may not be used for flammable materials or for materials that can emit harmful fumes.

V.6.7 Water cooling tubes
Always attach water cooling tubes with hose clamps. Check that you have the correct type of tube for the water pressure you are using.
V.6.8 Vacuum and vacuum apparatus
There is a central vacuum system at WLab, connections to which are found in the laboratories. A vacuum trap shall always be used to prevent pollutants being sucked down into the pumps.

All glass apparatus used for vacuum applications shall be approved for vacuums. Mount the glass with extreme care, and check that it is not cracked or damaged.

Suitable safety glasses shall be worn when working with vacuums. With larger experiments, safety screens should be used.

V.7 Electricity systems

V.7.1 Normal electricity system
The normal electricity system runs the lighting and almost all connection panels in the laboratories. The quality of electricity provision on this network largely depends on what equipment is connected. Electricity provision at CRC is linked to the hospital’s reserve power. Please note that the electricity supply is temporarily interrupted while this is started up.

V.7.2 Uninterrupted power
Research teams with equipment that is sensitive to power cuts are themselves responsible for fitting this equipment with UPS or similar safety equipment.

V.7.3 Cleaning sockets
These are located in the corridors and are intended for the cleaning staff’s equipment. Users are not permitted to connect any electrical devices or equipment to these sockets.

V.7.4 Multiple extension leads
Do not connect too many extension sockets to one wall socket. If a multiple extension lead is to be used with a large load, ensure that the lead is fully drawn out, in order to enable the heat produced to escape.

V.7.5 Fastening up extension leads
No sockets or multiple extension leads may be left on the floor. This is to prevent dust gathering in the sockets. It also reduces the risk of a catastrophic accident in the event of a water leak.

V.7.9 Load
The normal electrical sockets are only fused up to a current of 10 A. For this reason, the load on each socket or group of sockets attached to the same fuse must be distributed so that it does not exceed an effect of 2 200 W.
If you need help to calculate the load, please contact the caretakers’ office on 040 39 10 30.

V.8 Health and wellbeing

V.8.1 Massage
You can receive a massage at CRC four days a week, Tuesdays to Fridays between 9:00 and 17:00.
You can choose a 30-, 45- or 60-minute massage. Massages are given in massage room 90-09-022 or 90-09-023.

For booking and further information, see the address list.

V.8.2 Sauna
All staff at CRC are allowed to use the sauna on the roof of building 93.

The sauna must be booked before use. Bookings can be made for weekdays between 8:00 and 21:00. Bookings are made at the reception and should be made at least one hour before the sauna is to be used and no later than 15:30.

At the start of the booked period, the door to the sauna is opened and the alarm is deactivated. The alarm is activated again quarter of an hour after the end of the booked period. It is your responsibility to vacate the sauna before the alarm is activated. If the alarm is set off, the bill is sent to the research team concerned.

The user is responsible for starting the sauna unit in the sauna. A manual is available in the sauna.

It is not permitted to enter any part of the roof except the wooden walkway from the exit of building 93 to the sauna.

Alcohol may not be consumed in the sauna.

Glasses may not be taken into the sauna.

The person who books the sauna is responsible for ensuring that it is left in a clean state after use.

Please note that the security guards check that no rules are broken in the sauna in the course of their ordinary security patrols.

V.8.3 Other
The gym at CRC is used for various forms of exercise. Information on these and the timetable can be found on CRC’s website.

V.9 IT Services
V.9.1 Technical support for computers and printers
Contact IT Services for help with computers etc. Please use the form on the website, www.med.lu.se/bibliotek_och_ikt/it_service. You can also contact them by email, itservice@med.lu.se, or telephone (040 3)91100.

Standardised workplaces make technical support quick and simple. In order to provide support as quickly and efficiently as possible, it is important that as many computers as possible are of the same type. This facilitates installation of new computers and resetting of computers where necessary. IT Services has a standard installation for quick resetting of our standard models.

All services offered by IT Services can be found in the service catalogue at www.med.lu.se/bibliotek_och_ikt/it_service/personal/tjanstekatalog.
V.9.2 Username and password
All employees at the university shall have their own LUCAT ID and password.

Contact your directory administrator if you do not have a LUCAT ID. Contact your line manager to find out who your directory administrator is.

You should enter your room number in LUCAT for Staff so that the caretakers and IT Support can find you. LUCAT is used to access resources such as networks, email and shared servers.

Email is a central service managed by Lunds universitets datacentral, LDC.

To change your password, follow these two steps:

1. Change your password in LUCAT for Staff
2. Synchronise your password so that you can use it in the Faculty of Medicine’s system.

You will find your home directory under “Computer” in Windows 7. In the list is a directory with the same name as your LUCAT login. You should primarily save your documents in your home directory; then only you have access to them and they are automatically backed up on the faculty’s server. Please delete documents you do not use to free up space on the server.

If your team needs a shared directory, please contact IT Services, who will create one for you.

V.9.3 Networks
Orders for the installation of networks are made to IT Services. A network socket can be connected to a VoIP telephone, the LU network or the Region Skåne network. The University network and Region Skåne network may not be connected at the same time in the same room.

The wireless network with login via a web browser is called LU weblogon. It requires a key, which is not secret, but which will be changed twice a year. In autumn 2011 the key is lu2011-2, in spring 2012 it is lu2012-1 and so on.

The Eduroam wireless network gives staff and students access to the Internet when they are visiting other universities that are also members of the network.

Mätnät is used for computers connected to laboratory equipment. Mätnät is not connected to the Internet and is therefore more secure. IT Services only provides technical support for computers on the network if a special agreement (mätdatoravtal) is in place with the researcher in charge.

V.9.4 Telephones
To order a telephone line to a socket in your office, contact IT Services. For contracts, fault reporting and other services, contact LDC, 046 222 90 00, servicedesk@lu.se.

V.9.5 Procurement
Please ask IT Services for advice before purchasing IT equipment. The Lund University rules on public procurement must be followed. IT Services does not deal with the purchasing of consumables such as toner, printer ink and CDs.
V.9.6 Premises with technical equipment
If you need help with the technology in the room, it is possible to book setup help from a technician at IT Services. During daytime hours there are also technicians who can come and help at short notice – contact CRC Reception.

V.10 Library
One of the Faculty of Medicine’s libraries is located at CRC. For current information, please see the address list.

The library’s normal opening hours are Monday to Thursday 8:00 to 18:00 and Friday 8:00 to 17:00. The library is closed on Saturdays and Sundays.

V.12 Reporting of faults
The first port of call for reporting faults should be the CRC electronic fault reporting system. Usernames for this are sent to the heads of research teams or equivalent.

The fault reporting system can be accessed at crcservice.med.lu.se. For questions or authority to access the system, please contact Linus Jeppsson, linus.jeppsson@med.lu.se.

Emergency faults, such as water or gas leaks, should be reported to 040 39 10 30 during the daytime and in the evenings to G4S emergency response centre 040 660 87 00.

V.13 Notification of moves
In order to be able to provide good service and update CRC Service’s administrative systems in conjunction with moves of part or all of an operation, CRC Service needs information on removals. By notifying CRC Service well in advance, there is time for any additional furniture to be put in place, activation of telephone and computer sockets and administration of the move.

CRC Service must be notified of all moves within, to and from CRC at least six weeks before the move date. This can be done using CRC Service’s electronic services.

In accordance with a board decision, if a notification is not submitted, neither CRC Service nor CRC IT Services can take any measures in connection with the move. This means that there is a risk that the move cannot take place or will be significantly delayed.

V.14 Laundry
Laundry should be left in the laundry sacks that are found in the changing rooms.

New laboratory clothes can be collected from the changing rooms on level 0.
For information and ordering, please contact the caretakers’ office, 040 39 10 30.

V.14 Store management
V.14.1 Objects
There is a central store at CRC, administered by CRC Service. If you need to store equipment, please bring the items to the caretakers’ office and we will place them in the store.

If you have large, heavy objects, you are welcome to email CRC Service and we will come and fetch them.
We provide a receipt for objects placed in the store. The receipt gives information on the object’s location. The receipt is to be presented to CRC Service when the object is collected.

Objects are monitored. If a user has had an object in the store for longer than two years, we send out a reminder asking whether the object should be re-registered. This requires the user to come to CRC Service and re-register the object.

V.14.2 Chemicals
Depositing and collection of chemicals from the central chemicals store follows the same routine as for other objects, except for certain regulations as specified below.

Deposition and collection of chemicals can be conducted in the caretakers office between 08.00 and 15.00. Before deposition or collection the caretakers should be contacted by telephone of e-mail to ensure that they are available.

V.15 Furniture
It is possible to obtain additional furniture for the offices, some of which may be charged to the operation. For more information contact the caretakers’ office.

V.16 Printer paper
Printer paper for communal printers is included in the rent. If the printer is out of paper, contact the caretakers’ office on 040 39 10 30.

V.17 Cleaning
Cleaning at CRC is carried out by LU Service and is divided into basic cleaning, tailored cleaning and additional cleaning.

Basic cleaning is the standard cleaning that always takes place to ensure that the premises are in good condition. This can take place with varying frequency depending on the type of premises. Tailored cleaning is suited to requirements and is carried out as necessary. Additional services have also been ordered to some degree to raise the quality of the cleaning at CRC.

Offices are normally cleaned once a week, laboratories, teaching rooms and stairwells three times a week, and communal areas and toilets once or more than once every weekday.

Cleaning in offices and laboratories normally includes dusting of furniture and surfaces, mopping of floors and emptying of wastepaper baskets. In addition, it includes operating and emptying of dishwashers in the break rooms in buildings 28 and 91.

If you notice any problems with the cleaning services, please contact Hugh Connell, hugh.connell@med.lu.se.

V.18 Parking
V.18.1 Parking spaces within the area of CRC
There are a total of 14 parking spaces within the area of CRC; eight at the end of building 60, two disabled parking spaces by the main entrance and four spaces at the side of building 28. A parking permit is required for all spaces.
V.18.2 Location of parking spaces

**Building 20**
On-call parking is available in the delivery zone by the Wallenberg Laboratory delivery entrance.

**Building 60**
There are eight parking spaces at the end of this building. These are allocated as follows: spaces 1 to 5 belong to the TEDDY clinic and spaces 6 to 8 are allocated to CRC Service for service vehicles.

**Building 28**
There are four parking spaces at the end of this building. These are allocated as follows: spaces 9 to 10 are allocated to CRC Service for service vehicles and spaces 11 to 12 belong to Mötesplats CRC.

**Building 90, main entrance**
There are two parking spaces at the front of building 60. These are reserved as disabled parking spaces for the geriatric clinic.

**Loading area**
A loading area is marked out at the end of building 60 and next to building 91 for the loading and unloading of goods for CRC. Parking is strictly forbidden in this area, with the exception of deliveries or collection of goods. The parking time is strictly limited to the time for loading and unloading plus 10 minutes. Vehicles shall always display the delivery company’s name and the telephone number of the driver or another contact person. Vehicles parked here unlawfully risk being towed away.

**Road in front of main entrance**
This area is classified as a road in the City of Malmö’s local plan. It must be kept clear of parked vehicles at all times. Vehicles may only stop to drop off or pick up passengers, and for quick parcel deliveries. Vehicles may not be left for more than 10 minutes. If this limit is exceeded, a fine will be issued.

V.18.3 Parking permits

A parking permit is required for all parking spaces and must be displayed prominently in the car windscreen.

For on-call parking outside the Wallenberg Laboratory, a special permit is required; these are available from CRC Service for a monthly fee.

For the service spaces, a temporary permit can be collected from CRC Reception. These are short-term permits and the length of stay and vehicle registration number shall be given when the permit is collected. Parking permits that span several days are issued restrictively.

Parking permits for the TEDDY clinic spaces are sent out together with the details of the appointment.

A disabled parking permit is required for the disabled parking spaces.

A permanent parking permit is required for all other parking spaces; these are administered by CRC Service. All the permanent spaces are already taken.

Between 17.00 and 08.00 and at weekends, there is free parking in the service spaces and TEDDY clinic spaces for those visiting CRC.
V.18.4 Enforcement
All parking spaces, roads and loading bays are continually monitored by Parkering Malmö AB. Unlawfully parked cars or cars parked without a valid permit are issued with a penalty charge by Parkering Malmö AB.

A time limit of 10 minutes has been set for collecting a parking permit. If this limit is exceeded, a penalty fee may be charged for incorrect parking.

CRC Service takes no responsibility for the payment of penalty charges for unlawful parking or parking without a valid parking permit. The responsibility rests entirely with the car owner.

Between 17.00 and 08.00, the parking spaces for visits to CRC are not monitored.

V.18.5 Information
If you have any questions about the rules or other matters concerning parking around CRC, please contact the CRC reception, crcreception@med.lu.se.
V.19 Waste management

V.19.1 Rooms

**Refuse rooms**

On the lift landing on every floor there is a refuse room.

**Bin room**

On level 0 there is a central bin room. Here there are containers for recycling and waste. Some refuse is also stored here while awaiting collection.

**Kitchens**

Recycling stations – refuse is sorted in accordance with the signs displayed.

V.19.2 Conventional waste

**Paper**

Paper is collected in wastepaper containers on each floor.

Examples of paper waste:
- Newspapers
- Office paper
- Telephone directories
- Envelopes (not envelopes with windows or self-adhesive closures)
- Staples do not need to be removed
- Small amounts of cardboard

Alert the caretakers’ office when the paper bins are full.

The bins are emptied by the caretakers and then collected by Transporttjänst.

**Confidential material**

Confidential material comprises paper and other material to which confidentiality applies in accordance with legislation.

Examples of confidential waste:
- Patient records
- Questionnaire responses

Confidential material is packed in boxes without plastic bags. The box may not be filled to more than 2/3. Seal the box and affix an “S” label. Fill in the name of the sender. Boxes and labels can be ordered from Skåneförrådet.

Transportation and destruction of confidential material is ordered from Transporttjänst by the individual user.

**Household waste**

There are bins for household waste in the vicinity of the break rooms and in the refuse rooms. The contents of the wastepaper baskets in offices are not counted as household waste. The restaurant and Café 72 collect their household waste in sacks that are collected by the service unit.
Examples of household waste:
Styrofoam
Plastic bags
Food waste
Overhead film, etc.

The bins are emptied by the cleaners on their ordinary cleaning round. The containers in the refuse rooms are emptied by the caretakers.

Household waste is gathered in transport bins next to the caretakers' office. Transporttjänst collects these bins.

**Cardboard**
Cardboard is collected in refuse trolleys in the refuse rooms and kitchens.

Examples of cardboard waste:
Cardboard
Cardboard with plastic/aluminium foil on can also be sorted as cardboard

Packaging should be clean and flattened.

The cardboard is emptied into transport containers for collection by Transporttjänst.

**Hard plastics**
There are containers for hard plastics in the bin rooms and in the break rooms.

Examples of hard plastic waste:
Hard plastic packaging
(packaging that splits when flattened)
Plastic bottles
Plastic containers
Bottle tops

Packaging should be empty and clean.
Please flatten the packaging to save space.

Hard plastics are emptied into transport containers for collection by Transporttjänst.

**Glass**
There are containers for glass in the bin rooms and in the break rooms.

Examples of glass waste:
All glass packaging

Packaging should be empty and clean. No lids or bottle tops.

Glass is emptied into transport containers for collection by Transporttjänst.
Metal

There are containers for metal in the bin rooms and in the break rooms. The restaurant collects metal in its own containers.

Examples of metal waste:
Food cans
Aluminium tubes
Foil containers
Bottle and jar lids

Packaging should be empty and clean.

Metal is collected by the caretakers’ office once a week. Metal is collected from the break rooms by the cleaning staff. Metal is emptied into transport containers for collection by Transporttjänst.

V.19.3 Bulky/miscellaneous waste

Batteries

There are containers for batteries in the bin room in building 91 and in the kitchens.

Batteries are collected by the caretakers’ office and placed in a container for collection by Transporttjänst.

Fluorescent lamps
Light bulbs

Fluorescent lamps and light bulbs are collected in a designated container in the caretakers’ office for collection by Transporttjänst.

Electronic and laboratory waste

Electronic waste and scrap laboratory equipment is collected on pallets by the caretakers’ office.

The user is to take the waste to the caretakers’ office, where is it placed in the loading bay in the passageway (kulvert). Small amounts of scrap material can be left in the refuse room.

The waste shall be accompanied by a declaration stating whether it is dangerous in any way, e.g. lead or a radiation source. Declaration forms can be obtained from the caretakers’ office or downloaded from the Internet.

Scrap material is collected by Transporttjänst on order.

Toner cassettes

Toner cassettes are placed in sealed boxes and placed on Skåneförrådet’s trolleys.

The cassettes are collected when Skåneförrådet collects the trolleys.
V.19.4 Hazardous waste

**Infectious waste**

Infectious material comprises organic material that may be suspected of containing microorganisms that can cause disease. Such material includes blood and urine collection tubes, cannulae, lancets and suchlike, untreated cell culture waste, untreated GMM waste and contagious low radioactive waste.

Infectious waste that has been autoclaved can be treated as conventional refuse, with the exception of sharp/pointed waste.

Infectious waste should be packed in boxes with sacks labelled “Smittförande skärande stickande avfall” (Infectious sharp/pointed waste). Boxes, sacks and containers can be ordered from Skåneförståndet.

Please note that sharp/pointed waste should be packed in plastic containers for used cannulae and these should then be placed in the refuse box.

The waste should be packed in the extra plastic bag, if necessary together with an absorbent. The bag is then placed in the lined box and the box is closed. Label the box with the information requested and place it in the refuse room.

The box shall be placed in the fridge.

The caretakers’ office collects the waste on its ordinary rounds and passes it on to Transporttjänst.

**Radioactive waste**

Radioactive waste should be handed in to the Radiophysics Division in accordance with their instructions.

Please note that low-level radioactive sharp/pointed waste falls into the category infectious sharp/pointed waste or sharp/pointed waste.

**Biological waste**

Biological waste is parts of humans or animals and products from these.

Biological waste is packed in boxes designated for this purpose. Boxes can be ordered from Skåneförståndet.

The waste should be packed in the extra plastic bag, if necessary together with an absorbent. The bag is then placed in the lined box and the box is closed. Tape the box closed with the tape marked “Biologiskt avfall” (Biological waste).

The box shall be placed in the freezer.

The caretakers’ office collects the waste on its ordinary rounds and passes it on to Transporttjänst.
Sharp/pointed waste

Sharp/pointed waste comprises all waste that entails a risk of cuts or puncture wounds, but which does not entail a risk of infection.

The waste should be packed in a box with a sack labelled “Skärande/stickande avfall” (Sharp/pointed waste). Boxes, sacks and containers can be ordered from Skåneförrådet.

The waste should be packed in the extra plastic bag, if necessary together with an absorbent. The bag is then placed in the lined box and the box is closed. Label the box with the information requested and place it in the refuse room.

The caretakers’ office collects the waste on its ordinary rounds and passes it on to Transporttjänst.

Chemical waste

Chemical waste comprises used chemicals and chemical products such as laboratory chemicals and cleaning products, as well as containers and packaging that have contained such products. Technical products such as thermometers and switches containing mercury, lead or similar hazardous material are classed as chemical waste.

If possible, hand in the waste in its original packaging. If this is not possible, mark the container with the contents, hazard symbols/warning text and the name of the sender. The waste should be packed in a box together with a “Deklaration av kemisk/farligt avfall” (Declaration of chemical/hazardous waste). Take care to pack the waste in such a way that it is not damaged in transit. Preferably use an absorbent. Label the box with the name of the sender and close the box.

Order transport of the waste from SYSAV using this form: www5.lu.se/images/Arbetsmiljo/Blankett_kemiskt_avfall_v2.pdf.

Collection of the chemical waste is usually performed on default collections days, which is Tuesdays in odd weeks.

Chemical waste may temporarily be stored in ventilated chemical cabinets located on every level. However, chemical waste should be stored separately from raw chemicals. Storage and handling of chemical waste shall comply with local regulations regarding chemical handling and Lund University waste regulations.

The bill for the collection is sent to the faculty, which pays it out of central funds.

Cell growth media

Collection bag filled with cell growth media shall be places in a hazardous waste carton, which is kept in the levels refrigeration room.

A maximum of 6 bags max be placed in a carton. Filled carton
is sealed and is handled by CRC Service.

No cell growth media is to be poured into the drain or disposed of in any other way.

For further information regarding the usage of the collection system, see III.13 Collection system for cell growth media.
V.20 Postal services
SUH Malmö’s post room manages the distribution of all internal and external post to and from CRC. CRC Service, the caretakers’ office, manages the distribution of post (collection of outgoing post and delivery of incoming post) within CRC.

V.20.1 Internal mail
Internal mail is sent between all the University departments and units in Lund, Malmö, Kristianstad and Helsingborg, and all healthcare units in Skåne County and the City of Malmö. Internal mail can also be sent to all Malmö Municipality departments via the collection point at SUH Malmö.

Internal mail should preferably be sent in internal mail envelopes. Internal mail that is sent in normal envelopes or other packaging should be clearly marked “INTERNPOST”. Parcels should be well wrapped.

V.20.2 External mail
For the university departments at SUH Malmö, an agreement exists on franking at SUH Malmö. The University’s outgoing mail is franked by the SUH Malmö post room.

All post is sent first class, which means that items should reach the recipient the following day.

SUH Malmö has no requirements about the form or appearance of envelopes. For operations belonging to Lund University, printed envelopes with the LU logo and sender address are recommended. However, a bar code is not required on the envelope as is the case at the University in Lund.

V.20.3 Valuable mail
Valuable mail can be sent in the following ways:

Insured item – means that the item is insured up to a certain amount. The envelope should be labelled “Assurerad” and the insurance amount (e.g. SEK 50 000).

Recorded delivery – means that the item must be signed for by the recipient. The envelope should be labelled “Rekommenderad”.

Express letter – means that the letter is delivered by courier the next day by 9:00 on weekdays (Mon-Fri) and by 12:00 on Saturdays that are not public holidays, with the exception of certain locations. The envelope should be labelled “Expresbrev”. Express letters for Saturday delivery should also be labelled “Lördagsutdelning”.

V.20.4 Postboxes within CRC
In every post room there are three boxes/pigeonholes in white, blue and black. The white box is for outgoing mail within CRC. The blue box is for all other outgoing mail, both internal and external. The black box is for incoming mail.

V.20.5 Post rounds
Mornings
The SUH Malmö postal service delivers incoming mail to CRC at 9:00.
The caretakers deliver incoming mail and collect outgoing mail between 9:00 and 10:00. Outgoing mail shall be in the blue box by 9:00.

**Afternoons**
The SUH Malmö postal service delivers incoming mail at 13:20.

The caretakers deliver incoming mail and collect outgoing mail between 14:00 and 15:00. Post that is to be sent the same day must be in the blue box by 14:00.

**V.20.6 Late collection postboxes**

**Within CRC**
There is a white late collection postbox outside the CRC caretakers’ office, building 90 level 09. The late collection postbox is emptied at 15:00 on weekdays.

**Within SUH Malmö**
There is a late collection postbox by the Surgical Clinic (Kirurgiska kliniken), Inga Marie Nilssons gata 47, to the right straight inside the main entrance. This postbox is emptied at 16:00 on weekdays.

**V.20.7 Post Office postboxes**
The nearest postboxes are outside Pressbyrån, Jan Waldenströms gata 18 and Inga Marie Nilssons gata 47, and by Orthopaedics. These postboxes are emptied at 18:00 on weekdays and at 14:00 on Sundays and public holidays.

The Post Office’s late collection postbox is at Börgatan 55, Malmö. This postbox is emptied at 22:00 on weekdays and 20:00 on Sundays and public holidays.
For more information about the Post Office’s various services, see [www.posten.se](http://www.posten.se).

**V.20.8 Mail deliveries on days between a public holiday and a weekend**
Incoming samples are delivered directly to the users by the SUH Malmö postal service. Other post is delivered by the CRC caretakers on the next working day.

**V.20.9 Fridge and freezer deliveries**
Refrigerated and frozen goods are delivered to CRC Reception. The receptionist rings the recipient to come and fetch the delivery from the reception. If the recipient cannot be contacted, the parcel is placed in the assigned area in the refrigeration room on level 10. The recipient is notified by email.

If the recipient/address/contact person is unclearly marked and the recipient cannot be identified, the parcel is placed in the assigned area in the refrigeration room on level 10. In these cases, CRC Service cannot take responsibility for the parcels.

**V.20.10 Other parcels**

**Incoming parcels**
Incoming parcels are distributed once a day at around 12:00. Parcels that arrive after 13:00 can be collected from reception.

Parcels delivered by courier are distributed directly to the recipient by the courier company.
Outgoing parcels
Outgoing parcels that are to be sent by post are handed in to the caretaker’s office. Users should contact the SUH Malmö postal service directly and they will come and collect the parcel from the caretaker’s office.

Outgoing parcels that are to be sent by courier are handed in to reception. Users should contact the courier firm directly and they will come and collect the parcel from reception.

LU has a framework agreement with Posten AB (the Post Office) for parcel delivery services.

The SUH Malmö postal service has framework agreements with the following companies:
Posten AB
UPS [www.ups.com/europe/se/sweindex.html](http://www.ups.com/europe/se/sweindex.html)
DHL [www.dhl.se/publish/se/sv.high.htmlundefined](http://www.dhl.se/publish/se/sv.high.htmlundefined)

V.20.11 Complaints/tracking
For complaints relating to external mail, please contact the SUH Malmö postal service.

For complaints relating to internal mail, please contact the CRC caretakers’ office.

V.20.12 Addresses
In order to facilitate the postal process, it is important that items have the correct name and address.

**External items**

<table>
<thead>
<tr>
<th>Delivery address</th>
<th>Letter and parcel address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunds universitet</td>
<td>Lunds universitet</td>
</tr>
<tr>
<td>Recipient’s name</td>
<td>Recipient</td>
</tr>
<tr>
<td>Hus .... Plan ......</td>
<td>Hus .... Plan ......</td>
</tr>
<tr>
<td>Jan Waldenströms gata 35</td>
<td>Jan Waldenströms gata 35</td>
</tr>
<tr>
<td>205 02 Malmö</td>
<td>205 02 Malmö</td>
</tr>
</tbody>
</table>

**V.20.12 External items – large deliveries (pallets)**

Large parcels shall be placed on EU pallets, 800x1200 mm and no higher than 2000 mm including the pallet and should be able to be dropped off on the ground floor. In other cases, the caretakers’ office at CRC must be contacted before the order is placed. Pallets exceeding these dimensions that have not been notified in advance will be returned. When purchasing items, it is recommended that the delivery address shall be the room where the item is to stand.

<table>
<thead>
<tr>
<th>Delivery address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunds universitet</td>
<td></td>
</tr>
<tr>
<td>Recipient’s name</td>
<td></td>
</tr>
<tr>
<td>Hus .... Plan ......</td>
<td>Rum......</td>
</tr>
<tr>
<td>Jan Waldenströms gata 36</td>
<td></td>
</tr>
<tr>
<td>205 02 Malmö</td>
<td></td>
</tr>
</tbody>
</table>
V.20.13 Internal items

Delivery address
Department/unit
Research team/division
Recipient’s name
Hus…. Plan…
Hs 33,
Jan Waldenströms gata 35

V.20.14 Updating of the University’s LUCAT directory
In order to facilitate postal deliveries, it is important that your address details in LUCAT are kept up-to-date. Questions concerning LUCAT are answered by the LUCAT administrator in each department or equivalent.

V.24 CRC Service Discussion Board
CRC Service Discussion Board is introduced as a tool to enable for the operation within CRC Service administration area to leave suggestions and ask questions regarding facilities, equipment and services provided through CRC Service.

The discussions board also serves as coordination and information gateway for certain functions such as management of flammable substances and access control.

The discussion board is internal for CRC Service administration area thus requiring registration.

The discussions board is located at crcservice.med.lu.se/forum.

More information regarding the discussion board, registration and rules can be found in the boards information section.
Section VI

VI.1 Telephone numbers and addresses

Reception 040 39 10 10
Caretaker’s office 040 39 10 30
CRC Service
Hugh Connell Head of CRC 040 39 10 02
Linus Jeppsson Maintenance technician 040 39 10 01
Lars Jansson Administrator 040 39 10 18
Henrik Wendel Service technician 040 39 10 03
Anders Cronqvist Service technician 040 39 10 05
Göran Märtensson Service technician 040 39 10 06
Tobias Kristensson Service technician 040 39 10 13
Anki Boldin Central desk 040 39 10 08
Diana Vaduva Receptionist 040 39 10 11
Lina Acosta Receptionist 040 39 10 11

All email addresses are in the form firstname.surname@med.lu.se

IT Services, Lund University 040 39 11 00, iservice@med.lu.se
LDC, Lund University 046 222 90 00, Servicedesk@lu.se

Emergency services 0 112
Police, non-emergency 0 114 14
G4S emergency response centre 040 660 87 00
LU head of security 046 222 37 48

CRC website www.med.lu.se/crc
CRC Service website and fault reporting crcservice.med.lu.se
LU Facilities website http://www5.lu.se/anstaelld/service-tjanster-it/byggnader-lokaler-och-hyresekonome

SUH Malmö post room
Entrance 26 C
Ulf Hansson 040 33 39 50 Ulf.Hansson@skane.se
Susanne Dalgaard 040 33 12 66 Susanne.Dalgaard@skane.se

Postal and courier firms
UPS www.ups.se
DHL www.dhl.se
Posten www.posten.se

VI.2 Access card stations

LTH Studiecentrum
Mondays 12:00 – 13:30
Tuesdays 10:00 – 11:00, 12:00 – 13:30
Wednesdays 12:00 – 13:30
Thursdays 12:00 – 13:30, 14:30 – 16:00
Fridays 12:00 – 13:30

SOL Humanisthuset
Mondays 09:30 – 11:00, 12:30 – 14:00
Tuesdays 09:30 – 11:00, 12:30 – 14:00
Wednesdays 09:00 – 10:15
Thursdays 12:30 – 13:30
Fridays 12:30 – 13:30
Juridicum, reception desk
Mondays 08:00 – 20:00
Tuesdays 08:00 – 20:00
Wednesdays 08:00 – 20:00
Thursdays 08:00 – 20:00
Fridays 08:00 – 20:00
Saturdays 09:00 – 17:00
Sundays 09:00 – 17:00

Campus Helsingborg, room C146
Mondays 08:30 – 10:00, 13:00 – 14:00
Tuesdays 08:30 – 10:00
Wednesdays 08:30 – 10:00
Thursdays 08:30 – 10:00, 13:00 – 14:00
Fridays 08:30 – 10:00

Clinical Research Centre
See website for details.

Links
Restricted substances http://www.lakemedelsverket.se/malgrupp/Foretag/Narkotika/Arsredovisning
Radiation protection www.stralskydd.med.lu.se.
Work environment http://www.bygg.lu.se/arbetsmiljoe
Section VII

VII.1 Restricted substances
Look up the regulation specified for further information.

VII.1.1 Group A (in accordance with AFS 2005:17, appendix 3)

<table>
<thead>
<tr>
<th>Carcinogens</th>
<th>CAS no</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Acetamidofluorene</td>
<td>53-96-3</td>
</tr>
<tr>
<td>4-Aminodiphenyl</td>
<td>92-67-1</td>
</tr>
<tr>
<td>Benzidine</td>
<td>92-87-5</td>
</tr>
<tr>
<td>Bis(chlormethyl) ether</td>
<td>542-88-1</td>
</tr>
<tr>
<td>1.2 Dibrom-3-chloropropan (DBCP)</td>
<td>96-12-8</td>
</tr>
<tr>
<td>N.N-Dimethyl-4-aminoazobenzene</td>
<td>60-11-7</td>
</tr>
<tr>
<td>Erionite</td>
<td>6733-21-9</td>
</tr>
<tr>
<td>Hexamethylophosphoric triamide (HMPA)</td>
<td>680-31-9</td>
</tr>
<tr>
<td>Chloromethyl methyl ether</td>
<td>107-30-2</td>
</tr>
<tr>
<td>20-Methylchlolantrene (3-methylchlolantrene)</td>
<td>56-49-5</td>
</tr>
<tr>
<td>N-Methyl-N-nitrosourea (MNU)</td>
<td>684-93-5</td>
</tr>
<tr>
<td>β-Naphthylamine</td>
<td>91-59-8</td>
</tr>
<tr>
<td>4-Nitrodiphenyl</td>
<td>92-93-3</td>
</tr>
</tbody>
</table>

In the case of group A substances, the stipulations also apply to the salts of the substances, e.g. hydrochlorides and sulphates.

VII.1.2 Group B (in accordance with AFS 2005:17, appendix 3)

<table>
<thead>
<tr>
<th>Carcinogens</th>
<th>CAS no</th>
</tr>
</thead>
<tbody>
<tr>
<td>p-Aminoazobenzene</td>
<td>60-09-3</td>
</tr>
<tr>
<td>Auramine (4.4’-imidocarbonyl-bis(N,N-dimethylaniline))</td>
<td>492-80-8</td>
</tr>
<tr>
<td>Benzal chloride</td>
<td>98-87-3</td>
</tr>
<tr>
<td>Benzotrichloride</td>
<td>98-07-7</td>
</tr>
<tr>
<td>β-Butyrolacron</td>
<td>3068-88-0</td>
</tr>
<tr>
<td>4.4’-Diamino-3,3’dichloro-diphenylmethane</td>
<td></td>
</tr>
<tr>
<td>(MOCA, methlene bis(α-chloroaniline))</td>
<td>101-14-4</td>
</tr>
<tr>
<td>2.4-Diamino-1-methoxybenzene (2,4-diaminoanisole)</td>
<td>615-05-4</td>
</tr>
<tr>
<td>2.4-Diaminotoluene (2,4-Toluenediamine)</td>
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<tr>
<td>Dianisidine (3,3’-dimethoxybenzidine)</td>
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<td>Diazomethane</td>
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<td>1,2-Dibromoethane (ethylene dibromide)</td>
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<td>1,2,3,4-Diepoxybutane</td>
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<td>Diethyl sulfate</td>
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<td>3,3’-Dichlorobenzidine</td>
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<td>2,2’-Dichlorodiethylether</td>
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<td>2,2’-Dichlorodiethylsulfide (mustard gas)</td>
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<td>1,1-Dimethylhydrazine</td>
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<td>1,2-Dimethylhydrazine</td>
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<td>Dimethyl sulfate</td>
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<td>Ethyleneimine (aziridine)</td>
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<td>Ethylene thiourea</td>
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<tr>
<td>Ethyl methane sulphonate (EMS)</td>
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<tr>
<td>Phenyl-β-naphthylamine</td>
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<td>Hydrazine</td>
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4,4’-Methylendianiline (MDA, 4,4’-diaminodiphenylmethane) 101-77-9
Methyl methanesulfonate (MMS) 66-27-3
Monomethylhydrazine 60-34-4
α-Naphthylamine 134-32-7
N-Nitrosodimethylamine (N,N-dimethylnitrosamine) 62-75-9
1,3-Propane sultone 1120-71-4
Propiolactone 57-57-8
Propyleneimine 75-55-8
Thioacetamide 62-55-5
o-Tolidine (3,3’-dimethylbenzidine) 119-93-7
Tris(2,3-dibromopropyl)phosphate 126-72-7
Urethane (ethyl carbamate) 51-79-6

<table>
<thead>
<tr>
<th>Sensitising substances</th>
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<tr>
<td>2,4-Diaminotoluene (2,4-Toluendiamine)</td>
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<td>3,3’-Dichlorbenzidine</td>
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<td>S-[2-(Dimethylamino)ethyl]-pseudothiourea-dihydrochloride PBA 1</td>
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<td>Hexahydrophthalic anhydride</td>
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<table>
<thead>
<tr>
<th>Reproduction-disturbing substance</th>
<th>CAS no</th>
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<tbody>
<tr>
<td>Ethylene glycol monomethyl ether (2-Methoxylethanol)</td>
<td>109-86-4</td>
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<tr>
<td>Ethylene glycol monomethyl ether acetate (2-Methoxyethyl acetate)</td>
<td>110-49-6</td>
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<tr>
<td>Ethylene thiourea</td>
<td>96-45-7</td>
</tr>
</tbody>
</table>

In the case of group B substances, the stipulations also apply to the salts of the substances, e.g. hydrochlorides and sulphates.

VII.1.3 *Narcotic* chemicals (according to the Ordinance on the Control of Narcotic Drugs (Förordning om kontroll av narkotika) 1995:478)

List I
- Ephedrine
- Ergometrine
- Ergotamine
- Lysergic acid
- 1-phenyl-2-propanone (phenylacetone)
- Pseudoephedrine
- N-acetylanthranilic acid (2-acetamidobenzoic acid)
3,4 methylenedioxy-phenylpropan-2-one  
Isosafrole (cis and trans)  
Piperonal  
Safrone

**List II**
- **Acetic anhydride** for amounts greater than 100 litres
- **Potassium permanganate** for amounts greater than 100 kg
- **Anthranilic acid (+ salts)** for amounts greater than 1 kg
- **Phenylacetic acid (+ salts)** for amounts greater than 1 kg
- **Piperidine (+ salts)** for amounts greater than 0.5 kg

**VII.1.4 Substances that deplete the ozone layer**
- Carbon tetrachloride
- 1.1.1 – trichloroethane
VII.2 Substances with special handling instructions

VII.2.1 Dichloromethylsilane
A liquid that is very flammable, corrosive and reacts strongly with water, producing extremely flammable and poisonous gases.

The substance should only be used in limited quantities.

VII.2.2 Liquid nitrogen
Containers of liquid nitrogen shall be placed in the washing-up rooms on each level. CRC Service refills the containers when orders are placed. Liquid nitrogen for bulk storage is kept in special nitrogen rooms in building 60.

Never travel in a lift together with a container of liquid nitrogen. If the lift gets stuck at the same time as the container leaks, there is a risk of asphyxiation. Place a sign in the lift when transporting nitrogen to warn others not to get into the lift.

VII.2.3 Perchloric acid
Perchloric acid may not be handled in normal fume cupboards/downflow benches.

Perchloric acid may only be handled in certain flushable fume cupboards. Perchloric acid is explosive if it comes into contact with organic material and should therefore be stored in the smallest amounts and lowest concentration possible.

VII.2.4 Picric acid
A maximum of 5 kg of picric acid may be kept in each chemical store. Picric acid is explosive when dry. Clean pipette tips after use before putting them in the bin.

VII.2.5 Oxygen
Pressurised oxygen can explode on contact with lubricants.

In the event of sparking or fire, pure oxygen can increase the combustion rate to almost explosive in porous materials such as clothing.

Remember that it takes a while to air oxygen out of porous materials.

VII.2.6 Tributylphosphine
A liquid that is very flammable and corrosive and that spontaneously combusts on contact with air.

The substance should only be used in limited quantities.

VII.2.7 Hydrogen peroxide
Hydrogen peroxide is a corrosive and oxidising liquid.

For hydrogen peroxide solutions over 20%, only limited amounts are permitted, see table below. A permit is required for all handling of hydrogen peroxide with a concentration of more than 60%.

c > 80 % max. 1 litre
60 % < c < 80 % max. 5 litres
20 % < c < 60 % max. 50 litres

Handling of hydrogen peroxide must be performed in a safe way.

Hydrogen peroxide must not be exposed to heat.

Hydrogen peroxide is to be stored in a cool and dark place. Hydrogen peroxide must be stored separated from any flammable or combustible substances, and in a cabinet designated for oxidising substances. Avoid storage together with substances that in the MSDS have been specified as dangerously reactive with hydrogen peroxide, or can cause rapid decomposition.

Container with hydrogen peroxide must be able to vent any positive pressure.

Hydrogen peroxide that has been drawn from a storage container must not be returned to the container to avoid contamination and possible decomposition.

Avoid release of large quantities into the drainage system.

Spills of hydrogen peroxide should immediately be treated. Absorption can be done by an inert absorption material as vermiculite. Gathered material is to be treated as hazardous waste. If needed, use appropriate breathing protection during the absorption and gathering of the spilt material.

Fire fuelled by hydrogen peroxide can only be extinguished by large amounts of water. Contain the used water to avoid spreading the contaminated water to the drainage system. Do not use foam, CO2 or powder to extinguish the fire.
Section VIII

VIII.1 Glossary

Biological agents
Biological agents are potentially harmful entities from one of the following groups:
- microorganisms, i.e. microbiological units that can reproduce or transfer genetic material
- cell cultures of multi-cell organisms
- lower organisms that can reproduce, including viruses and prions,
- human endoparasites
- components of, or substances produced by, agents from the groups listed above.

GMM
A genetically modified microorganism (GMM) is a microorganism of which the genetic material has been altered in a way that does not occur naturally through mating or natural recombination.

GMM waste
Waste containing genetically modified microorganisms.

GMO
A genetically modified organism (GMO) is an organism of which the genetic material has been altered in an artificial way and a way that could not happen through natural reproduction.

GMO waste
Waste containing genetically modified organisms.

EHS
Health, safety and environment (EHS) is a collective name for the areas that contribute to the work environment and safety in the workplace.

LU
Abbreviation for Lund University.

RF
Abbreviation for RegionFastigheter, Region Skåne’s property organisation.

ST
Abbreviation for SkåneTeknik, Region Skåne’s maintenance organisation for property-related issues.

SWEM
Systematic work environment management (SWEM) is the total and systematic work to prevent ill-health and accidents in the workplace.

Systematic FSM
Systematic fire safety management (FSM) is the total and systematic work to prevent fire risks in a building.