User Manual for Clinical Research Centre
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For information and comments regarding the publication, please contact Linus Jeppsson, linus.jeppsson@med.lu.se

Contents

Section I

I.1 Preface

The User Manual for the Clinical Research Centre is part of the User Manual series of publications.

The publication series, in accordance with a decision made by the Board of CRC on 2 December 2011, constitutes binding and mandatory rules and regulations that govern activities organised in premises operating under the mandate of the Board of CRC.

There are both Swedish and English versions of the publication series; it is the Swedish version that is the original and which has preferential right of interpretation.

In addition to the relevant rules and regulations, there is also information about functions and facilities at CRC.

The latest edition of the user manual and any amendment pages can be found at the CRC web site. Here there is also a digital version of the latest edition which includes any inserted amendment pages.

New editions and any amendment pages to be inserted into the current edition, are sent out to all heads of department, research group leaders, operations managers or similar positions.

Previous editions cease to be valid from the date of the publication of the new edition.

The content of the User Manual is reviewed annually to ensure accuracy and new conditions and regulations are inserted into it on an ongoing basis. Comprehensive revisions are conducted periodically and result in the production of a new edition. Prior to the revisions, the University's various operations are asked for their views on the User Manual.

In addition to this User Manual there are also other user manuals for the Wallenberg laboratory, Pathology/Microbiology, and for teachers and students.

This User Manual is divided up into a total of seven different sections. Each section addresses a different subject area. The person responsible for coordinating the user manual publication series is Linus Jeppsson, Operations Manager, CRC Service.

I.1.1 Clinical Research Centre

The Clinical Research Centre (CRC) is an attractive research environment in the centre of Malmö that is dedicated to making a contribution to the improvement of human health. By providing the best possible conditions for research, new medical discoveries can lead to better diagnostics and to better treatment and preventative healthcare. CRC is supported by both Lund University and Region Skåne. By establishing CRC in Malmö and expanding the Biomedical Centre (BMC) in Lund, the Faculty of Medicine at Lund University is now northern Europe's most modern medical faculty.

I.1.2 The Wallenberg Laboratory

The Wallenberg Laboratory (W-Lab) is a laboratory facility that was completed in 1994 as a collaboration between the City of Malmö, the then Malmö General Hospital (MAS) and Lund University. Today, the research conducted at the Wallenberg Laboratory is enjoying a strong development and it is closely linked to the research conducted at CRC.

I.1.3 Locus Medicus Malmoensis

Locus medicus malmoensis, or, colloquially, Locus Malmö (LMM), is the old hospital chapel at what used to be the Malmö General Hospital. In 2011 it was rebuilt as a student facility and it is now used for parties, as a pub and for various study-related activities. The Mediciniska Förening uses LMM for its activities.

I.1.4 Pathology/Microbiology

Pathology/Microbiology (PAM) is a laboratory and healthcare building where both medical laboratory work and medical research are conducted. Parts of this research are linked to Lund University.

I.1.5 CRC Service

CRC Service is an infrastructure organisation which, on behalf of the Faculty of Medicine, is tasked with managing CRC and providing services to its various operations.

Section II

II.1 Legislation and other rules and regulations

Below is a selection of laws and other central regulations that apply for all work conducted at CRC and which form the basis for local regulations.

For more information, please visit the respective authority's web site; their addresses can be found in Section VI.

Acts and Ordinances	
The Swedish Environmental Code (SFS 1998:808)	The Work Environment Ordinance (SFS 1977: 1166)
The Work Environment Act (SFS 1977:1160)	The Swedish Accident Prevention Ordinance (SFS 2003:789)
The Act on Inflammable and Explosive Goods (SFS 2010:1011)	The Ordinance on Inflammable and Explosive Goods (SFS 2010:1075)
The Swedish Accident Prevention Act (SFS 2003:778)	The Chemical Products and Biotechnical Organisms Ordinance (SFS 2008:245)
The Radiation Protection Act (SFS 1988:220)	The Government Authority Risk Management Ordinance (SFS 1995:1300)
Regulatory requirements	
Use of work equipment (AFS 2006:04)	Handling hydrogen peroxide (SÄIFS 1999:2)
Use of Personal Protective Equipment (AFS 2001:03)	Occupational Exposure Limit Values (AFS 2011:18)
Use of pressure retaining devices (AFS 2002:01)	Contained Use of Genetically Modified Micro-organisms (AFS 2011:2)
Work in Explosive Environments (AFS 2003:03)	Chemical work environment risks (AFS 2014:43)
Work with laboratory animals (AFS 1900:11)	Machines (AFS 2008:03)
Workplace design (AFS 2009:2)	Occupational medical supervision (AFS 2005:06)
Inspection of pressure retaining devices (AFS 2005:03)	Microbiological work environment risks (AFS 2005:01)
Inflammable gases in moveable containers (SÄIFS 1998:7)	Chemical hazards in the working environment AFS 2014:43)
Working alone (AFS 1982:03)	Signs and signals (AFS 2014:40)
Explosive environments in the handling of inflammable gases and liquids (SÄIFS 2004:7)	Systematic Work Environment Management (AFS 2001:01)
Gases (AFS 1997:7)	Permit for the handling of inflammable goods (SÄIFS 1995:3)
Gas cylinders (AFS 2001:04)	Pressurised devices (AFS 1999:04)
Pregnant and Breastfeeding Workers (AFS 2007:05)	Equipment for Explosive Environments (AFS 1996:07)
The University's internal regulations and decisions	
Work environment policy for Lund University (V 2014/463)	Joint system for chemical listing and risk assessment (BE 2007/162)
Children visiting the place of work or study (I C35 946/2005)	Defibrillators (V 2014/814)
Fire prevention training for Lund University (I F79 6297/2002)	Internal concessions within the University (BY 2010/28)
Prohibition against keeping private pets in University premises (I F79 5696/1998)	Impact assessment of a change in operations (I F1 4684/2005)
Prohibition against smoking in and immediately adjacent to University premises (F79 2717/2005)	Requirements and advice 2012, Building Unit's advice and instructions (I A39 5203/2002)
Prohibition against overnight stays in University premises (F79 2717/2005)	Crisis and disaster plan (I C35 5514/07)
Division (delegation) of work tasks and decision-making authority within the environment, working environment and safety (2010/195)	Lund University's environmental objectives and action plan (V 2014/1687)
Division of research premises for Lund University within SUS Malmö (M: A214 1154/2005)	Safety policy for Lund University (BY 2013/52)
Regulation regarding the sale or marketing of services or products within University premises (BY 2010/27)	Temporary concession regarding use of a location for political activities (BY 2010/158)
"First Aid" training for employees at Lund University (I F79 6297/2002)	Evacuation exercises for Lund University (I F79 6297/2002)

II.2 Coordination agreements

Lund University and SUS Malmö have established a coordination agreement in respect of the external environment and their work environment initiatives.

According to the coordination agreements, Skånes Universitetssjukhus, which was previously Universitetssjukhuset MAS, is responsible for coordinating work on the external environment, whilst Lund University, through CRC Service, is responsible for coordinating the work environment initiatives at CRC. CRC's representatives have been accorded responsibility for coordinating the work environment initiatives. The coordination agreements can be accessed at www5.lu.se/regelverket.

Please note that these agreements do not affect the head of department's obligations in respect of the work environment.

II.3 The University's HSE organisation

In principle, the organisation and division of responsibilities and work tasks for the HSE work along two parallel lines, where the first line consists of the University's boards and managers. The boards have the overall task of deciding on guidelines in respect of the HSE work, on an organisational level. The manager is responsible for the HSE work and is liable for the supervision of his/her own activities. The most senior manager at Lund University is the University's Vice-Chancellor.

The HSE and safety committees operate parallel to the boards and managers. The safety committee is responsible for the whole university and therefore works with general work environment issues, systematic work environment initiatives and adaptation activities, whilst adhering to the University's operational planning.

CRC, BMC and HSC each have their own HSE committee. These have the task of coordinating and monitoring the work environment initiatives within their own research facilities.

II..4 HSE work and systematic work environment management

All departments and research groups are obligated to conduct systematic work environment management and systematic fire prevention work as a part of their HSE work.

To facilitate this work and to enable the coordination of the HSE work within CRC, CRC Service has, via delegation, undertaken to carry out some of these tasks, some of which are part of the coordination within CRC.

The tasks included in the basic delegation established are detailed in the table below. Any tasks not addressed below are still the responsibility of the head of department or the research group manager; this includes the work with the psychosocial working environment.

In addition to the tasks in this basic delegation, other tasks have been passed on to CRC Service. These tasks concern the handling of incident reporting and the storage and handling of inflammable goods.

Aktivitet	Intervall	Kommentar	Återrapporteras
Check emergency showers	2 times/ year	Carry out checks and document these	Head of department/ equivalent
Check eye-wash stations	2 times/ year	Carry out checks Monthly operational check	Head of department/ equivalent
Check fume cupboards/downflow benches	1 time/ year	Service through LU Byggnad or Skåneteknik	Head of department/ equivalent
Check LAF benches	1 time/ year	Procure the service from an external consultant	Head of department/ equivalent
Maintenance service of Millipore facilities			
Ice machines		Make an inventory of equipment at CRC and procure maintenance service	Head of department/ equivalent
Autoclaves (large)			
Centrifuges (large)			

Fire safety inspections		Conduct fire safety inspections together with staff concerned	
Fire safety training		Organise fire safety training for employees working at CRC	
Evacuation exercises	4 times/ year	Conduct evacuation exercises	Head of department/ equivalent
Permits for flammable substances		Provide information regarding permits for flammable substances	
Permits for radioactive material		Provide information regarding permits for radioactive material	
Health and safety representatives		Make a list of the health and safety representatives	
		Indicate when a new selection of representatives is to be initiated - Head of department/equivalent	Head of department/ equivalent
HSE (safety) inspections		The CRC Coordinator initiates and conducts the inspections	
	At least 1 time/year	A representative of the business unit in question must participate (at least manager + health and safety representative)	Head of department/ equivalent
Common procedures/rules for: Chemical storage			
Cell culture laboratories		Produce common procedures for labelling managing and monitoring	Head of department/ equivalent
Waste management, conventional/ hazardous			
Risk assessments		Participate in risk assessments conducted in respect of the physical working environment, i.e., when changes are made to premises or when new equipment is acquired	Head of department/ equivalent
Crisis and disaster management		Produce an overall crisis and disaster plan for CRC	Head of department/ equivalent
Investigation of accidents and near-accidents		Develop procedures for investigations of accidents and near-accidents associated with public areas within CRC	Head of department/ equivalent
Introduction of new employees		Participate in the introduction of new employees - general information about premises and CRC	Head of department/ equivalent
Dissemination of information		Participate in work meetings and provided information about issues concerning premises and work environment initiatives within	Head of department/ equivalent

Section III

III.l Personal protective equipment

III.1.1 General
According to the Work Environment Act, personal protective equipment (PPE) is to be worn if the risk of ill health and accident cannot otherwise be avoided. Protective equipment is to be provided by the employer. Examples of protective equipment are: protective overalls, protective gloves, protective glasses, screen glasses, ear protection, respiratory protection, protective footwear, overshoes, hairnets and visors.

As the employer, you are responsible for compliance with the instructions provided regarding which protective equipment is to be used. For this reason, find out what safety and emergency equipment is available, and where it can be found. The research group manager or equivalent is responsible for ensuring that a sufficient amount of suitably designed personal protective equipment is available, and that it is in good condition.

III.1.2 Protective gloves
Sooner or later, chemicals will penetrate through protective gloves. This may not be felt, and it may happen without any noticeable change in the material. The various different materials used in protective gloves may protect well against some chemicals but less well against others. For this reason, always check on the safety sheet which chemicals a certain type of protective glove protects against, and choose the one that provides the best protection against the chemicals you are using. Help in the choice of protective gloves can be obtained via the glove guide, see the link in **VI.1 Telephone numbers and addresses**.

In addition to using them with dangerous chemicals, protective gloves should also be used when working with laboratory animals, blood and blood preparations, biological agents and dirty work. Bear in mind that the gloves could become contaminated - do not touch anything other than what you are working with! Remove the gloves as soon as you finish the task in hand.

III.1.3 Respiratory protection
Respiratory protection is to be used in work where there may be harmful contaminants in the air and where protection against these cannot be provided by working with a fume cupboard, downflow bench or the like.

There are two types of respiratory protection - filtering devices, where the air passes through a filter system, and breathing apparatus, where the user is provided with air from a non-contaminated source. The choice of filtering device depends on the type of contaminant the device is intended to provide protection against. For this reason, carefully examine which type is required. Disposable-type respiratory protection devices only protect against particles, and only if they are close fitting. For more information about respiratory protection, please see the Work Environment Authority's document "Your personal protective equipment".

III. 1.4 Ear protection
Ear protection is to be worn if there is a risk of exposure to harmful noise levels. There are also other situations where the wearing of ear protection may be appropriate, i.e., in order to avoid the fatigue caused by constant exposure to monotonous noise, such as the sound from LAF benches (sound level > 55 dB(A)).

III.1.5 Protective overalls
Protective overalls are to be made of cotton. Protective overalls include lab coats and similar clothing. Protective overalls are to be worn in laboratories and lab coats and their arms are to be buttoned up. The arms of the coat must reach all the way down to the wrist.

III.1.6 Eye and face protection
Eye and face protection is to be worn in any work entailing a splash risk. The protection should also protect against splashing from the side.

III. 1.7 Eye-baths and emergency safety showers
Eye-baths and emergency safety showers are used to rinse away any chemical splashes or spills from the eye or body. Eye-baths and emergency safety showers can be found in all corridors in building 91, in the caretaker's office and in the restaurant. Eye-baths are checked once a month, and every 6th month their condition is documented. The checks are carried out according to written instructions. CRC Service conducts all of the checks.

III.2 Working with hazardous substances

III.2.1 General rules
Unless the opposite is stated, every chemical should be considered hazardous.

Never pipette with your mouth. Instead, use a peleus ball, automatic pipette or some other suitable aid. Work with hazardous and flammable chemicals should be conducted in fume cupboards or at a place with a similar protective function.

III.2.2 Labelling
All containers for chemicals are to be clearly labelled with the name of the chemical and the hazard pictogram, as below. Remember to also label your own mixtures and waste bottles

The risks stated below are always to be labelled, using the appropriate hazard pictogram.

	Explosive	Unstable explosive substances, mixtures and objects Explosive substances, compounds and objects Self-reactive substances and compounds Organic peroxides
	Flammable	Flammable gases, aerosols, liquids and solids Self-reactive or self-heating substances and compounds Pyrophorus liquids and solids Substances and compounds that produce flammable gases on contact with water Organic peroxides
	Oxidising	Oxidising gases Oxidising liquids Oxidising solids
	Gas containers	Gases under pressure: - Compressed gases - Liquefied gases - Refrigerated liquefied gases - Dissolved gases
	Corrosive	Corrosive for metals Corrosive to the skin Serious eye damage
	Toxic	Acute toxicity (oral, dermal, and upon inhalation)
	Harmful	Acute toxicity (oral, dermal, and upon inhalation) Skin, eye and respiratory irritant Skin sensitiser Specific target organ toxicity (STOT) - single exposure Narcotic effects
	Health hazard	Respiratory sensitiser Germ cell mutagenicity, reproductive toxicity Carcinogenicity Specific target organ toxicity - single or repeated exposure Aspiration hazard
	Environmentally hazardous	Acute to chronic hazard to the aquatic environment

III.2.3 Risk assessment
A risk assessment should be conducted prior to every new experiment. For an experiment consisting of several series of experiments, or for standard methods, one risk assessment will suffice.

The risk assessment should consider the hazardous qualities of the substances concerned and the work processes involved in the experiment. The risk assessment should also include a review of the necessary safety measures and a summary of the risk level. The risk- assessment is to be conducted before the experiment is commenced, and must be documented in writing.

The completed risk assessment is to be approved by the line manager before the experiment is commenced. The approved and signed risk assessment is to be stored by the research group for at least 10 years following completion of the experiment.

When using standard methods, any previously conducted risk assessment should be studied and printed out, and it should be clearly noted down that its content has been read and understood.

In the first instance, KLARA is to be used for the management and production of risk assessments. Users must log into KLARA via a link that can be found in V1.1 Telephone numbers and addresses. The login details are the individual's LUCAT user information. User guidance is available within the application. If KLARA is not available, the risk assessment is to be conducted via a form. Contact Linus Jeppsson, linus.jeppsson@med.lu.se. +46 (0)40-39 10 01, to obtain the risk application form in question.

III.2.4 Decontaminants
Always have decontaminants at hand to neutralise spills of hazardous chemicals. The product's safety data sheet states what are suitable decontaminants, i.e., Vermiculite. Spills are to be treated as chemical waste.

Decontaminants in the form of absorbents can be found in building 91's waste room.

III.2.5 Neutralising chemicals
Examine the chemical's risk qualities before neutralising it, and take adequate precautions against these risks. Take care of any spills in an appropriate manner, in accordance with the instructions on the product's safety data sheet.

Hazardous chemicals, especially those that are volatile or powdery are to be neutralised in a fume cupboard or on a downflow bench. Clean the neutralisation location after use. Bear in mind that the person coming after you does not know which chemicals you have used and, therefore, how they should protect themselves against these or how they should take care of any spillages.

III.3 Special rules for hazardous work

III.3.1 Restricted substances
Group A chemical substances, or chemical products that contain Group A chemical substances in a higher concentration than 0.1 per cent by weight, are not to be handled. In specific cases, a permit can be provided for the handling of Group A substances. A list of these substances can be found in *VII.1.1 Group A*.

Group B chemical substances, or chemical products that contain Group B chemical substances in a higher concentration than 1.0 per cent by weight, may not be handled without the permission of the Work Environment Authority. A list of these substances can be found in *VII.1.2 Group B*.

For information regarding applications for such permits, please contact Jenny Sjöberg, jenny.sjoberg@bygg.lu.se or Linus Jeppsson, linus.jeppsson@med.lu.se. A copy of the permit is to be submitted to CRC Service.

III.3.2 Alkali metals
Alkali metals (primarily lithium, sodium and potassium) must be stored in paraffin or kerosene. Protective gloves are to be used when working with alkali metals.

III.3.3 Allergenic substances
The metals chrome, nickel, cobalt, mercury, and salts from these metals, formalin, certain types of plastics - primarily epoxy, paints and films - and several other substances can cause allergies; for this reason, refer to the labelling or the safety data sheet. Exercise caution and good hand hygiene when working with these substances. Always handle these substances at well-ventilated locations.

Please note that the use of certain allergenic substances require special signage, information and training, and medical examinations. See V II2.10 Allergenic substances for more information.

III.3.4 Infectious agents, biological agents, Genetically modified organisms (GMO) and microorganisms (GMM)
There are special rules for work with infectious substances, biological agents, GMOs and GMMs, and these are regulated by the Work Environment Authority. They make requirements in respect of risk assessment, safety measures and the like, in order to ensure a good level of personal protection when working with these materials.

A permit or notification is often required for certain activities. For information regarding applications for such permits, please contact Jenny Sjöberg, jenny.sjoberg@bygg.lu.se or Linus Jeppsson, linus.jeppsson@med.lu.se. A copy of the approved notification or permit is to be submitted to CRC Service.

Cell culture rooms or other equivalent locations where biosecurity-classified activities take place are to be signed. Contact Linus Jeppsson, linus.jeppsson@med.lu.se, 040-391001, to order the appropriate signage.

III.3.5 Carcinogenic, mutagenic and reproduction-disturbing substances
Substances where the hazard statement indicates carcinogenic, mutagenic or reproduction-disturbing properties (hazard statement H350, H340 or H360) require special handling, including investigation into whether they can be replaced by another substance, and a more comprehensive risk assessment. For more information regarding the measures to be taken when using substances with these risk properties, see *VII.2.9 CMR substances.*

III.3.6 Carcinogenic, mutagenic and reproduction-disturbing substances
Substances where the hazard statement indicates allergenic properties (hazard statements H317 and H334), and a number of other substances that are considered to have allergenic properties, require special handling, including a more comprehensive risk assessment and special training of staff.

For more information regarding the measures to be taken when using substances with these risk properties, see *VII.2.10 Allergenic substances.*

III.3.7 Ozone-depleting substances
Use of ozone-depleting substances is prohibited, and this covers CFCs, HBCFs, HCFCs, halons, carbon tetrachloride and 1,1,1-Trichloroethane. The prohibition does not cover the use of methyl bromide.

There are exceptions for mobile equipment containing less than 900 grams of CFCs and which were put into operation before 1 January 2005. They may, however, only be used at their current installation position.

III.3.8 Explosive substances
Explosive substances are all substances whose packaging or safety data sheet states that they are explosive.

Explosive substances can be sensitive to shock, grinding, heat or the like, and should therefore be handled with care.

Please note that special permit regulations may apply in respect of the acquisition and handling of explosive substances. However, picric acid is a general exemption from the permit requirement. Please note, however, that the total amount of picric acid within the CRC's premises may not exceed 5 kg.

Explosive substances may not be stored in the laboratory when they are not in use; see also **III.5 Chemical stores and the storage of chemicals** and *I***II.7 Permits for the handling and storage of flammable goods**.

III.3.9 Flammable substances
Flammable substances are all substances whose packaging or safety data sheet states that they are flammable.

Small amounts of flammable substances may be stored in the laboratory. As a guideline, no more than 2-3 litres, or the daily requirement, should be stored in the laboratory. The total volume may not, however, exceed 10 litres per laboratory. Flammable goods may only be stored in a refrigerator/freezer if the appliance is approved for such storage. Plastic vessels larger than 2 litres are to be approved for the type of flammable liquid that is to be stored in them. Quantities in excess of 2.5 litres are to be stored in safety drums Do not place vessels containing flammable goods on the floor, whatever the type of vessel.

Solvents dried over sodium, and which must therefore be stored in glass bottles, are to be handled with great caution.

Work with flammable goods is only to be conducted with great caution and at a location that has good ventilation.

See also **III.5 Chemical stores and the storage of chemicals** and **III.7 Permits for the handling and storage of flammable goods**.

III.3.10 Toxic, harmful or health-hazardous substances
Many chemicals have a toxic effect on the human body. The safety data sheet should therefore always be checked. Due to the risk of a toxic effect, it is forbidden to eat or drink, to use snus (Swedish dry snuff) or to wear make-up in the laboratories; for the same reason, the highest possible degree of care, and cleanliness, should be exercised when working, in order to avoid the spreading of the chemical concerned.

III.3.11 Narcotic-classed chemicals
No special permit is required for the handling of narcotic-classed substances by facilities linked to Lund University, but on the other hand, permits are required for certain substances that could be used for the manufacture of narcotics. These are listed in *VII.3.12 Narcotic precursors*. The head of the department has overall responsibility for the handling of narcotic substances. This responsibility can be delegated in writing to the research group manager or equivalent.

Purchasing may only be conducted by the head of the department or the person who has been delegated, in writing, by them. Research group managers who have been delegated can also delegate the purchasing to another person. The order is to be received by the person who placed the order, or by the person stated on the order. The recipient is to provide ID when receiving the goods. The recipient is responsible for acknowledging receipt of the product, for unpacking it, registering it and locking it away.

Narcotic substances are to be stored in packing that is labelled with the substance's name, and in a locked cupboard to which only persons authorised to handle it have access.

A logbook recording such substances is to be kept. Narcotics received are to be recorded by their type, the amount and the supplier, and the invoice or equivalent document is to be saved. In the logbook, the receipt of incoming narcotics, as well as checking in and out, is to be recorded. Receipts from both types of transaction are to be saved.

An annual inventory is to be taken of narcotic substances, and this is to be reconciled against the logbook. It is the head of the department, or the person appointed by them, who is to annually submit information regarding the handling of said substances. A link to a record form can be found under **VI.1 Telephone numbers and addresses**. The form should be completed and sent in to LU Byggnad, service point 31, no later than 15 January every year. A copy is to be sent to CRC Service.

Any wastage is to be monitored and accounted for. A wastage report is to be made to the head of department, who then forwards it on the University's Head of Security for further processing.

Any remnants of narcotic substances delivered from the chemist are to be returned there. Other remnants are to be treated as hazardous waste. Transfer documentation is to be saved.

III.3.12 Narcotic precursors
Handling of substances that can be used in the manufacture of narcotic preparations may require permission from or notification to the Medical Products Agency. The substances to which this applies can be found in categories 1 and 2A. A list of these substances can be found in *VII.1.3 Narcotic precursors*.

For applications, please contact Jenny Sjöberg, LU Byggnad, jenny.sjoberg@bygg.lu.se or Linus Jeppsson, linus.jeppsson@med.lu. se

III.3.13 Strongly corrosive chemicals
Chemicals that are strongly corrosive include: chlorosulphonic acid, oleum, concentrated sulphuric acid, concentrated nitric acid, concentrated hydrochloric acid, hydrofluoric acid, strong alkalis, bromine, etc. These are to be handled with the greatest of care.

Strongly corrosive chemicals may not be stored on high shelves, and may not be transported or permanently stored in flasks or cups. Bottles containing such chemicals should be transported in a plastic bucket or similar.

Glass bottles containing bromine can become brittle, which is why these bottles must be handled with care.

Please note that protective eyewear should always be worn when working with corrosive chemicals. If there amounts are being handled, then the whole of the face should be protected, as is the case when decanting from larger bottles and when diluting acids and alkalis.

III.3.14 Working with research animals
Persons working with research animals run a greater risk of developing allergies. This is especially likely if the work involves furred animals. It is primarily hair particles (when shaving the animal) and urine and faeces (when cleaning the cages) that can

give rise to allergies.

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

Otherwise, the rules found in General regulations for work with research animals, published by the Vice-Chancellor's office, shall apply, and AFS 1990:11.

III.3.15 Ionising radiation

A permit is required for work with ionising radiation. Lund University has a blanket permit for its work with ionising radiation, issued by the Swedish Radiation Safety Authority, permit number Cu-7013. All research groups' radiation sources, x-ray apparatus and work with ionising radiation is to be registered. Registration is done at http://www.stralskvdd.med.lu.se/begrarb.html. Following registration, a local permit is to be obtained from the radiation safety physicist before work commences. Following receipt of the local permit, a copy of this is to be sent to CRC Service. All radiation activity is to be recorded in Bequerel (Bq).

Furthermore, if the activity falls outside the conditions of the blanket permit, a special permit must be applied for from the Swedish Radiation Safety Authority. Please note that a special permit is always required for the use of radioactive drugs on human beings.

All purchasing of radioactive preparations or machines containing radiation sources is to be recorded in a journal, both by the research group and in the central register mentioned above.

The storage location of radiation sources shall be labelled "Radiation Risk" and give the name of the person responsible for the equipment. Instruments or other machines containing a radiation source are to be equipped with a label highlighting their radiation risk. It is the duty of the research group to ensure, above all, that no long-lived nuclides go astray, e.g., through visitors happening to take them with them.

Persons who work extensively with radiation sources, and are expected to receive an annual dose exceeding 6 mSv, are to wear a personal radiation detector. At a workplace where persons are constantly present, the dose rate may not exceed 2 µSv per hour.
Radiation protection issues, permit handling and similar tasks are managed by LU's radiation safety physicist. For operations in Malmö there are agreements with radiation safety physicists at the Department of Radiation Physics for the handling of purchasing and receipt of moderately and highly contaminated waste.

Please note that the person who is to handle the material that gives off ionising radiation must be trained in this process. Please also note that CRC Service does not accept radiation sources or equipment containing radiation sources for storage in its storage spaces. For further information please visit www.stralskvdd.med.lu.se

III.3.16 Handling gas

General

Check that you are using the correct gas bottle and the correct reduction valve. Gas bottles may only be used with the reduction valve intended for the gas in question. Use only approved gas tubes.

Gas bottles are to be handled with care and not subjected to bumps and knocks. Nor must they be exposed to heat or placed in such a manner that they risk being knocked over. Bottles shall therefore always be chained around their body in such a way that they can be quickly released. Alternatively they can be stored on wheeled bottle trolleys.

Flammable gas

A maximum of 5 litres of flammable gas may be housed in laboratories when in use. When the gas bottles are not being used they should therefore be stored in the gas storage facility outside the entrance to the Women's Clinic. Flammable gas may not be stored together with flammable liquid or any other flammable or fire-reactive substance.

Bear in mind that gas bottles contain condensed gas and must not therefore be laid down. This can result in a blockage of the safety valve, which in turn can lead to the risk of fire or explosion.

Toxic gas

When acquiring gas bottles containing toxic or corrosive gas, the chosen type must be small enough to be used inside fume cupboards.

Distributed gases

The following gases are distributed via fixed gas grids:

Carbon dioxide to buildings 91 and 93	Breathing oxygen to building 93	Nitrous oxide to building 93
Nitrogen gas to buildings 91 and 93	Helium to building 91	

III.3.17 Substance-specific instructions
For certain specific substances or categories of substances with specific handling requirements, special instructions have been drawn up. These instructions can be found in chapter **V1I.2 Substances or categories of substances with specific handling requirements**.

III.4 Industrial ventilation

When there is a health hazard associated with working with a dangerous chemical, the work should be performed in a ventilated workplace, primarily a fume cupboard or downflow bench.

To maintain a safe work environment the airflow to the ventilated workspace must not be disturbed, since this will lover the protective efficiency. Doors near a fume cupboard, downflow bench or LAF bench shall be kept closed. Avoid passing near where work is performed in a ventilated workspace. Laboratory coat and sleeves shall be done up. Work shall be performed with smooth movments to avoid turbulence that can result in chemical vapor escpaing the ventilated workspace.

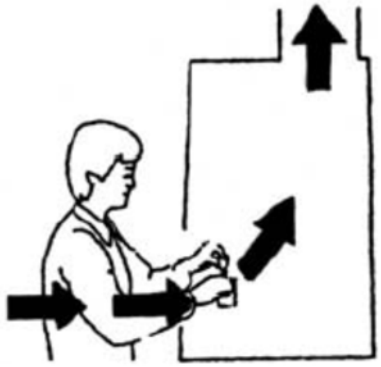
Toxic chemicals may not be handled in fume cupboards or downflow benches without an acoustic or visual alarm. A personal alarm that warns when limit amounts are exceeded should be used.

In the event of an electrical or ventilation failure, fume cupboard shutters are to close.

III.4.2 Fume cupboards
Work should be conducted with the shutters in as low a position as possible. Work as far into the fume cupboard as is possible, and no closer than 10 centimetres from the cupboard's edge.

The air velocity in the shutter opening should be no less than 0.5 m/s and should not exceed 1.0 m/s. The fume cupboard shutter should be pulled down when work is not in progress inside the fume cupboard, to maintain protection and to save energy.

At CRC, all fume cupboards are equipped with acoustic and visual alarms that are activated if the air velocity is too low; this means that they also warn when there is ventilation failure. When the alarm sounds due to low air velocity, the cupboard's electrical sockets switch off.



Airflow in fume cupboard

The fume cupboards are equipped with an emergency power outlet that continues to supply electricity even in the event of a ventilation failure. This outlet may only be used for such safety functions as are necessary to prevent an uncontrolled reaction or any other equivalent incident that could lead to an increased risk of injury. Please note that the emergency power outlet does not function in the event of a power failure.

Fume cupboards may not be used for storage, and no material other than that required for the work in hand is to be found in the cupboards.

Please note that the fume cupboard outlet is connected to the regular air outlet, and that chemicals should therefore not be discharged through this outlet.

Airflow in downflow bench

III.4.3 Downflow benches
Downflow benches may only be used for cold work (material temperature less than 50°C).

Two thirds of the bench's perforated surface shall be free, and the source of contamination is to be placed at least 10 centimetres in on the perforated surface. Work should not be conducted more than 15 to 20 centimetres above the surface. It is important that the perforated surface is kept clean and free from dirt and chemical residues which can reduce the air flow and the level of protection. It is down to the user to ensure this is done, in connection with their usage of the bench.

The downflow bench can be equipped with a protective hood, which increases the level of protection and allows a somewhat larger part of the surface to be used for work, and at a greater height above the surface.

Emergency power socket

Airflow meter with acoustic alarm

Downflow benches may not be used for storage, and no material other than that required for the work in hand is to be found in or on the benches.

III.4.5 Specific information concerning fume cupboards/downflow benches
Please note that fume cupboard shutters or protective hoods are not suitable forms of protection for work where there is a risk of explosion. Special protective screens are to be used in this instance.

Shelves may not be mounted inside fume cupboards; this has a negative effect on their function as it disturbs the unit's air flow.

The alarm function that warns when air flow is low is installed in all protectively ventilated equipment at CRC. The alarm indicates that the unit's protective effect is not sufficient and that no work should be conducted.

III.4.6 LAF benches
The LAF benches are connected to the exhaust ventilation and can be used to protect both products and personnel. If you have no need for product protection, you should in the first instance choose to work in fume cupboards or at a downflow bench.

The LAF benches are equipped with a monitoring system that warns acoustically and visually when air velocity is too low.

III. 4.7 Local extraction systems
The extraction system is to be placed as close as possible to the source of contamination. The maximum distance from the source is the diameter of the extraction system.

III.4.8 EX-classed environments
Certain fume cupboards and downflow benches are equipped with warning stickers for explosive environments, where special rules apply for work with flammable goods. Prior to work with flammable goods in these protectively ventilated devices, a risk assessment should be conducted that addresses the risk of explosion in particular, and how this can be minimised. Matters that require particular attention can be found in the Swedish Work Environment Authority's "Work in Explosive Environments" (AFS 2003:03).

Electrical equipment for use inside the fume cupboards together with flammable goods should be intended for use in EX-classed environments, and at least of equipment group 3.

In the event of an accident or near-accident, the necessary rescue operations should be commenced and the evacuation alarm activated if required. CRC Service is to be informed of what has happened as soon as possible; see also III**.7 Permits for flammable goods** and **IV.12 Incident reports**.

II.4.9 Actions in the event of a ventilation failure
In the event of the safety ventilation failing - which can for example be indicated by the low velocity alarm going off - any work in progress should be interrupted, in a safe manner. This means concluding work so that hazardous reactions, pressures or temperatures cannot be generated, and it also means closing all containers that might contain harmful substances.

After completion of the work, any hatch to the safety-ventilated equipment should be closed. If necessary, the location should be evacuated.

III.5 Chemical stores and the storage of chemicals

III.5.1 Signage and stores structure
1. CRC Service ensures that the fixtures and fittings in the chemical stores satisfy the authorities' requirements.
2. CRC Service divides up the storage spaces in the chemical stores in accordance with the relevant authority regulations.
3. CRC Service labels the storage spaces in accordance with which chemicals are to be stored in the particular spaces.

III. 5.2 Storage plan
1. Flammable chemicals
    a. Flammable chemicals are stored in the two lowest, ventilated metal cabinets.
    b. A maximum of 100 litres of flammable liquid may be stored in each chemical store, divided up into 50 litres per labelled cabinet.
    c. Amounts exceeding this limit are to be stored in the central store for flammable goods. This store can be found at CRC Service, floor 09, building 90.
    d. Chemicals that are both flammable and toxic are to be stored as flammable chemicals.
    e. The chemical's safety data sheet or labelling designates which chemicals are flammable. Please note that chemicals that are classified as flammable are always to be treated as flammable.

2. Toxic and health-hazardous chemicals
   a. Toxic and health-hazardous chemicals are stored in suitably labelled, ventilated metal cabinets.
   b. The cabinets are to be kept locked.
   c. The chemical's safety data sheet or labelling designates which chemicals are toxic.
3. Explosive chemicals
   a. Explosive chemicals are stored on the upper shelves of suitably labelled metal cabinets.
   b. The chemical's safety data sheet or labelling designates which chemicals are explosive.
4. Oxidising chemicals
   a. Oxidising chemicals are stored on the lower shelves of suitably labelled metal cabinets.
   b. The chemical's safety data sheet or labelling designates which chemicals are oxidising.
5. Corrosive chemicals
   a. Corrosive chemicals are stored in suitably labelled wooden cabinets.
   b. Please note that acids and bases are to be stored separately.
   c. The chemical's safety data sheet or labelling designates which chemicals are corrosive.
6. Harmful and environmentally hazardous chemicals
   a. Harmful and environmentally hazardous chemicals are to be stored in suitably labelled cabinets.
   b. The chemical's safety data sheet or labelling designates which chemicals are harmful and environmentally hazardous.
7. The remaining unclassified chemicals are to be stored in unlabelled wooden cabinets.
8. The research groups on each floor are themselves responsible for dividing up the space available within each of the above storage spaces.

III. 5.3 Storage

1. Chemicals are to be stored in the storage space designated for their type, in accordance with *III 5.2 Storage plan.*
2. All chemicals are to be stored in packaging that is suitable for the chemical in question, with tight-fitting lids.
3. Packaging is to be clearly labelled, in accordance with *III.5.4 Labelling.*
4. Storage rules also apply to the user's own compounds.
5. Smaller quantities of flammable, corrosive, harmful, environmentally hazardous and unclassified chemicals may be stored in wooden cabinets in the laboratory.
6. When storing in the laboratory's wooden cabinets, the cabinet is to be labelled with the relevant risk pictogram, which can be obtained from CRC Service.
7. When storing in the laboratory, the restrictions found in *III.3.8 Flammable substances* in respect of flammable goods are to be observed.
8. The exterior of all containers used for the storage of chemicals is to be kept clean.

III.5.4 Labelling

1. Packaging is to be clearly labelled with the chemical's name and hazard pictogram and, where appropriate, with text providing information that the chemical can cause cancer, allergies, damage genetic material or interfere with reproduction. The labelling is to be the same as that on the original packaging.
2. The user's own compounds are also to be labelled in accordance with the above.
3. To facilitate labelling, a label printer and hazard pictogram labels can be found in the local chemical stores.
4. Labels can also be printed out via the chemical database in KLARA.

III 5.5 Gas bottles

No gas tubes are to be stored in the laboratory; they are to be stored in the gas stores outside the entrance to the Women's Clinic. Gas tubes may only be left in the laboratories during the day while they are in use.

Rooms where gas bottles are used are to be labelled with gas bottle warning signs and the text “Gasbehållare förs i säkerhet vid brandfara” [Gas containers to be moved to a safe location if there is a risk of fire]. Please note that the sign must be removed when there is no gas in the room. False signage can mean that the emergency services refrain from trying to extinguish a fire as they might believe there is a risk of explosion.

Toxic gas may not be stored together with flammable gas. Flammable gas may not be stored together with another flammable substance.

III. 5.6 Safety data sheet

1. The group placing a new chemical in the store is responsible for checking that the chemical's safety data sheet can be found in KLARA and, if necessary, that new safety data is added to it.
2. Check that used safety data sheets are updated.
3. Check that the chemical's intended use is stated in the safety data sheet. If it is not, please contact Linus Jeppsson, linus.jeppsson@med.lu.se, for further processing.

III.5.7 Taking an inventory
Each cabinet shall contain an inventory list, which is to be kept updated.

All chemicals, with the exception of antibodies and narcotics, are to be registered in KLARA.

An inventory is to be conducted for the stores at least once a year, and this is to be registered in KLARA.

Such inventories are to be conducted no later than 31 March each year.

III.5.8 Cleaning and sanitising
The cleaning of the chemical store is to be checked at least once a month, by the research group. If necessary, the store should be cleaned. The checking and cleaning are to be documented.

The groups sharing a chemical store are to devise a cleaning schedule for the chemical store, in consultation with each other. The person causing a spill in a chemical store is responsible for cleaning it up.

CRC Service ensures that decontaminants and suitable equipment are available for cleaning the chemical store.

III.5.9 Self-supervision
Twice a year, the storage and handling of chemicals is supervised, as part of the systematic work environment management. The supervision is conducted by staff from CRC Service. Any shortcomings, together with the measures that need to be taken, are communicated to those concerned in writing.

III.5.10 Links
KLARA: http://www.port.se/alphaquest/app Iu/pcmain,cftn.

III.6 Central chemical store
The central store for the storage of flammable goods can be found at CRC Service, on floor 09 in building 90.

The handing in and out of chemicals from the store is conducted by CRC Service; they also keep a record of which chemicals, and the amounts that are being stored on the user's behalf in the store. The handing in and out of chemicals from the store is to be arranged in advance with CRC Service, to ensure that qualified staff are present at the time.

For more information see **V.15 Stores management**.

III.7 Permits for flammable goods
The Clinical Research Centre and the Wallenberg Laboratory are covered by a blanket permit for the handling and storage of flammable goods, which is administered via CRC Service.

III.7.1 Organisation
When handling and storing flammable goods, there is to be access to a representative who oversees the procedure to ensure that handling and storage are conducted in accordance with the relevant rules and regulations.

For CRC, this is organised through a central representative for all operations and a local representative that each unit at CRC appoints for their own operations. The central representative is provided by CRC Service, whilst the local representatives are appointed by each individual unit.

III.7.2 Authority
The central representative's authority is regulated in agreement with the departments and units operating at CRC. The local representative's authority is regulated in agreement with the departments and units, but the local representative's manager also delegates certain responsibility to them.

Central representative	Local representative
Contact and monitoring as supervisory authority	Continual control of the handling and storage of flammable goods in their own locations, and of their own operation in shared premises.

Monitor and report to CRC Board and HSE organisation	Remedy shortcomings in their own handling and storage procedures
Continual control of the handling and storage in local stores and the central store	Report serious shortcomings and near-accidents to a representative
Supervision of local representatives in respect of the checks they conduct	Demand the correction of shortcomings in handling and storing in their own premises
Investigation of reported accidents and near-accidents	
Demand correction of shortcomings in all premises covered by permit	

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

III.7.4 Prohibition against handling without local representative
Operations within the premises covered by the permit, and which have not appointed a local representative, may not handle or store flammable goods.

III.7.5 Notification of a new local representative
A notification of a new local representative is to be sent to the central representative for CRC and the Wallenberg Laboratory: see contact information under *III.7.3 Central representative*.

Following receipt of the notification, the central representative will return the documents that need to be completed in order for the local representative to be registered and allocated his authority.

III.7.6 Instruction for local representative

Work tasks
1. Local representatives are to conduct continual control of the handling and storage of flammable goods in their own premises and of their own operation in shared premises to ensure that activities are conducted in accordance with the relevant legislation and local regulations. Local regulations are reproduced in this manual.
2. Remedy any discovered shortcomings when checking their own handling.
3. Report any serious shortcomings discovered to the central representative.

Competence requirements
Local representatives are to be competent in the handling of chemicals and their properties, and shall have good knowledge of the research groups' working methods and activities.

Duty to inform
Central and local representatives shall keep each other informed about matters of importance for the safe handling and storage of flammable goods.

Register
The central representative is to be informed about all local representatives, so they can maintain a register of all current representatives and communicate this to the authorities concerned.

III.7.7 Regulations
CRC Service has the right to communicate such regulations that are necessary in order to satisfy relevant legislation and authority regulations. Furthermore, CRC Service has the right to communicate regulations established by the CRC Board.

III.8 Transporting chemicals

In the text below, the term "internal transport" refers to the movement of chemicals within the Clinical Research Centre, the Wallenberg Laboratory, Pathology/Microbiology and clinic-located activities within the hospital district in Malmö, and transport between the various locations.

III.8.1 Transporting bottles of chemicals

When transporting bottles of chemicals internally, this is to be done in as safe a manner as possible. Try to use trolleys that have rails round them if large bottles are to be transported, or transport the bottles in a bucket, or similar.

If necessary, suitable transport packaging and - where applicable - absorbents, should be used.

When transporting, at least one hand must be uncovered. This hand is to be used to open doors and similar. This is to prevent contaminating the surroundings with potentially hazardous substances.

III.8.2 Transporting samples

The sample is to be enclosed in a suitable container and shall be transported in transport packaging appropriate for the container and the sample material. Any refrigerants are to be placed in the sample container or the transport packaging. The transport packaging should be constructed so that it can be carried with one hand; otherwise, a trolley should be used.

When transporting, at least one hand must be uncovered. This hand is to be used to open doors and similar. This is to prevent contaminating the surroundings with potentially hazardous substances; it also prevents contamination of the sample.

III.8.3 Transporting gas bottles

Gas bottles are to be transported in trolleys intended for that purpose. The bottle should always be chained fast to the trolley.

Gas bottles are to be handled with care and not subjected to bumps and knocks. Nor must they be exposed to heat or placed in such a manner that they risk being knocked over.

III.8.4 Transporting dangerous goods

When transporting goods in a manner that cannot be considered internal transport, the requirements of legislation concerning the transportation of dangerous goods are to be satisfied. This makes demands of the sender, the transport and the recipient.

For more information, see the link under VI.1 Telephone numbers and addresses.

III.9 UV radiation

Work with open UV sources carries with it a risk of eye injuries and burns to exposed skin. The UV source and reflecting surfaces are to be well screened. Light boxes are to be equipped with a protective screen, otherwise a visor is to be worn. Use protective gloves and cover wrists and forearms.

III.10 Permit requirements

Several substances require a permit or notification. All permit cases are handled centrally via LU Byggnad, Jenny Sjöberg, jenny.sjoberg@bygg.lu.se

More information regarding permit and notification requirements, and the drawing up of a notification, can be obtained from Linus Jeppsson, linus.jeppsson@med.lu. Se

The substances and substance types concerned are:

- work with flammable goods
- radiological work
- work with certain carcinogenic substances, see section VII
- work with certain sensitising substances, see section VII
- work with certain reproduction-disturbing substances, see section VII
- work with infectious agents
- work with genetically modified organisms
- work with genetically modified microorganisms
- work with substances that could be used in the manufacture of narcotics (narcotic precursors)
- work with methylated spirits

Permits for the handling and storage of flammable goods are blanket permits for the whole of CRC.

III.11 Medical checks

The work tasks mentioned below are covered by regulations regarding medical checks.

1. work with research animals
2. work with hard 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 work,
9. exposure to vibrations,
10. exposure to artificial optical radiation, and radiological work.

Medical checks are to be offered to employees who carry out any of the work tasks above, if a completed risk assessment shows that this could be justified from a health perspective.

Regardless of the outcome of the risk assessment, a medical check is to be conducted for staff who have work tasks listed under points 2, 4, 5, 6, 8 and 11. These are obligatory checks that the staff carrying out these work tasks must undergo; this means that they cannot carry out these work tasks without undergoing a medical check.

It is the duty of the head of department or unit manager to identify in their risk assessment those persons who are to be offered a medical check, and those who must undergo an obligatory medical check.

Medical checks also include eye examination and, if necessary, screen glasses for work at visual display terminals. Such examinations are to be conducted if staff state that they are experiencing problems as a result of their work.

Medical checks are organised in conjunction with Occupational Health (Företagshälsan) at Lund University.

III.12 Hazard signage

Activities that entail risks that are not known to everyone using a certain location are to be identified with signs. The need for such signage is to be mapped in the risk assessment, in conjunction with the design of experiments. Examples of signage might be warnings for flammable substances, hot or cold surfaces, the presence of ionising radiation or pressurised equipment.

Signs for generally occurring risks, that are a result of the location's intended function or purpose, are provided by CRC Service. Signs can be ordered from CRC Service.

III.13 Collection systems for cell culture medium

In order to facilitate the handling of cell culture medium so that it complies with relevant legislation and regulatory requirements, a collection system has been installed in the cell cultivation rooms.

The collection system comprises a container with a liner that is connected to the vacuum system and to the suction hose for discharge of cell culture medium. The insert consists of a bag of gel powder that binds the cell cultivation medium together.

To replace the insert, the suction hose is removed and the hole is plugged using the plug provided. The insert is then removed from the holder and placed in the designated risk material container in the floor's cold-storage room. A new insert is placed in the holder and the suction hose is reattached.

A maximum of 6 gel bags may be placed in the same carton. The filled carton is sealed and taken for further processing by CRC Service. Filled cartons and those in the process of being filled are stored in the cold-storage room of the floor in question at building 91.

The research groups are themselves responsible for replacing the insert when it is full.

III.13.1 Collection systems for large volumes

For collection of larger volumes of cell culture medium, there is access to the Swell fluid management system. The system works by forming a strong gel from the culture medium, which can later be disposed of.

For every litre of cultivation medium, 50 ml of Swell is added. The mixture is stirred until it has congealed completely. The gel formed can then be disposed of directly in "Risk waste" cartons, and is handled as per the instructions for infectious waste.

The fluid management system is stored in the waste room on the respective floor of building 91.

Section IV

IV.l Alarms

IV.1.1 Personal alarms
Personal alarms can be found in cold-storage rooms, in toilets for the disabled and in rest rooms. Personal alarms produce an acoustic alarm and a light signal outside of the location in question. Personal alarms are monitored around the clock by CRC Service or by the security company.

If the alarm sounds, help the person in need, or contact CRC Service.

IV.1.2 Operations alarm
Freezers and other critical equipment equipped with alarm transmitters can be connected to CRC's operations alarm system for monitoring of the equipment. Operations alarms are monitored around the clock by CRC Service or by the security company.

For freezers and other equipment used for the storage of chemical or biological material, the operation in question is contacted if there is a fault with the unit. For this reason, contact information should be provided to CRC Service, including the name and telephone numbers of persons who can be reached around the clock, should there be a fault with the unit. Responsibility lies within the operation in question to update the contact information for CRC Service, if so required.

If the alarm goes off on a piece of equipment, remedy the fault and reset the alarm, or contact CRC Service.

IV.1.3 Fire alarm
The fire alarm system at CRC comprises various different fire detectors, manual call buttons, sprinkler systems and an evacuation alarm. The evacuation alarm consists of ringing bells, flashing lights and a spoken message.

The fire alarm at CRC is sectioned, which means that the evacuation alarm is only activated in the areas that have to be evacuated. For further information regarding actions in the event of the evacuation alarm being sounded, please refer to point **IV.7 Fire plan**.

IV.1.4 Burglar alarm
CRC has a comprehensive burglar alarm system. In order to avoid unnecessary false alarms and to utilise the system to its full potential, it is important that users know how the alarm system works and what will set off an alarm.

All locked doors and windows are equipped with magnetic contacts which check that these have not been broken or left open.

To further protect against attempted break-ins, acoustic detectors and vibration sensors are installed. These sound an alarm if an attempt is made to break a window or to break in through walls.

If mishandled, these protective devices can trigger false alarms. It is therefore important to inform CRC Service before commencing activities that might set off the burglar alarm system. CRC Service will follow up all false alarms and endeavour to stop these from occurring. If you have any information concerning a false alarm, you are therefore welcome to pass this onto the CRC Service Operations Manager.

IV. 1.5 Alarm forwarding
Alarms from ventilation, heating, refrigeration and similar property systems are directly linked to RegionService for monitoring and action in the event of errors.

In the evenings, the fire alarm is redirected to the SOS Alarm emergency centre. During the daytime, remote/local alarms are used; these are linked to an alarm organisation manned by CRC Service.

Personal and operations alarms are forwarded around the clock to an emergency centre at the security company so that they do not cause unnecessary disturbance. During the daytime these alarms are handled by CRC Service; if this is not the case, the security company will send out a guard. At night time, burglar alarms are forwarded to the emergency centre. During the daytime these alarms are handled by CRC Service; at other times, the security company send out a guard to conduct a control.

IV.2 Pass cards
Two different pass cards are used at CRC - the LU card and the RSID card. Both cards are printed and comprise the user's photograph, name and personal number. Both cards use the same card-reading technology, which is why they can be used in the systems at both CRC and SUS.

Staff who only work at Lund University, i.e., who do not hold any kind of combined position, are to be allocated the LU card. Employees at Region Skåne and staff with a combined position will be allocated the RSID card.

Pass cards are to be worn visibly at all times when at CRC.

IV.3 Access control systems

IV.3.1 General
There are areas within various buildings where access must be restricted, for various reasons. Likewise, CRC is locked in the evenings. This means that you need your pass card in order to be able to move freely throughout CRC.

IV.3.2 Description
There are two types of access control systems within CRC: Bewator and SALTO.

Bewator is used for shared spaces and is linked to CRC's burglar alarm system; SALTO is used for doors to offices and laboratory modules.

IV.3.3 Using Bewator
To pass through a Bewator door, hold your pass card in front of the right side of the panel. In certain cases you will need to enter a PIN code. If this is the case, a green light will be flashing.

Bewator - Normal mode

Bewator - Enter PIN code

Bewator - Door open

Bewator - Access denied

Certain doors remain open throughout the day. This is indicated by a constant green light. If this is the case, you can go through the door without using your pass card.

If there is no access through a particular door this is indicated by a red light flashing rapidly for 3 seconds following your attempt to use your pass card.

The red light in the panel might light up even if you do have access. This is due to an inbuilt security function. It is triggered after 4 attempts to pass through a door using an invalid pass card. The card-reader then closes down for 15 minutes, after which it functions normally again. If the red light comes on, test your card at another door that you should be able to pass through. If this also produces a red light, then your pass card has been disabled.

Premises thought to be more at risk of break-ins are equipped with infrared detectors. You can see whether an area is alarmed by checking to see whether the red light on the panel is flashing rapidly. To turn off the alarm for an area, assuming you have the authority to do so, press 0A, use your card and then enter your PIN code. To turn the alarm on again, press 1A, followed by your card and your PIN code.

Bewator - Door opening button

A door opening button is used for access from the inside of a door locked via Bewator. Please note that handles or evacuation devices may not normally be used to open the door.

IV. 3.4 Using SALTO
In order to pass through a SALTO door, you hold your pass card in front of the black "eye" of the card-reader at the door. When the light shows green, the door can be opened. If the light shows red, you have no access to the room.

If the card-reader flashed yellow, it has not been able to read the information on the card. Place the card in front of the card-reader again and hold it still.


SALTO - Door open

IV.3.5 Authorisation requirements

For a person to be granted authorisation to enter CRC, the person must belong to one of the categories below;

1. employee at a division/research group that has spaces within the CRC Service administration area,
2. employee who works in another building but who uses equipment found at a group/division within the CRC Service administration area,
3. employee who works in another building but who has a close collaboration with a group/division within the CRC Service administration area,
4. students belonging to the Faculty of Medicine at Lund University who are registered for the current semester, and
5. technicians and service personnel working for CRC Service, or others within the CRC Service administration area, on-site service and support functions, and staff who provide services in accordance with agreements made with CRC Service.

Persons, with the exception of students, shall also undergo the CRC introductory training in order to retain their authorisation. See more information under **IV.14 Employee training**.

To receive an LU card, the University's central card stamp is to be signed in conjunction with the issue of the card. To be granted authorisation to locations within the CRC Service administration area, the card stamp of the location in question is to be signed.

IV.3.6 Ordering and administration of pass cards

The LU card is obtained from one of the card stations at CRC, the Study Centre at the Faculty of Engineering (LTH), the Humanities House, SOL (the Centre for Languages and Literature), Juridicum or Campus Helsingborg. For addresses and opening time see section VI.

The RSID card is allocated in accordance with the hospital's internal procedures. Contact the head of the relevant department for more information.

All requests for authorisation by staff who wish to have access to various areas within the CRC Service administration area are to be submitted via the relevant application system, see VI. 1 Telephone numbers and addresses. For employees, log-in information is required in order to make a request for authorisation. Such log-in information is allocated to research group leaders or the equivalent, or alternatively it can be allocated to a person that they have appointed in writing to be responsible for the operation's allocation of authorisation. Log-in information can be obtained from the CRC Operations Manager.

Authorisation can only be allocated to spaces for which the operation in question has been granted access, or to such spaces that contain shared direct support functions. Authorisation is loaded onto the LU or RSID card, which is why one or both of these cards are required for access to CRC.

It normally takes two working days following receipt of a request before the authorisation is loaded onto the card. Please note that it can sometimes take longer due to high demands of the authorisation system. When authorisation has been loaded onto the card a message is sent to the card holder.

Please note that CRC Service is restrictive in allocating temporary pass cards to employees if LU or RSID cards go missing. Visitors are not allocated authorisation. External service personnel or the like are allocated temporary cards for one day at a time, whilst they are working at CRC. Guest researchers, students or the like who are to be at CRC for less than two months are allocated special short-term pass cards.

Should you have a problem with your pass card you are requested in the first instance to contact CRC Reception, crcreception@med.lu.se.

IV.3.7 Temporary cards if LU or RSID cards are forgotten

Staff who have forgotten their LU or RSID card can get a temporary card from the CRC Reception. The temporary card is only valid for one day and their regular LU card will be disabled whilst they are in receipt of the temporary card, which is why the regular card has to be unlocked at the reception when it is to be used again.

Each employee has the right to two free temporary cards per calendar year. If an employee requires more temporary cards, these will be charged at the rate of SEK 250 per card. The fee will be charged to the person's organisational unit.

Temporary cards are an approved form of ID at ID checks conducted by security officers or guards.

IV.4 Rules for alarms and access control systems

IV. 4.1 Regulations for alarms and access control systems

The pass card, together with your PIN code, is a personal and valuable object and should be handled with care. The pass card is the object that shows that you are authorised to be within a certain locked area.

Persons lacking pass cards (LU or RSID) may not be allowed to enter locked areas.

The pass card may not be lent to another person.

If you lose your card, you should notify the CRC Service Operations Manager immediately.

Locked doors may not be held open for longer than 60 seconds, unless otherwise expressly communicated by CRC Service.

Doors that have been unlocked by CRC Service must be closed within an agreed period of time. Seminar rooms and the like must be empty and doors are to be closed at the time the booking of the room ends.

Windows may only be opened between 08.00 and 17.00 on weekdays. Remember to only open windows if you are sure that this will not disrupt the protective ventilation in the building.

IV.4.2 Payment liability
According to the "Regulation on payment liability following an alarm", established by the CRC Board on 2 September 2007, CRC Service has the right to charge an operational unit for alarm costs resulting from an unnecessary setting off of a burglar or operations alarm.

For CRC Service to be able to charge this cost, the alarm must have been set off as a result of incorrect handling, the inability to follow the applicable rules or carelessness. CRC Service also has the right to charge costs connected with ordering security guards, unless this has been necessary due to technical problems.

IV.5 Security

Security within CRC is currently carried out by the security company G4S Security Services.

IV.5.1 Patrols and stationary surveillance
Patrols are conducted in the CRC premises every day, at varying times. Stationary surveillance can be ordered at cost price. To order and for information, contact Linus Jeppsson, linus.jeppsson@med.lu.se.

IV.5.2 Admissions, lock opening
The security company can let you in if you have forgotten your pass card, etc. An identity check will be conducted, however, which requires approved ID documentation. Locks can be opened, at cost price, and the operational unit concerned will be charged for this.

IV.5.3 Security guard
As far as CRC's public areas are concerned, security guards are permitted to refuse entry, or to remove persons who disturb public order within these areas.

IV.5.4 Identity checks
Identity checks are conducted continuously throughout the year outside of regular office hours. During identity checks, persons must be able to verify that they are authorised to be in the premises in question. If the person is not authorised, they will be asked to leave.

IV.5.5 Emergency control centre
Part of the security company's assignment involves providing emergency control centre services. Via the emergency control centre it is possible to organise admission into CRC premises, inform about ongoing or suspected criminal activity or other dangerous situations, and to contact on-call CRC technicians.

The emergency control centre can be reached by dialling +46 (0)40 - 660 87 00.

IV.6 Visitor management

Visitors to non-public areas must sign in at Reception if they do not have a pass card from Lund University or Region Skåne. To expedite proceedings, visitors can be pre-registered via CRC's Online Services.

Reception will take the visitor to the person receiving them, or ring them up and ask them to pick up their visitor.

IV.7 Fire plan

IV.7.1 General

- The fire alarm consists of three (3) loud beeps, followed by a verbal evacuation alarm.
- At certain locations there are ringing bells and flashing lights.
- Only the areas where the fire alarm is sounding are to be evacuated.
- Evacuation is mandatory in the case of fire and smoke!
- Evacuate any casualties first!
- Always evacuate in the event of a fire alarm or evacuation alarm!

IV.7.2 In the event of a fire alarm

- Discontinue any work in progress but do not rush.
- Close fume cupboard shutters.
- Check that no-one is left in the room.
- Close the door when leaving the room.
- Leave the building as per the evacuation plan and go to the assembly point.
- One person per division checks that all staff have evacuated the building.
- Do not re-enter the building until you have been given the go-ahead by CRC Service or the emergency services!

IV.7.3 In the event of extreme danger, i.e., fire, smoke development, etc.

- Save those in distress.
- Call for help and warn others.
- If the fire alarm has not yet been activated, do so by pressing a manual call point.
- Ring (0)-l 12 and check that they are aware of the alarm.
- If possible, restrict the fire and try to extinguish it.
- Remove solvents and gas tubes to a safe location.
- Shut in the fire and smoke to stop it spreading.
- Quickly evacuate the area.
- Wait for the emergency services.

IV.7.4 Evacuation plan

Assembly point: In front of CRC, see red frame in picture.

Don't use the lifts!

- Building 60: Evacuate via the stairwell in building 60 or via the lift area between buildings 60 and 91.
- Building 91: Evacuate via the lift area between buildings 60 and 91 or via the emergency stairs furthest away in the laboratory section that lead to Pildammarna. Evacuation is also possible via the balcony on the 10th floor.
- Building 91, floor 09: Evacuate via the evacuation route that leads to the Women's Clinic, or via building 92, or through the entrance to Djurhuset.
- Technical floor, building 91: Evacuate via the emergency stairs in the lift area, or via the emergency stairs that lead to the Women's Clinic.-
- Building 92: Evacuate through the square at building 90, or via the emergency stairs that lead to Pildammarna. Floor 09 can also be evacuated onto the street between buildings 92 and 93.
- Building 93: Evacuate through the square at building 90, or via the emergency stairs that lead to Pildammarna.
- Technical floor, building 93: Evacuate via the emergency stairs towards the building 90 square.
- Building 90: Evacuate via the main entrance or through the emergency doors on floor 09 between buildings 91 and 92, and between buildings 92 and 93 (Entrance to the Women's Clinic).
- Building 28: Evacuate via the stairwell in building 28 or out towards the square at building 90.

IV.8 Preparedness and crisis management

IV.8.1 Crisis and emergency plan
A crisis and emergency plan has been drawn up for CRC. Its main purpose is to ensure that the operations at CRC continue to receive vital services when either the facility or the service organisation are placed under great stress.

The plan contains regulations regarding the transfer of authority between various positions within CRC Service in the absence of key personnel, regulations regarding preparedness, an order of priority for services and regulations concerning communication and documentation at times of severe stress. When the crisis and emergency plan is activated, an order of priority applies to the services listed below:

1. Postal services
2. Parcel management
3. Gas handling
4. Alarm management
5. Waste management
6. Fire prevention measures
7. Reception of error notifications

IV.8.2 On-call technicians
CRC Service has a technician on call to handle alarms, disruptions and other incidents that can occur outside of office hours. On-call technicians can, if necessary, be contacted by the security company's emergency control centre.

IV.9 Crime

IV.9.1 Preventative work
The prevention of theft and break-ins is based on making it so difficult for the burglar to commit such crimes, and the potential rewards so meaningless that they decide not to commit the crime in the first place. Other crimes, such as arson and criminal damage, can also be prevented by not giving the criminal the opportunity to carry out such activities.

- Lock stationary computers and monitors
- Do not leave wallets and other valuables in plain sight.
- Label computers and other machines and inventory items with anti-theft advice.
- Lock doors and windows when you leave the premises for the day.
- Avoid the accumulation of flammable materials in public spaces, or outdoors.
- Do not give out information regarding safety measures.
- Be vigilant of unknown persons loitering outside the public spaces.

CRC Service works on an overall level to prevent burglary and theft. This is done using access control, burglar alarms and camera surveillance systems, and with the help of security personnel.

IV.9.2 Emergency actions
The points below describe what to do whilst a crime is in progress. These are intended as advice for how you should behave in a situation where you are being subjected to or witnessing criminal activity.

- Do not provoke the perpetrator, try to remain calm.
- Do not put your life in danger by protecting artefacts or valuable objects.
- If you are attacked, you have the right to use whatever violence is necessary to protect yourself.
- If someone requires protection or attention, act quickly.
- Assess the risk of subsequent attacks and injuries and act accordingly.
- Observe and document as soon as possible what happened or what you saw.
- Inform the authorities, i.e., the police and medical services as soon as possible, as well as your employer.
- Notify CRC Service in accordance with **IV.12 Incident report**.

In the event of a bomb threat or other threat to security, you should try to obtain information about the conditions specified below.

- When and where will the crime be committed?
- What does the threat consist of?
- Who is the threat directed at?
- Why is the operation being threatened?
- Who is making the threat?
- Information on the person making the threat

If you detect an unknown object at CRC, leave it where it is and contact CRC Service or the security company immediately.

IV.9.3 Notification
All criminal incidents are to be reported. The operational unit affected is responsible for reporting the incident as soon as possible, as per **IV.12 Incident report**.

IV.9.4 Insurance
Lund University is insured through Kammarkollegiet. They compensate damage that exceeds one base amount (2015: SEK 44,500 SEK) in value. Damage reports are produced by the operational unit concerned and sent to Lund University's Head of Security. CRC Service assists in the writing of the damage report as part of its handling of incident reports.

If the damage or loss concerns private property, such as wallets, the person affected should report the incident to their insurance company.

IV. 9.5 Division of responsibility between students and private persons, and CRC Service
CRC Service is not responsible for property lost by private individuals or students at CRC. Loss of or damage to private property cannot be reported to the police by CRC Service and is not covered by Lund University's insurance

IV.9.6 Dissemination of information
It is important that the media and the general public receive accurate information regarding incidents that may have occurred. In the event of serious incidents, such as threats and violence, a press statement is to be issued. This press statement should be written in consultation with the Information Unit and the Head of Security. And at least as important as this is the internal information communicated to the different operational units at CRC. This information should go out regardless of how minor the incident is, so that rumours are not spread, and to ensure that staff are informed about what is happening, and so that they can take measures to prevent similar incidents from occurring in the future.

IV.10 Accidents and near-accidents

IV.10.1 Definition
"Accident" refers to a sudden, unintentional and undesired incident, or the consequences of an incident that lead to personal injury or damage to property or the environment. "Near-accident" refers to an undesired and unintentional incident, or the consequences of an incident that would have resulted in personal injury or damage to property or the environment, had circumstances been slightly different.

IV. 10.2 Notification
All accidents and near-accidents are to be reported without delay. The operational unit affected is responsible for reporting the incident, as per IV. 12 Incident report.

Operational units have the primary responsibility for reporting incidents in their own locations, and at their place of work within shared spaces. They also have primary responsibility for reporting all accidents and near-accidents affecting their own staff.

IV.11 Irregularities

IV.11.1 Definition
"Irregularity" refers to an incident or a situation that differs from the norm, and which, together with other events or circumstances, or in its own right, could in time develop into a situation resulting in personal injury or damage to property or the environment.

IV.11.2 Notification
All detected irregularities that cannot be handled by the operational unit itself, or which concern shared spaces or equipment, are to be reported. Such reports are to be made without delay. The operational unit affected is responsible for reporting the incident, as per IV. 12 Incident report.

Operational units have the primary responsibility for reporting incidents in their own locations, and at their place of work within shared spaces. They also have primary responsibility for reporting all accidents and near-accidents affecting their own staff.

IV.11.3 The user's measures
Detected irregularities should be remedied by the operational unit itself, or using external help. If the irregularities concern shared spaces or equipment, or are connected with the building itself, they should be reported to CRC Service, who will then remedy them.

IV.12 Incident report

Incident reports in accordance with IV.9.3, IV.10.2 and IV.10.2 are made using the form intended for this purpose, which can be obtained from CRC's reception, or downloaded. For the link, please see **VI.1 Telephone numbers and addresses**.

Completed forms are to be handed in to CRC's reception or sent to CRC Service, Linus Jeppsson, Building 92, floor 10, HS 33.

Based on the information provided, CRC Service will help to carry out the measures stipulated in legislation or other regulations, in accordance with particular instructions from the head of department or equivalent, and at their request.

IV.13 First aid and cardiac arrest

According to a decision made by the Vice-Chancellor, one in 15 employees, and at least two per department, are to undergo training in first aid. This training is to be repeated every three years. Courses in first aid are offered every semester by Occupational Health (Företagshälsan). Information about when courses are to be held, and the places available, is provided by CRC Service.

According to the Vice-Chancellor's decision, Lund University's places of work are to be "heart-safe".

CRC has three defibrillators. These are located at the CRC reception and in the staff rooms 28-13-040 and 91-11-049. All defibrillators are such that they can be used without any prior training.

The aforementioned defibrillators are serviced by CRC Service.

Staff working within CRC who have received first aid and CPR training, with or without a defibrillator, can be found on lists attached to notice boards on their respective floor.

In the event of a cardiac arrest, an ambulance should be called immediately and manual treatment, or treatment with a defibrillator should be started. If assistance is required, the listed staff or CRC Service should be contacted.

IV.14 Employee training

Following a decision made by the CRC Board on 15 February 2011, all employees at CRC are to undergo local introductory training that encompasses the premises, procedures and regulations that apply for CRC. If such training is not conducted within 28 days of the person receiving their authorisation to CRC, their authorisation will be withdrawn. Users will be summoned to the training, which is Internet-based, in conjunction with receiving their authorisation.

In addition to the introductory training, employees at LU are obliged, in accordance with the Vice-Chancellor's decision, ref. no. I F79 6297/02, to take part in fire prevention training every five years. This training is organised by CRC Service. Users who have not undergone or who are to undergo training are summoned by e-mail by CRC Service to the next session.

CRC Service also organises autoclave training, which is required in order to obtain a user permit for this equipment. Training sessions are advertised via e-mail.

Otherwise, the department and research group are responsible for providing new employees with the introductory training required for their position, as well as for any follow-up training for certain elements of their work, or for high-risk work.

IV.15 Indoor environment

IV. 15.1 Temperature and air quality

The temperature for locations in constant use should normally lie around 20-22 °C. However, in the summer, temperatures up to 25 °C can occur.

The carbon dioxide level should be kept below 800 ppm. IV. 15.2 Ventilation control

The ventilation is dimensioned to the number of persons that the location is intended to hold, and the activities taking place therein. If these activities change, it is important that CRC Service is informed of this so that the consequences in terms of ventilation can be evaluated and, if necessary, the ventilation can be adjusted.

During periods when there are likely to be less people in the locations (at night, primarily), the air flow is reduced in order to save energy.

All offices and similar locations are equipped with presence sensors which regulate the airflow in the room in question. When a room is empty, ventilation is reduced to a low level; at all other times it will remain at a standard level

Individual temperature regulation is possible in the majority of rooms. The middle setting is the room's normal desired temperature (21 °C). It is possible though to set the desired temperature three degrees higher or lower than this. The switch on the control unit should be set to the highest temperature in the summer and the lowest in the winter, if the room is not going to be used for some time..

Börvärdesomställare för ventilation

IV.15.4 Overtime ventilation

The seminar rooms in buildings 93 and 60, the auditorium, the library and the learning centre are equipped with functions to increase the ventilation - this may be necessary to improve the air quality outside of CRC office hours. Buttons to increase the ventilation are normally located inside the door into the location, and are marked "Övertidstimer Ventilation" ["Overtime ventilation timer"].

To increase the ventilation, press the button and wait up to 20 seconds until the light comes on and the ventilation has started. To turn off the extra ventilation, press the button and wait till the light goes out.

The extra ventilation is time-limited and turns off automatically after 2 hours.

Övertidstimer för ventilation i lärosal

IV.5.5 Sun blinds

CRC is equipped with sun blinds on the outside of the majority of windows, which help to reduce the amount of sunlight let in and to maintain a stable indoor temperature. For buildings 60 and 28, the blinds on the eastern façade are automatic, whilst on the southern and western façades they are manual.

For buildings 91, 92 and 93, the blinds on the outside are automatic for the eastern, southern and western façades.

Blinds can be operated manually using the pull cords inside the window.

Automatic blinds are regulated via a control box. The control box may only be programmed by CRC Service, which adapts its programming so that it is suitable, as far as is possible, for all operational units.

In addition to the external blinds, all rooms are also equipped with panel blinds, which are intended to dim incoming sunlight, but they do not prevent its heat from spreading throughout the room.

IV. 16 Candles/naked flames

Candles/naked flames may be used within CRC, though not in laboratories or in areas adjacent to laboratories.

The lights are to be placed so that they cannot fall over, and they may not be placed near flammable material.

The person who lights the candle/naked flame is responsible for extinguishing it, and for ensuring that it is not left unattended.

IV.17 Inspections and checks

CRC Service carries out the inspections and checks that it undertook to do in its coordination agreement. In addition to these, it conducts other checks to ensure that the property and its inventory maintain a good, functional condition.

The inspections and checks regularly conducted are listed below.

Fire safety inspection	Once per quarter
Chemical inspection	Twice per year
Physical security inspection	Once per quarter
Property inspection	Once per month
Check of eye-baths and emergency safety showers	Once per month
Inspection of autoclaves, fume cupboards, LAF benches, lifts	Once per year

IV. 18 Penalty charges

With effect from 1 July 2014, the Swedish Work Environment Authority may, following an inspection, decide to impose a penalty charge on an employer who breaks a prescribed regulation. The size of the penalty charge depends on the specific regulation broken, but Lund University always receives the maximum charge as the University has more than 500 employees.

Following the Vice-Chancellor's decision, the department incurring the penalty charge is responsible for its payment.

Decisions regarding penalty charges are examined in the administrative court. The administrative court's decision can be appealed in the administrative court of appeal, if the latter grants leave to appeal.

The table below describes the regulations that are applicable to CRC and the penalty charges payable.

Requirements	Regulation	Charge
Truck driver shall have written permission for use of the truck	AFS 2006:05 19 §	150 000 SEK
Written risk assessment to be completed prior to work in an explosive environment	AFS 2003:03 7 §	50 000 SEK
Explosion protection documentation to be completed for those locations where there is a risk of explosion	AFS 2003:03 16 §	50 000 SEK
Work may not recommence following an accident or near-accident until a new risk assessment has been completed	AFS 2003:03 18 §	400 000 SEK
Laser beams are to be encapsulated or screened off and there is to be a beam stop for indoor use	AFS 2009:07 17 §	400 000 SEK
Lifting devices may only be utilised if they have been inspected and are in serviceable condition	AFS 2003:06 4 §	400 000 SEK
Employers who use lifting devices that have to be inspected are to have access to the prescribed documentation in respect of the devices in question	AFS 2003:06 27 §	400 000 SEK
Pressurised devices may only be utilised if they have undergone the prescribed inspection	AFS 2005:05 9, 46 §	Up to 20 000 SEK
Prohibition against night work for pregnant women and new mothers	AFS 2007:05 9 §	400 000 SEK
Prohibition against the handling of Group A substances in accordance with regulation	AFS 2011:19 45 §	400 000 SEK
Prohibition against the handling of Group B substances in accordance with regulation	AFS 2011:19 47 §	150 000 SEK
Visible pipelines containing hazardous chemical products are to be labelled with the product's name, a hazard pictogram and a direction arrow	AFS 2014:43 20 §	150 000 SEK
Requirement for training of those who work actively with allergenic substances, including hard plastics	AFS 2014:43 37 e §	10 000 SEK/person
Execution of mandatory employability assessment for certain work tasks	AFS 2005:06 6 §	150 000 SEK
Prohibition against work where there is a risk of exposure to *Rubella* and *Toxoplasmosis* for pregnant women lacking adequate immune protection	AFS 2005:01 20 §	400 000 SEK
Keeping a register of employees who risk being exposed to infectious agents in risk class 3 or 4, or who use such infectious agents in their work	AFS 2005:01 21 §	50 000 SEK

Section V

V.l Teaching locations

V.1.1 Booking
Locations for teaching first-cycle study programmes are booked via TimeEdit. The booking of locations in TimeEdit is done via Madeleine Kjell (+46 (0)46 - 222 18 02, madelein.kjell@med.lu.se). It is preferable if booking can be made no later than 16.00 the day before the day of intended use.

Students also have the right to book seminar rooms for use after 17.00 and at the weekends. Students should identify themselves using their STIL identity, and state their name, personal number, the course they are studying and their current semester.

V.1.2 Use of premises
Manuals and information are easily accessible in all rooms. If problems should arise, the use should contact reception (tel +46 (0)40-39 10 10). Reception will then contact IT Support or CRC Service. IT Support prioritises help required in assembly halls and seminar rooms. The presence of an IT technician can be pre-booked, at a charge.

Computers in bookable locations are logged into using LUCAT details (University employees) or STIL details (students). In building 93, the log-in information required is different for each seminar room. The information is posted on notice boards in the rooms in question.

The user is to clean the location after use, removing paper, leftover food, etc. Furniture does not need to be reset; whoever books the room can arrange the furniture as they like. It is particularly important that battery-operated equipment is returned to its charger, and that the microphone is turned off. Locations that are not cleaned will be put back in order by CRC Service and the cost for this will be charged to the person who booked the location. The current charge is SEK 500 per commenced hour of work for this.

The person who booked the location is responsible for the location and any equipment therein during the booking period. Please note that the location is unlocked during the booking period and that it should therefore not be left unattended. If the booking period is exceeded, this may set off an alarm.

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

The locations are checked by CRC Service personnel every night.

Misuse of the locations or infringement of these rules may lead to you being unable to book teaching locations in CRC.

Every semester there are several opportunities to go through the technology used in the assembly hall. Information regarding the next training session is sent out to the operational units via e-mail.

V.2 Meeting and entertainment locations

V. 2.1 Preconditions for hire
For an event to be held at CRC, the following requirements must be met:
1. The arranger must have some connection with the Faculty of Medicine, Region Skåne or CRC.
2. The event shall be of an entertaining nature, connected with education or research, or with staff welfare.
3. The subject matter of conferences held here must be associated with medicine, medical technology or healthcare.

Purely private arrangements may not take place in University premises, in accordance with the Vice-Chancellor's decision on "Parties in University premises", ref. no. IC 35 2907/99. Please note that the restrictions applying to private parties do not apply in the restaurant's dining room when the location is booked via Meeting place CRC.

Region Skåne and Lund University can hire first-cycle and CRC premises; operational units within CRC can also use the internal meeting locations.

In these guidelines a distinction is made between internal and external events. It is the aim of the event that determines whether it is classed as an internal or external event. For the event to be considered internal, the following criteria must be satisfied:
1. The arranger must be affiliated to the Faculty of Medicine, Region Skåne, CRC or organisations directly linked with these.
2. The event may not generate a profit.

CRC Administration assesses whether the preconditions for organising the event at CRC have been met, and whether the event is to be considered internal or external.

V.2.2 Premises

Guest dining rooms
Gunvor Åkeson's dining room (28-10-046)
Japanese dining room (28-10-048)
Coffee lounge (28-10-047)

Dining room
The restaurant's dining room (90-10-009)

Conference room
No. 37 (28-10-037)
No. 40 (28-13-040)

Faculty club
28-11-046

Exhibition areas
Entrance foyer, upper (90-10-003)
Entrance foyer, lower (90-09-001)

Staff rooms
91-11-049

Exercise hall
90-09-041

Lecture halls
Mediterranean (The Wallenberg Laboratory, only bookable 07.00 - 18.30)

Meeting rooms

28-10-026	28-12-026	60-13-014	91-11-052
28-11-026	28-13-026	91-10-013	91-12-013
28-12-026	60-12-015	91-10-014	91-12-014

V.2.3 Booking
The booking of all locations found under V.2.2 Premises, apart from meeting rooms, dining rooms and guest dining rooms, is done via CRC Reception, who create a preliminary booking.

After a preliminary booking has been made, a confirmation of booking will be sent to the person booking the location, together with a link to documentation relevant to the booking in question. When the documentation has been completed and received by CRC Service, the booking is considered to be confirmed. Booking that have not been confirmed even days before the date requested will be cancelled by CRC Reception. For the guest dining rooms and the faculty club, the approval of the CRC Representative is required before a definitive booking can be made.

Dining rooms and guest dining rooms are booked via Meeting place CRC, which handles the booking of these locations along with CRC Service. Please note, however, that the information above regarding preliminary bookings also applies to locations booked via Meeting place CRC.

Meeting rooms are booked via ScheduleIT, see VI.1 Telephone numbers and addresses. If you are lacking a user name, please contact reception, crcreception@med.lu.se.

V.2.4 Cancelling
The cancellation of all locations, apart from meeting rooms, dining rooms and guest dining rooms, is done via CRC Reception. Meeting rooms are cancelled via ScheduleIT, whilst dining rooms and guest dining rooms are cancelled via Meeting place CRC.

V.2.5 Ordering equipment and services
It is possible to order equipment and caretaker services from CRC Service. IT Service can assist with AV and computer equipment, and with support for AV equipment and computers. Such orders must have been received by the organisation concerned no later than seven days prior to the event. For more information regarding available equipment, please contact CRC Reception.

Orders for hot or cold food can be placed via Meeting place CRC. Meeting place CRC should always be contacted in the first instance for food orders for guest dining rooms, dining rooms and exhibition areas. If they cannot deal with the booking, another company may then be hired.

The ordering of food along with alcohol may only be done via Meeting place CRC. If they cannot deal with the booking, then, due to the license to serve alcohol required, no other company may be hired.

V.2.6 The serving of alcohol
No alcohol may be served at CRC, apart from in the two exceptions mentioned above.

Meeting place CRC has a license to serve alcohol in the restaurant's dining room and in the guest dining rooms. In these locations, only serving and consumption of alcohol facilitated by the restaurant may take place.

In the break room in buildings 28 and 91, and in the faculty club, small amounts of alcohol may be offered in conjunction with staff welfare-type meetings, for example, at celebrations following the completing of a doctoral degree or farewell parties. This is under the condition that the group can be considered a closed one.

V.2.7 Cleaning
Cleaning of the premises following a party event is managed by the cleaning staff. However, the arranger must themselves clear away any leftover food and their own equipment and belongings before leaving the premises. The cleaner themselves decides after their own inspection how much cleaning is required.

V.2.8 Rules of conduct
The normal regulations found in this document also apply during events, unless otherwise agreed in the points below.

V.2.8 Changes to the burglar alarm and fire alarm
The alarm systems can be adjusted, depending on the requirements of the event. In order to be able to implement this, CRC Service need information, at least seven days prior to the event, regarding the desired adjustments to be made. For more information regarding the adjustments that can be made for the event in question, please contact Linus Jeppsson, linus.jeppsson@med.lu. se.

V.2.9 Damage to the premises
The arranger is financially liable for all damage that occurs to the premises or equipment at CRC, if this cannot be considered normal wear and tear. CRC Service is responsible for assessing the damage and will charge the costs incurred in repairing the damage. A repair charge will be imposed for any cases where damage has occurred to CRC premises or equipment. The charge is intended to cover the cost of the material and labour required to repair the damage. This is therefore established in every case by CRC Service.

V.2.10 Charges
For internal events, no rental fee is charged for the use of CRC premises or the users' meetings rooms. A rental fee is charged for external events. This fee is based on the principle of full cost recovery.

A cleaning charge will be applied as necessary for both internal and external party events. The cleaner assesses how much cleaning is required and the charge is based on the time spent cleaning. This charge is invoiced retrospectively by the cleaner.

For both internal and external party events, there is a charge for the use of caretaker services outside of CRC's office hours; this is an hourly fee to cover staff costs.

Fees for call-outs in connection with burglar alarms and fire alarms will be charged to the arranger if they set off an alarm as a result of breaking CRC's rules of conduct in respect of safety. The fee constitutes the cost that CRC Service has incurred from the security company or the emergency services.

<u>Current charges for internal and external events</u>
Cleaning charge, weekdays, per hour SEK 244
Cleaning charge, weekends, per hour SEK 425
Caretaker, evenings, per hour SEK 250

<u>Current charges, only external events</u>
Hire of premises, CRC's premises, per hour SEK 500
Hire of premises, exhibition in Entrance foyer, per day SEK 1,500
Hire of premises, exhibition in Entrance foyer, per day, booking < 4h SEK 800
Cleaning charge, weekdays, per hour SEK 305
Caretaker, weekends and evenings, per hour SEK 500

V.3 Tidiness of premises
Anyone booking a teaching, meeting or entertainment location is themselves responsible for organising the furniture as they require. The premises are to be left in clean condition. If this is not the case, CRC Service will clean the premises thoroughly and the cost of this will be charged to the booker; the charge for this is currently SEK 250 per commenced hour of work.

V.4 Staff room and kitchen

V.4.1 Staff room
In building 28, floor 13, and building 91, floor 11, there are staff rooms available for the storage and heating of users' own food. In building 92, floor 11, there is a staff room for office, Practicum, library, IT Service and CRC Service staff.

V.4.2 Meeting place CRC
Meeting place CRC comprises the café and restaurant at CRC. For more information, please refer to www.motesplatscrc.se or +46 (0)40 -39 14 17.

V.5 Partitions

Certain locations within CRC are equipped with partitions that allow the room to be divided up into smaller sections. The partitions are, in the first instance, to be opened or closed by the person booking the location. The locking handle for partitions is stored in the location in question.

When setting up the partition, turn the folding section up so that it lines up with the ceiling rail, with the groove pointing towards its recess. It can then be slid along the rail towards the wall and locked with the handle into the lock recess in the groove. The last section is then turned up and both lock recesses are locked.

Reverse this process to disassemble the partition.

Partitions are available in the below locations:
93-09-002 93-11-003
93-10-006 91-10-013/91-10-014
93-10-007 91-12-013/91-12-014
93-11-002

Partitions are also available that enable 93-10-006 and 93-10-007 to become one room, when both locations are booked.

V.5 Special premises

V. 5.1 Autoclave room
Shared autoclaves can be found in the precision cleaning areas on every floor in building 91.

To use the autoclaves, permission is required and this comes in the form of a code. The code is personal and is allocated to users after completion of training on autoclaves. When using an autoclave, the code is used to log the user in. Training sessions are advertised via e-mail. Should the autoclave break down or develop an error due to incorrect usage, the operational unit concerned will be charged with the repair cost.

V.5.2 Nitrogen storage
Containers of liquid nitrogen are to be stored in the precision cleaning areas on each floor of building 91. Alternatively, they can be stored in the nitrogen store on floor 09 of building 60. For storage in the nitrogen store, please contact Anders Cronqvist, anders.cronqvist@med.lu.se.

V. 5.3 Soundproof rooms
Soundproof rooms are available in building 91. These have reinforced sound insulation and ventilation. For this reason, equipment that generates a great deal of heat or noise should be placed here.

V.5.4 Cell culture rooms
Available on all floors and reached via the apparatus laboratory. These rooms are equipped with a sluice-gate corridor to prevent contamination and the spread of material to, from and between culture rooms. For this protection to work, not more than one door may be open at any given time.

The cell culture rooms are constructed and fitted out so that they satisfy safety requirements up to biosafety level 2.

Please note that permission is required for the simultaneous use of more than 500 litres of culture medium with infectious agents in risk class 2, for all work with infectious agents in risk class 3 or higher, and for work with GMM/GMO material. For more information about the permit process, please contact Linus Jeppsson, linus.jeppsson@med.lu.se.

For work with infectious agents where biosafety level 2 is required, the cell cultivation room is to be appropriately signed. Templates for such signs can be obtained from Linus Jeppsson, linus.jeppsson@med.lu.se.

V5.5 Freezer rooms
Low-temperature freezers are housed in the basement of building 60. These freezers can be connected to an operations alarm, which is in turn forwarded to the security company. Research groups are responsible for maintaining their own freezers and the inbuilt in-freezer alarm system. To book a place, or for help with purchasing, please contact Anders Cronqvist, anders.cronqvist@med.lu.se.

When placing material in or removing material from the freezers, the door to the freezer must be closed immediately afterwards. All work is then to be conducted outside of the freezer. Reception should be notified in advance of work that requires the freezer door to be open for a long period of time, so that appropriate measures can be taken so that the alarm is not forwarded to the emergency control centre.

If the user sets off the freezer alarm, this should be reported immediately to +46 (0)40 - 39 10 10 during weekdays (daytime) or to +46 (0)40 - 660 87 00 at all other times. If the alarm is not reported straight away, and CRC Service is therefore unable to recall the alarm, the operational unit involved can be charged by the security company for the cost of any call-outs.

Should a freezer break down, a reserve freezer is available in room 60-09-027, in which the frozen material can be stored until the broken freezer is restored to functionality. Please note that use of this freezer should be limited to only the time required to restore the broken freezer to normal operation, which should be organised as soon as possible. Long-term storage is therefore not permitted in the reserve freezer.

Freezers are to be labelled with a list of persons who can be contacted in connection with a fault, should the freezer break down, or if extensive measures or the moving of material are required.- The operational unit placing material in the reserve freezer should also attach the corresponding contact information to the reserve freezer.

V.5.6 Chemical stores
On each floor there is a local chemical store with an accompanying neutralisation room. Chemicals surplus to the daily requirement are to be stored here. The regulations that apply for chemical storage can be found in II1.5 Chemical stores and the storage of chemicals.

V.5.7 Central chemical store
The central chemical store for storing flammable goods is located at CRC Service. The procedures for the handling of the handing in and out of flammable goods from this store comply with the procedures for other stores, see V.15 Stores management

V.5.8 Cold-storage rooms
On each floor there are cold-storage rooms for experiments that require cold storage. These are equipped with operational and personal alarms, which are in turn forwarded to the security company, around the clock.

V.5.9 Dark rooms
On each floor there are rooms which can be used as dark rooms. On some floors, however, these rooms are also used for other purposes. For this reason, check which is your nearest available dark room.

V.5.10 Changing rooms
There are changing rooms for staff in building 60, on floor 09. Cupboards for the storage of outdoor clothes for lab personnel can be found in the corridor in building 91.

In office modules and print rooms there are safe boxes for the storage of personal valuables, to which padlocks can be attached.

V.5.1.1 Rest rooms
There is a rest room at CRC. The key to it can be borrowed from reception.

The rest room is not available for daily rest periods, it is only for persons who need it, e.g., for health reasons.

V.6 Equipment

V. 6.1 The range of basic equipment
The items below are to be considered shared basic equipment and can be acquired via CRC Service; they are financed by the rental and service charge.

Fixed equipment	Moveable equipment
Compressed air equipment	Autoclaves
Vacuum equipment	CO2 incubators
Burglar/operation alarms equipment	Fume cupboards/Downflow benches
Access control system and door settings	Ice machines
Emergency safety showers/Eye-baths	LAboratory dishwashers
Water purification equipment	LAF benches
Gas management equipment	Low-temperature freezers
Local gas equipment	White goods for staff rooms, etc.
Radiation units (not in building 91, floor 09)	Transportt vessels for liquid nitrogen
Fire prevention system and equipment	Fixtures and fittings
	Hydrogen peroxide equipment
	Laboratory refrigerators/freezer (incl non-sparking)
	Centrifuges and rotors (high-speed, ultra) for mutual use in shared areas

V. 6.2 Equipment in shared spaces
For the placement of larger equipment that does not come under V.6.3 Acquisition of heavy equipment for own use, such as refrigerators and freezers in shared spaces, there is a queue and allocation system. This system is to ensure that the spaces are utilised to their optimum, based on the local allocation and needs of all operational units.
In this context, "shared spaces" refers to the following locations:
1. Freezer room, building 60
2. Apparatus laboratory, building 91
3. Soundproof laboratory, building 91
4. Cell culture room, building 91

The queue list and allocation are administered by CRC Service, through the Service Technician, Anders Cronqvist.

V.6.3 Acquisition of heavy equipment for own use
When acquiring heavy equipment, this is to be reported to CRC Service before the acquisition process is commenced. The notification is to contain information regarding media provision requirements, and specific requirements in respect of the location's infrastructure. Following approval of how these requirements are to be satisfied, the equipment may be acquired.

Approval for the placement of equipment is received in the form of a placement permit.

Notifications are to be sent to the CRC Representative, Hugh Connell. In the absence of a notification, CRC Service is not responsible for the placement, installation or operation of the equipment, following its delivery.

"Heavy equipment" in this context refers to equipment which has a total weight in excess of 200 kg, a surface load in excess of 200 kg per square metre, and which requires access to media provision or, in some way, makes demands of the infrastructure (e.g. access to gas or vacuum provision or ventilation).

V.6.4 Inventory in corridors
In general, no inventory or equipment is to be placed in corridors or other passages.

It is permitted, however, to hang notice boards and the like on walls in corridors, as long as these do not protrude more than 50 mm from the wall. Please note, however, that the operational unit may not themselves attach fastening devices if such is missing; this is to be done by CRC Service.

Exceptions may be granted following a placement application. After the matter has been examined, an approved placement request for the inventory in question will be communicated via a placement permit.

Such placement permits can be issued for electrical equipment, but not, however, when such equipment contains a heat or refrigeration unit. However, the prohibition against the placement of equipment containing a heat or refrigeration unit does not apply to fixed coffee machines, kettles connected to timers, or to coffee machines placed adjacent to built-in refrigerators.

Fixtures and fittings or equipment for which a placement permit has been granted are to be assembled in accordance with instructions from CRC Service and according to the supplier's installation instructions. The permit recipient shall ensure that the fixtures and fittings or equipment to which the permit applies receive such supervision, care and maintenance that are required so their function is retained, and so that they do not constitute an increased risk.

V.6.5 Centrifuges
Check that the centrifuge and rotor are whole and otherwise serviceable.

Refer to the manual if you are unsure how to use the centrifuge in question.

Always ensure that the rotor is in equilibrium before the centrifuge is started.

V.6.6 Electrical hotplates and oil baths
Hotplates and oil baths are always to be equipped with timers. Be careful with their placement so a neglected hotplate does not cause a fire. In particular, make sure that whatever they are placed on is not flammable.

Water and oil baths should be of metal construction and equipped with protection against overheating. When using an oil bath, the temperature of the oil should be at least 20 degrees Celsius lower than the oil's flash-point.

V.6.7 Incubators/Drying cupboards/Warming cupboards
Incubators, drying cupboards or warming cupboards may not be used for flammable goods or for goods that could give off vapours hazardous to health.

V.6.8 Coolant hoses
Always attach hose clips to coolant hoses. Check that you have the right type of hose for the water pressure in question.

V.6.9 Vacuum and vacuum apparatus
At CRC there is a central vacuum system which can be connected to from the laboratories. When using this system, the installed collection system should be used to prevent contaminants from sucked up into the pumps.

All glass apparatus to be used in vacuum applications must be approved for such use. Check that glass goods are entire and then attach the glass with great care.

When working, suitable protective glasses and, if necessary, splinter cages, should be used. For larger items, protective screens should be used.

V. 6.10 Vessels for liquid nitrogen
Vessels for liquid nitrogen are to be housed in either the nitrogen storage room in building 60, floor 09, or in the dishwasher room of the respective floor in building 91. Please note that in the nitrogen storage room in building 60, floor 09, oxygen meters are to be used when working.

Refilling of liquid nitrogen is conducted by CRC Service every week, as necessary.

Operational units are responsible for supervision and care of the storage vessel so that the requirements of relevant legislation are satisfied at all times.

V.6.11 Coordinated service of certain equipment
CRC Service can offer to handle the inspection, preventative maintenance and fault localisation of certain laboratory equipment via joint service agreements.

CRC Service currently uses external operators for the inspection, preventative maintenance and fault localising maintenance of centrifuges, with the exception of ultracentrifuges. For inspection and preventative maintenance, SEK 470 is charged per centrifuge per year, whilst for fault localising maintenance, an hourly fee is charged.

Centrifuges where service is required are registered with Linus Jeppsson, linus.jeppsson@med.lu.se. When registering a centrifuge, the following information is to be provided: manufacturer, model, serial number, placement and the cost centre that owns the centrifuge in question.

V.7 Electrical system

V.7.1 Power supply
Power supply at CRC is divided up into three different supply networks. Regular power supply

The regular power supply network encompasses lighting and the majority of electrical outlets in the offices and laboratories. The quality of the power supply in this network, including the occurrence of current spikes and distortion, depends on which equipment is connected. Power supply at CRC is linked to the hospital's reserve power, but it is not an uninterruptable power supply.

Power supply for computer systems
In the power supply network for computer systems, the quality of the current is better, with less distortion. This network is primarily intended for supply to computer equipment, where the power required has to be more even. Please note that regular laboratory apparatus and motor-driven equipment may not be connected to these outlets as they will generate distortion. This network is connected to the hospital's reserve power, but it is not an uninterruptable power supply.

Uninterruptable power supply
Uninterruptable power is available for certain functions within CRC, primarily in conjunction with systems that cannot cope with short power failures. This is, above all, computer and telephone installations and certain sections of building 91, floor 09. Operational units are themselves responsible for furnishing equipment that is sensitive to power failures with a UPS or similar safety device. CRC Service can help with the acquisition of suitable UPS equipment.

Please note that UPS equipment used to maintain a safe electrical environment should not be placed directly on the laboratory floor or elsewhere where it could be subjected to splashes or become immersed in water.

V.7.2 Reserve power
Uninterruptable power is available in a couple of locations within CRC, primarily in conjunction with functions that cannot cope with short power failures. This is, above all, computer and telephone installations and certain sections of building 91, floor 09.

Research groups are themselves responsible for furnishing equipment that is sensitive to power failures with a UPS or similar safety device.

V.7.3 Cleaning outlets
These are located in the corridors and are intended for the cleaning staff's equipment. These may not be used for apparatus or other operational equipment due to the large number of outlets per fuse.

V.7.5 Outlet panels
The outlet panels are located at the laboratory benches and are equipped with ground fault circuit breakers, main switches and fuses. If necessary, CRC Service can increase the number of these.

V.7.6 Safety switches
In the corridors there are safety switches, which can only be used in the event of an accident in their respective room, for example, if a flammable solvent is spilled. The safety switch breaks the current sent to the outlet panels within the room in question.

V.7.7 Powerstrips
Do not connect too many powerstrips to the same electrical outlet. If a powerstrip is to be used with a high load, make sure that the whole length of the cable is pulled out; this dissipates the heat generated more effectively.

V.7.8 Plugs and powerstrips to be mounted
No plugs or powerstrips are allowed to lie on the floor. This is so that dust does not collect in the plugs. It also reduces the risk of a serious accident should there be a water leakage.

V.7.9 Load
The majority of the electrical outlets are only fused for a current of up to 10 A. Because of this, the load in each outlet or group of outlets on the same fuse must be planned so that it does not exceed 2,200 W in output power.

If you need help calculating the load, please contact CRC Service, +46 (0)40 - 39 10 30.

V.8 Health and wellness

V.8.1 Massage
You can get a massage at CRC, Monday to Friday, between 9.00 and 17.00. The treatment is conducted in the massage rooms at CRC, 90-09-022 or 90-09-023. For the range of treatments available, booking and other information, see the link in the address list.

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

The sauna must be booked prior to use. Bookings can be made for weekdays, from 8.00 to 21.00. Bookings are made at reception and should be made no later than one hour before the sauna is to be used, and no later than 15.30.

When a booking has been made, the door to the sauna is opened and the alarm is turned off. The alarm is activated 15 minutes after the booking is over. It is your responsibility to be out of the sauna before the alarm is activated. If an alarm is triggered, your research group will be invoiced for this.

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

Only the decking between the exit from building 93 to the sauna may be accessed. There is no access to other sections of the roof.

No alcohol is to be consumed in the sauna. No glass may be taken into the sauna. The person booking the sauna is responsible for cleaning it before they leave.

Please note that the security company will check to see that the rules of the sauna are not being infringed, when making their regular patrols.

V.9 IT Service

V.9.1 Computer and printer support
Contact IT Service when you require help with computers, etc. In the first instance this should be via their web page, see **IV. 1 Telephone numbers and addresses**. You can also contact them via e-mail itservice.crc@med.lu.se or telephone +46 (0)40—39 11 00.

Standardised work places mean fast, effective support. In order for IT Service to be able 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 the installation of new purchases and the resetting of computers, when this is necessary. IT Service has a standard installation available for the rapid resetting of our standard models.

All the services provided by IT Service can be found in a service catalogue, which is available at the following link: http://www.med.lu.se/intramed/stoed_verktyg/it_service/tjaenstekataIog

V.9.2 User names and passwords
All employees at the University are to have their own LUCAT ID and associated password.
Contact your directory administrator if you do not have one. Contact your line manager to find out who your directory administrator is.

You should enter you current room number in LUCAT for employees, so that caretakers and IT Support can find you. Your LU-CAT ID is used for access to resources such as networks, e-mail and shared servers.

V.9.3 Networks
Networks for locations are ordered via IT Service. Network outlets in a location can be connected to IP telephony, LU or regional networks. The University's network and regional networks may not operate simultaneously in the same room.

The wireless network for logging in via web browsers is called "LU weblogon". The latter requires a key, which is secret and which must be changes twice a year. For the autumn of 2015 the key is lu2015-2, for the spring of 2016, it is lu2016-l, and so on. The wireless network Eduroam provides employees and students at its member organisations access to the Internet even when they are visiting other universities and colleges that are members of this network collaboration.

A measurement network is used for computers connected to laboratory equipment. This is not connected to the Internet and is therefore safer. IT Service only supports measurement computers if it has an agreement with the researcher in charge.

V.9.4 Telephony
Networks with outlets in the room are ordered via IT Service. For subscriptions, to report faults, and for other services, contact LDC, +46 (0)46 - 222 90 00, servicedesk@lu.se.

V.9.5 Purchasing
IT Service is happy to provide advice prior to purchases of an IT nature. Lund University's rules for procurement and purchasing must be followed. IT Service does not handle the purchasing of consumable items such as toner, ink cartridges for printers and CDs.

V. 9.6 Locations with AV equipment
If you require the help of an AV technician in a particular room, "start help" with a technician can be booked via IT Service. During the day there are also technicians available who can come and help out at short notice; contact reception if this is the case.

V. 10 Library
One of the Faculty of Medicine's libraries is located at CRC.

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. Any changes to the opening times can be found on the notice board at the entrance to the library.

V.11 Relatives Centre (ANC) and Triage Point - City Tunnel (TpCT)
The SUS Relatives Centre (ANC) and the Triage Point - City Tunnel (Tp CT) are located at CRC. In the event of major disasters, ANC will provide relatives of casualties with information and support, whilst Tp CT is used for the triage of "walking wounded" from an accident or other incident in the City Tunnel. ANC or Tp CT are to be prioritised, when activated. This will bring about disruptions to CRC Service's normal service capacity. Information regarding the extent of the disruptions will be communicated once CRC Service has an overview of the situation, and depending on the service required by ANC and Tp CT.

V.12 Reporting faults
Faults should, in the first instance, be reported through CRC's electronic fault reporting system, or alternatively to crc.felanmalan@med.lu.se. Emergencies, such as water or gas leaks, should be reported to +46 (0)40- 39 10 30 (daytime) and to G4S emergency control centre (night time).

You can access the fault reporting system via crcservice.med.lu.se, and user names have been sent out to the respective operational units. For questions regarding system authorisation, please contact Linus Jeppsson, linus.jeppsson@med.lu.se.

V.13 Notifying a change of location
In order to be able to provide a good level of service and to update its administrative systems in conjunction with whole or partial operational units changing location, CRC Service requires information regarding these changes of location. Informing CRC Service in good time of any plans to move gives them time to organise additional furniture requirements, to activate telephone and computer connections and to conduct any administration connected with the move.

All moves within, to and out of CRC must be registered at least six weeks before the moving date. This is done via CRC Service's electronic services.

If no such notification can be provided, then, in accordance with the Board's decision, neither CRC Service nor IT Service can undertake any measures in connection with the move. There is then a risk that the move will either be serious delayed, or that it will not happen at all.

V.14 Laundry
Laundry is left in the laundry bags found in the changing rooms and adjacent to the students cupboards in building 90, floor 09.

New laboratory clothes can be obtained from the changing room in building 60. For requests regarding the range of laboratory clothing, please contact CRC Service, +46 (0)40 - 39 10 30.

V.15 Stores management

V.14.1 Objects
There is a central store at CRC that is administered by CRC Service. Contact CRC Service if you have inventory that requires storing. CRC Service will subsequently accept the objects and place them in the shared stores.

If the items are large and heavy, it's a good idea to send an e-mail to CRC Service for help with moving them.

When you leave the item at the stores, you will be given a receipt containing information about where the objects have been placed. When you go to pick up the objects, show this receipt to CRC Service.

The objects will be under surveillance. Operational units that have had objects in storage for over 2 years will be asked whether they wish to re-register the items. For this to happen, the operational unit must come to CRC Service and notify them that re-registration is necessary. If re-registration does not happen, the object will be taken out of storage and returned to the operational unit from whence it came.

Please note that objects that contain dangerous substances or forces, such as mercury or radiation sources, may not be stored in the shared stores.

V.15.2 Chemicals
The handing in and out of chemicals from the central store for flammable goods is conducted in a similar manner to other store management, with the following differences.

The handing in and out is conducted at CRC Service, between 08.00 and 15.00. CRC Service should be contacted by telephone or e-mail prior to handing in or out, in order to guarantee that qualified personnel are there to help you.

V.16 Furniture
It is possible to supplement a room's furniture, some of which can be provided to the operational unit at cost price. For further information, contact: CRC Service.

V.17 Coffee machines
All staff rooms and the pantry are equipped with a coffee machine. This is provided by CRC Service. Coffee for the machine is included in the rental fee and can be obtained from CRC Service.

To report a fault with the machine, please contact CRC service, +46(0)40- 39 10 30.

Coffee machines other than the standard machine provided by CRC Service will be at the expense of the operational unit itself, which will also be responsible for the replenishment and service of such machines. Please note that the placement rules stated in *V.6.4 Inventory in corridors* apply to requests to place coffee machines in corridors or passageways.

V.18 Printer paper
Printer paper for shared printers is included in the rental fee. If the printer paper runs out, please contact CRC service, +46(0)40-39 10 30.

V.19 Cleaning
CRC is cleaned by LU's service unit, and is divided up into basic cleaning, function cleaning and additional cleaning. Basic cleaning is that which is always conducted in order to ensure that the premises are kept in good condition. The frequency of cleaning is determined by the type of premises. Function cleaning is needs based and is conducted when necessary. Additional services have also been ordered to some degree in order to raise the quality of cleaning within CRC.

Cleaning of office spaces normally occurs once a week; laboratories, teaching locations and stairwells are cleaned three times a week; and shared spaces and toilets are cleaned every day, or several times a day. For offices and laboratories, cleaning includes the dusting of furniture and open spaces, mopping of the floor and the emptying of waste paper baskets. Also included is the operation and emptying of the dishwashers in the staff rooms in buildings 28 and 91.

To facilitate cleaning, the floor should not be used for storage. Please note that the movement of equipment, material or other objects during cleaning is not the job of the cleaning staff - they will only clean freely accessible spaces.

Should you experience any shortcomings in the cleaning, please contact Hugh Connell, hugh.connell@med.lu.se.

V.20 Notices and the spreading of information

Notices may be attached to notice boards around CRC. Otherwise, notices may only be posted following the approval of CRC Service. You can also leave your notice at reception, and they will put it up for you.

When posting notices, you may not use tape, glue, staples or the like as these can damage walls and glass surfaces. Pins are to be used when attaching notices to notice boards and when posting notices to walls or glass surfaces, self-adhesive plastic cases are to be used, which are available from CRC Reception. Temporary information notices can also be attached to moveable street notice boards, which can be borrowed from CRC Reception.

Please note that there may be limitations regarding the type of information that can be posted, based on the Vice-Chancellor's decisions. Contact CRC Reception for more information.

Information can be presented on the info boards mounted in the CRC entrance hall, in the building 91 atrium and in the Wallenberg Laboratory entrance hall. To post information on these, please contact CRC Reception.

V. 21 Parking

V.21.1 Parking near CRC

There are a total of 16 parking spaces adjacent to CRC; eight at the end of building 60, two disabled spaces next to the main entrance, four spaces at the side of building 28 and two spaces in front of building 28. All parking spaces require parking permits.

V.21.2 Division of parking spaces

Building 60

There are eight parking spaces at the end of this building. These are divided as follows: spaces 1 to 5 belong to the TEDDY clinic and spaces 6 to 8 belong to CRC Service, for their service cars.

Building 28

There are four parking spaces at the end of this building, and two at the front. These are divided as follows: spaces 9 to 12 belong to CRC Service, for their service cars, and spaces 13 and 14 belong to Meeting place CRC.

Building 90 and main entrance

There are two spaces at the front of building 60. These two are reserved as disabled parking spaces for visitors to operational units at CRC. Parking in these spaces requires a disabled driver permit.

Loading zones

One loading zone is marked and reserved at the end of buildings 60 and 61, and there are two loading zones in front of building 28 for the loading and unloading of goods for CRC. Parking is prohibited in this area, unless you are loading or unloading goods. The parking time is strictly limited to the time it takes to load or unload, plus ten minutes. The vehicle shall display at all times the name of the delivery company and the driver's name or the telephone number of another contact person. Vehicle sparking illegally risk being towed away.

Driveways

The drive in front of the main entrance is classified in Malmö City's building plan as a public road. It is to be kept free from vehicles around the clock. Vehicle may only stop there to drop off or pick up passengers. Vehicles may not be left there. If they are, fines will apply.

V.21.3 Parking permits

All parking spaces require a valid parking permit to be visibly displayed in the car's front window. For services spaces, temporary parking permits are obtained from reception. The parking permit is time-restricted and applies to a specific space; the parking time necessary and the car's registration number are to be stated when obtaining the permit. The issuing of parking permits that cover several days at a time is limited.

Parking permits for the TEDDY clinic's spaces are sent out along with the invitation to attend. For disabled spaces, a disabled driver permit is always required.

For other spaces, permanent parking permits are required, which are administered by CRC Service. All permanent spaces are already booked up.

Between 17.00 and 18.00 and at weekends, parking is free for those with business at CRC in the service spaces and in the TEDDY clinic spaces.

V.21.4 Surveillance
All parking spaces, drives and loading zones are continuously monitored by Parkering Malmö AB. In the event of illegal parking or parking without a valid parking permit, Parkering Malmö AB will impose a control charge for incorrect parking.

Ten minutes are allowed for the driver to obtain a parking permit. If this time limit is exceeded, a control charge for incorrect parking can be imposed.

CRC Service takes no responsibility for control charges imposed due to incorrect parking or parking without a valid parking permit. This is the responsibility of the car owner.

Between 17.00 and 18.00 there is no surveillance of the spaces allocated for free parking in conjunction with business at CRC or W-Lab.

V.21.5 Information
If you have questions, etc. regarding parking near CRC, please contact reception, crcreception@med.lu.se.

V.22 Entry phones

The main entrance and the Women's Clinic Entrance, the loading bays and doors to the operational units in building 60, floor 10 and building 91, floor 09, are equipped with entry phones.

If you work for one of CRC's service units or an operational unit with its own entry phone, contact Linus Jeppsson, linus.jeppsson@med.lu.se, who will assign a telephone number. Only telephone numbers belonging to Lund University's switchboard can be used. The entry phone's number will be displayed next to it.

To use an entry phone, dial B followed by the extension.

When someone uses the entry phone, it rings the designated extension, which is why you will hear a tone when you lift the receiver. To answer the call, press 5. You can then talk to the caller for 45 seconds.

To end the call, press 0.

Certain doors can be remotely opened by pressing 5 while the call is in progress.

V.23 Photography

Photography is generally permitted within public spaces within CRC, in the public communication spaces in buildings 28, 60 and 91, and in the seminar rooms in building 93.

For photography in the laboratory section of building 91, and in all operational locations, the permission of the operational unit in question is required.

V.24 Waste management

V.24.1 Locations

Local waste collection points	In building 91 the waste collection rooms are next to the post rooms. These rooms are intended to receive waste generated by the laboratories and offices in building 91.
Copying rooms	In the copying rooms in buildings 92, 93, 60 and 28 there are bins for office paper and a collection point for cardboard. In the post rooms in building 91 there are bins for office paper.
Central waste collection points	A central waste disposal room is located close to CRC Service. Here there are bins for recycling and waste. Other waste is also stored here, pending collection
Pantry/staff rooms	Waste sorted by type, as per notice.

V. 24.2 Conventional waste

Paper	Paper is collected in paper receptacles placed in the post room on every floor; contact CRC Service when the receptacle is full. Examples of recyclable paper: Newspapers Office paper Telephone catalogues Envelopes, not window envelopes or self-sealing envelopes. Staples are OK Small amounts of cardboard The bins are collected by CRC Service department and removed by the SUS transport service.
Confidential material	Confidential material constitutes paper and other material where confidentiality applies according to legislation. Examples of confidential material: Patient records Completed questionnaires Confidential material is packed into cardboard boxes, not plastic sacks. The box must not be filled to more than 2/3. Seal the box and label it with the sticker "S". Fill in your name. Boxes and stickers can be ordered from Skåneförrådet. Contact the SUS transport service for the collection and destruction of confidential material.
Household waste	Household waste is to be deposited in the bins placed in the vicinity of the staff rooms and lunch rooms, in waste paper baskets in offices and laboratories and at the local waste collection points. Waste from the restaurant is disposed of in plastic bags which are left at the agreed collection point. Wastepaper baskets in operational locations are emptied by the cleaning staff. Examples of household waste: Expanded polystyrene Plastic bags Food waste Plastic film, etc. Household waste is collected in containers adjacent to CRC Service. These are then collected by the SUS transport service.
Cardboard	Cardboard can be deposited in the bins at the local waste collection points in building 91 and at the recycling stations in staff rooms. Cardboard can also be placed in the blue boxes in building 28 on floors 12 and 13, and in building 60 on floor 10, or in the bins at CRC Service. The restaurant collects cardboard in its own bins. Cardboard is collected by CRC Service once a week for building 91, and according to need in the other buildings. Examples of cardboard waste: Cardboard Cardboard with plastic or aluminium backing is OK Packaging should be clean and boxes flattened. Cardboard waste is collected in containers adjacent to CRC Service. These are then collected by the SUS transport service.
Corrugated cardboard	Corrugated cardboard can be deposited in the bins at the local waste collection points in building 91. Cardboard can also be placed in the blue boxes in building 28 on floors 12 and 13, and in building 60 on floor 10, or in the bins at CRC Service. The restaurant collects corrugated cardboard in its own bins. Examples of waste: Boxes made of corrugated cardboard. The boxes should be bound together. If the Skåneförråd trolley is available, boxes can be placed on this. The trolley must not be filled to the point that it cannot fit through the doors.

Plastic

Hard plastic is collected in the appropriate bins at the central waste collection point and in the staff rooms. The restaurant collects its plastic in its own bins. Plastic is collected every week by CRC Service. Plastic is collected from the staff rooms by the cleaning staff.

Examples of hard plastic waste:
Hard plastic packaging (packaging that splits when you crush it)
Plastic bottles
Plastic containers
Plastic film.

Packaging is to be labelled with a symbol equivalent to that below, with a figure from 1 to 7.

Bottles and packaging should be empty and clean. Crush the packaging to save space.

Please note that plastic packaging used for storing chemicals is not to be sorted as plastic, but as chemical waste.

Plastic waste is collected in containers adjacent to CRC Service. These are then collected by the SUS transport service.

Glass

Waste glass is to be disposed of in the appropriate bins in the staff rooms. The restaurant collects waste glass in its own bins. Glass is collected by CRC Service every week. Glass disposed of in the staff rooms is collected by the cleaning staff.

Examples of glass waste:
Glass containers

Containers should be empty and clean. No caps or lids. Please note that glass objects that are not containers should be disposed of as household waste. Please note that glass packaging used for storing chemicals is not to be sorted as glass, but as chemical waste.

Glass is collected in containers adjacent to CRC Service. These are then collected by the SUS transport service.

Metal

Metal is to be disposed of in the appropriate bins in the staff rooms. The restaurant collects its metal packaging in its own bins.

Examples of metal waste:
Tin cans
Aluminium tubes
Foil cases
Caps and bottle tops
Packaging must be empty and clean.

Please note that metal objects that are not containers should be disposed of as household waste. Please note that metal packaging used for storing chemicals is not to be sorted as metal, but as chemical waste.

Metal is collected every week by CRC Service. Metal is collected from the staff rooms by the cleaning staff. Metal is emptied into containers and then collected by the SUS transport service.

V. 24.3 Bulky waste

Batterier

Batteries are to be disposed of in the left-hand bin for hazardous waste in the central waste collection point in building 91 or in the recycling stations in pantries.

Batteries are collected by CRC Service according to need and are emptied into bins for removal by the SUS transport service

Light bulbs

Fluorescent tubes Fluorescent tubes and light bulbs are to be disposed of in the appropriate bins at CRC Service for removal by the SUS transport service

Electronics and laboratory waste

Electronics and laboratory waste are collected at the designated location at CRC Service. The operational unit wishing to dispose of electronics and laboratory waste is responsible for transporting it to the caretaker.

For reaction and measurement equipment deposited as laboratory waste, a declaration detailing any hazardous substances or forces occurring the equipment is to be completed. This declaration can be obtained from the caretaker as the time of disposal.

CRC Service disposes of the waste via an approved waste manager.

Any disposal fee charged by the waste manager will be passed on to the operational unit making the disposal.

Toner cartridges

Toner cartridges are to be placed in sealed boxes and left on Skåneförrådet's trolleys.

These are removed when Skåneförrådet collects the trolleys.

V.23.4 Farligt avfall

Infectious waste

Infectious waste, including sharp waste, is to be collected in packaging intended for this purpose.

Examples of infectious waste:
Test-tubes used for blood and urine,
Cannulae and lancets,
Cell culture waste, untreated,
GMM/GMO waste, untreated,
Low-radioactive waste, infectious waste,
Elektroforesis gels and the like
Infected, or material suspected to be infected such as hand towels and paper towels.

Small sharp objects are to be placed in sharps containers. Other waste is placed in extra plastic liners and sealed with cable ties or sack ties.

If the waste contains liquid, absorbent material should be placed inside the extra plastic liner. Sharps containers and extra plastic liners are placed in preprinted "Risk waste" boxes containing an inner liner.

When the box is full, the inner liner is sealed with a cable tie or sack tie and the box is sealed with the appropriate tape. Fill in the date and the depositing operational unit in the appropriate field. Place the "Risk waste" box in the waste collection room.

Preprinted "Risk waste" boxes and tape can be found in the waste collection room in building 91. The boxes are 55 litres in size, with a maximum weight of 13 kg. Please note that the boxes may not be filled to more than 2/3 and the maximum weight must not be exceeded.

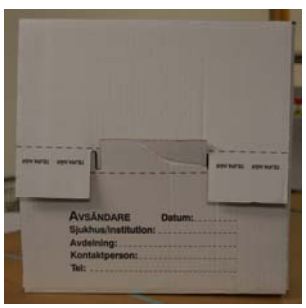
Infectious waste can be stored for a maximum of 24 hours at room temperature, after which it should be placed in cold storage for up to 7 days

Infectious liquid waste that has been autoclaved is handled as laboratory waste in accordance with V.23.4 Hazardous waste,.

Infectious waste is collected by the caretaker every other day and is forwarded to the SUS transport service for further transportation to a waste management facility for destruction.

Sharps container

Risk waste box, front



Risk waste box, place for tape and labelling

Biological waste

Biological waste, such as body tissues and human and animal body parts are to be disposed of in the designated manner.

Examples of biological waste:
Large sections of human or animal tissue
Low-radioactive animal waste
GMO animal waste
Please note that glass and other waste are not to be disposed of here.

The waste is placed in extra plastic liners which are sealed with cable ties or sack ties. If necessary, absorbent material is to be placed inside in the liner.

The packaged waste in placed in an unmarked brown box for hazardous waste, with an inner liner. The box is sealed with the appropriate tape, which is marked "Biological waste". If infection is suspected, an "Infectious waste" label should also be attached. A "Low-radioactive waste" sticker should also be attached, where appropriate. Fill in and attach the goods declaration.

Boxes for hazardous waste and the appropriate tape can be found in the waste collection room in building 91. The boxes are 25 or 55 litres in size, with a maximum weight of 8 or 13 kg respectively. Please note that the boxes may not be filled to more than 2/3 and the maximum weight must not be exceeded. Biological waster must be kept under cold storage whilst awaiting transportation.

Biological waste is collected by CRC Service as necessary and forwarded to the SUS transport service for further transportation to a waste management facility for destruction.

Sharp waste
Laboratory waste

Sharp waste and other laboratory waste is to be disposed of in the appropriate containers.
Examples of sharp waste:
Cannulae, lancets, etc. , non-infectious
Pipette tips
Contaminated or broken laboratory glass
Chemical bottles, emptied
Low-radioactive sharp waste
Contaminated material, or material suspected to be contaminated, such as hand towels and paper towels.

Small sharp objects are to be placed in sharps containers. Larger objects are to be packed in a puncture-resistant material before being packed in a box. If the waste contains liquid, absorbent material should be placed inside the extra plastic liner. The packaged waste in placed in an unmarked brown box for hazardous waste, with an inner liner.

When the box is full, the inner liner is sealed with a cable tie or sack tie and the box is sealed with the appropriate tape. For sharp waste, tape with the text "Sharp waste" is to be used. Fill in the date and the depositing operational unit in the appropriate field. Place the box in the waste collection room.

Boxes for hazardous waste and the appropriate tape can be found in the waste collection room in building 91. The boxes are 25 or 55 litres in size, with a maximum weight of 8 or 13 kg respectively. Please note that the boxes may not be filled to more than 2/3 and the maximum weight must not be exceeded.

Sharps waste and laboratory waste is collected by CRC Service every other day and forwarded to the SUS transport service for further transportation to a waste management facility for destruction.

Sharps container

Box for hazardous waste

Chemical waste

Chemical waste should be collected and then forwarded for destruction.

Examples of chemical waste:
Chemicals, new or used
Discarded drugs
Scintillation vials, non-alpha-radiation, and
activity concentration < 10 Bq/ml or < 100 Bq/ml for ^{3}H or ^{14}C
Mercury thermometers Mercury breakers
Lead containers, empty and clean

If possible, chemical waste should be left in its original container; if this is not possible, the container is to be labelled with its contents and the appropriate hazard pictogram.
Scintillation vials are to be labelled with a sticker detailing the liquid scintillation solution:
www.medarbetarwebben.lu.se/sites/medarbetarwebben.lu.se/files/etikett_vatskescintillationslosning.pdf

The operational unit can request that the waste management facility packs the chemical waste. If they are to pack the chemical waste themselves, a brown box for hazardous waste should be used, with an extra inner lining. Absorbent material is to be placed inside the box's inner liner.
The chemical waste is to be packed by type, and may not be packed in such a way that chemicals react with each other so that there is a risk of:

1. Combustion or significant heat development
2. The development of flammable, asphyxiating, oxidising or toxic gases
3. The emergence of corrosive substances
4. The emergence of unstable substances

Packed boxes should not be sealed until the operational unit has ensures that the aforementioned risks cannot occur; if you are unsure, contact SYSAV for advice. Packed boxes are to be labelled with the name of the operational unit responsible for the packing.

Chemical waste may be temporarily stored, for a period of up to 3 months, in ventilated metal cabinets in the waste collection room. When the chemical waste is placed in a waste container, it must be labelled with its date. In all other regards, the storage and handling of chemical waste is to comply with the regulations on chemical handling stipulated in this manual

The boxes are 25 or 55 litres in size, with a maximum weight of 8 or 13 kg respectively. Please note that the boxes may not be filled to more than 2/3 and the maximum weight must not be exceeded.

Operational units order the removal of the waste from SYSAV via an order form, following which the removal will be conducted, in the first instance, on Tuesdays in odd-numbered weeks. www.medarbetamebben.lu.se/files/hamtningsblankett_farligt_avfall.docx

The invoice for the disposal of chemical waste is to be sent to the Faculty of Medicine, which uses central funds to cover this handling cost.

No chemical waste may be disposed of down the drain, or equivalent.

Radioaktivt avfall

Radioaktivt avfall delas avseende omhändertagandet in i låg- samt medel– och högaktivt avfall.

Exempel på lågaktivt avfall:
Lågradioaktivt avfall
Lågradioaktiva scintillationsburkar
Övrigt lågradioaktivt
Övriga scintillationsburkar

Lågradioaktivt avfall avser avfall där aktiviteten hos varje förpackning är högst 1 L_k och den totala aktiviteten hos avfallet under en månad inte överstiger 10 L_k, och där ytdosraten på förpackningen understiger 5 µSv/h. Lågradioaktivt avfall omfattar även punktpreparat med aktivitet om högst 50 kBq och ytdosraten på förpackningen understiger 5 µSv/h.

L_k är beroende på isotop och framgår av föreskrift från Strålsäkerhetsmyndigheten:
http://www.stralsakerhetsmyndigheten.se/Global/Publikationer/Forfattning/SSMFS/2010/R%C3%A4ttelse-SSMFS-2010-2.pdf

Low-radioactive waste which is also infectious, sharp or both is to be packed according to the regulations for that particular category of waste.

Low-radioactive waste not belonging to one of the above categories is to be packed in an unmarked, brown box for hazardous waste.

The box, regardless of which packaging is used, is then labelled with a special sticker: www.medarbetarwebben.lu.se/sites/medarbetarwebben.lu.se/files/etikett_lagradioaktivt_avfall_0.pdf

Operational units order the removal of the waste from SYSAV via an order form, following which the removal is conducted, in the first instance, on Tuesdays in odd-numbered weeks. www.medarbetarwebben.lu.se/sites/medarbetarwebben.lu.se/files/hamtningsblankett_farligt_avfall.docx

The invoice for the disposal of chemical waste is to be sent to the Faculty of Medicine, which uses central funds to cover this handling cost.

Cell culture medium

Gel bags filled with cell culture medium are placed in a "Risk waste" box in the cold-storage room on the appropriate floor.

A maximum of 6 gel bags may be placed in the same carton. The filled carton is sealed and taken for further processing by CRC Service, as infectious waste.

Gel that has formed in the handling of large volumes of cell culture medium may, as per *III. 13.1 Collection systems for large volumes,* be poured directly into a "Risk waste" box, and be handled as infectious waste.

No cell culture medium may be poured down the drain or discarded in a corresponding manner.

For more information regarding the use of the collection system, please see **III. 13 Collection systems** for **cell culture medium.**

V.25 Postal services

RegionService handle the distribution of internal and external mail to CRC. CRC Service handles post management (picking up outgoing mail and delivering incoming mail) within CRC.

V.25.1 Internal mail

Internal mail is distributed between all of the University's departments and units in Lund, Malmö, Kristianstad and Helsingborg, and the healthcare facilities within the county of Skåne. Internal mail can be sent to all municipal administrations in Malmö via the collection point at SUS Malmö.

Internal mail should preferably be sent in an internal (holed) envelope. Internal mail sent in regular envelopes or another form of packaging is to be clearly labelled "Internal mail". Parcels should be well wrapped.

V.25.2 External mail

The departments at SUS Malmö have a franking agreement with RegionService. The University's outgoing external mail is franked by the post unit at SUS Malmö.

All external mail is sent first class (A-post) which means that they should reach the intended recipient on the following day.

The post unit at SUS Malmö makes no demand as to the appearance of the envelopes. For operational units that are part of Lund University, it is recommended that printed envelopes featuring LU's logo are used.

V.25.3 Valuable items

Valuable items can be sent in the following manner:

1. Registered mail (Assurerad försändelse) - this type of delivery is insured up to a certain amount, mark the envelope "Assurerat" (Registered) and the amount insured.
2. Recommended mail (Rekommenderad försändelse) - this type of delivery has to be signed for by the recipient, mark the envelope "Rekommenderat" (Recommended).
3. Express mail - this type of delivery is delivered to the recipient by courier no later than 09.00 on weekdays and no later than 12.00 on non-holiday-weekend Saturdays, with some exceptions. Mark the envelope "Expressbrev" (Express mail) and "Lördagsutdelning" (Saturday delivery) if it is to be delivered on a Saturday.

V.25.4 Postboxes within CRC
There are three post boxes within the CRC post room: a white one, a blue one and a black one. The white box is for outgoing internal mail, within CRC, W-Lab and PAM. The blue box is for all other outgoing mail - internal and external. The black box is used for delivery of incoming mail into the post room.

V.25.5 Post rounds
Post rounds are conducted on holiday-free weekdays, apart from "klämdagar" (working days between public holidays and week-ends), in the morning and in the afternoon.

Morning
The SUS Malmö post unit drops off incoming mail to CRC at 9.00.
The caretakers hand out incoming mail and collect outgoing mail at 9.00-10.00. Outgoing mail should be placed in the blue box no later than 9.00.

Afternoons
The SUS Malmö post unit drops off incoming mail at 13.20.
The caretakers hand out incoming mail and collect outgoing mail at 14.00-15.00. Mail to be sent the same day should be placed in the blue box no later than 14.00.

V. 25.6 Emergency letter boxes
A white emergency letter box can be found outside the CRC caretakers, building 90, floor 09. This is emptied at 15.00 on week-days.

There is another one at the Surgical Clinic (Kirurgiska kliniken), Inga Marie Nilssons gata 47, immediately to the right of the main entrance. This postbox is emptied at 16.00 on weekdays.

V.25.7 Public post boxes
The nearest public post boxes are at Pressbyrån (Jan Waldenströms gata 18 and Inga Marie Nilssons gata 47) and at Orthopaedics. These post boxes are emptied at 18.00 on weekdays and at 14.00 on Sundays and bank holidays.

The post office's "last minute" post box is at Borrgatan 55, Malmö. This post box is emptied at 22.00 on weekdays and at 20.00 on Sundays and bank holidays.

V. 25.8 Post distribution on 'klämdagar' (working days between public holidays and weekends)
Samples received are delivered by the post unit at SUS Malmö direct to the operational units. Other mail is delivered on the next working day by CRC Service.

V. 25.9 Deliveries of refrigerated and frozen items
Refrigerated and frozen items are delivered direct to the operational unit in question at CRC. If the recipient cannot be contacted, the delivery is placed in the spot designated for this purpose in the cold-storage room on the 10th floor.

The delivery will also be placed here if the recipient/address/contact person in unclear, and the recipient cannot be identified.

V.25.10 Parcels

Incoming parcels
Incoming parcels are delivered once a day at around 12.00. Parcels received after 13.00 can be picked up from reception.

Consignments arriving by courier are distributed by the delivery firm, direct to the recipient.

Please note that parcels should not be accepted in laboratory locations, but out in the corridor or another adjacent location.

Outgoing parcels
Outgoing parcels that are to be sent by post are left with the caretakers. The sender should themselves contact the post unit at SUS Malmö; they will then come and fetch the parcel from the caretakers.

Outgoing parcels that are to be sent by courier should be left at reception. The operational units themselves contact PostNord AB and they come and fetch the parcel from reception. Framework agreements exist with PostNord AB in respect of parcel delivery and courier services.

V.25.11 Unpacking
Parcels received can be unpacked on the packing table in the waste collection room in building 91.
Wrapping material is then sorted by type in accordance with the waste regulations stated in *V.24.2 Conventional waste*.

V.25.12 Complaints
Any complaints regarding external mail should be directed to the post unit at SUS Malmö. Complaints concerning internal mail should be directed to CRC Service.

V.25.13 Addressing
For the post system to function as it should, it is important that the correct name and address is stated on all deliveries. Incoming mail should be addressed by the sender as below:

Adress for letters/parcels	Delivery adress, large consignments	Internal mail address
Lund University	Lund University	Department/unit
Recipient	Recipient	Research group/division
Building … Floor …	Building … Floor … Room …	Recipient
Jan Waldenströms gata 35	Jan Waldenströms gata 36	Building … Floor …
205 02 Malmö	205 02 Malmö	HS 33
		Jan Waldenströms gata 35

V.25.14 Large consignments
Large or heavy consignments are to be transported on EU pallets, 800 x 1,200 mm. The height of the consignment may not exceed 2,000 mm, including pallet. The consignment must be capable of being placed on the floor by the person transporting it.

If the consignment exceeds these measurements, or has to be lifted down by the recipient, CRC Service must be contacted in advance. Otherwise the consignment will have to be returned, as there is no capacity for receiving such items.

When purchasing, it is recommended that you give as the delivery address the room where the item is to be placed.

V.25.15 Updating of address register
For the post system to function as it should, it is important that the information in LUCAT is updated continuously. Questions regarding LUCAT are dealt with by the person in charge of LUCAT at each respective department/equivalent.

V.26 CRC Service Forum
The CRC Service Discussion Forum is intended to work as a tool to make it easier for the operational units within the CRC Service administration area to make suggestions and ask questions concerning buildings and the equipment and services provided by CRC Service.

The forum also functions as a cooperation and information portal with regard to certain specific function, such as the handling of flammable goods and authorisation.

The discussion forum is internal for the CRC administration area, which is why registration is required. The forum can be reached via a link, see VI. 1 Telephone numbers and addresses.

The forum's information section includes information about the forum, registration and its rules.

Section VI

VI.1 Telephone numbers and addresses

Reception		+46 (0)40 - 39 10 10
CRC Service		+46 (0)40 - 39 10 30
Hugh Connell	Representative	+46 (0)40 - 39 10 02
Linus Jeppsson	Operations Manager	+46 (0)40-39 10 01
Lars Jansson	Administrator	+46 (0)40 - 39 10 18
Henrik Wendel	Service technician	+46 (0)40 - 39 10 03
Anders Cronqvist	Service technician	+46 (0)40 - 39 10 05
Göran Mårtensson	Service technician	+46 (0)40 - 39 10 06
Tobias Kristensson	Service technician	+46 (0)40 - 39 10 13
Anki Boldin	Central dishwashing	+46 (0)40 - 39 10 08
Maria Schüler	Receptionist	+46 (0)40 - 39 10 11
Kristina Wüeggertz	Receptionist	+46(0)40-39 10 11

All e-mail addresses follow the format fornamn.efternarnn@med.lu.se

IT-Service, Lund University	040 - 39 11 00, itservice@med.lu.se
LDC, Lund University	046 - 222 90 00, servicedesk@lu.se
Alarm number, emergency	0 - 112
Polisen, non-emergency	0 - 114 14
G4S Emergency control centre	040 - 660 87 00
LU:s Head of security	046 - 222 37 48
Infection Clinic	040 - 33 75 27

Hospital post office

Ulf Hansson	+ 46 (0)40-33 39 50, Ulf.Hansson@skane.se
Susanne Dalgaard	+ 46 (0)40- 33 12 66, Susanne.Dalgaard@skane.se

Länkar

CRC's web pages	www.med.lu.se/crc	
CRC's Online services	crcservice.med.lu.se/onlinetjanster	(incl. access application)
CRC's Fault reporting	crcservice.med.lu.se	
CRC's Forum	crcservice.med.lu.se/forum	
IT service	http://www.med.lu.se/bibliotek_och_ikt/kontakta_oss/	
LU Employee intranet	medarbetarwebben.lu.se	
KLARA	http://www.port.se/alphaquest/app_lu/pcmain.cfm.	
Radiation protection	www.stralskydd.med.lu.se.	
Glove guide	www.med.lu.se/content/download/93266/639071/file/Handskguide.pdf	
Report - narcotics	www.lakemedelsverket.se/upload/om-lakemedelsverket/blanketter/Word/%C3%85rsredovisning_20101210.doc	
Dangerous goods	www.msb.se/farligtgods	
Incident report	www.med.lu.se/intramed/stoed_verktyg/haelsa_miljoe_saekerhet_hms/crc_haelsa_miljoe_saekerhet/haendelseanmaelan	
ScheduleIT	crcservice.med.lu.se/scheduleit	
Helahuma	www.helahuma.se	

VI.2 Card stations

LTH Study Centre
Monday 12.00 -13.30
Tuesday 10.00 - 11.00, 12.00 - 13.30
Wednesday 12.00-13.30
Thursday 12.00 - 13.30, 14.30 - 16.00
Friday 12.00-13.30

Juridicum, reception
Monday 08.00 - 20.00
Tuesday 08.00 - 20.00
Wednesday 08.00 - 20.00
Thursday 08.00 - 20.00
Friday 08.00 - 20.00
Saturday 09.00- 17.00
Sunday 09.00- 17.00

SOL Humanities House
Monday 09.30 - 11.00, 12.30 - 14.00
Tuesday 09.30 - 11.00, 12.30 - 14.00
Wednesday 09.00- 10.15
Thursday 12.30 -13.30
Friday 12.30-13.30

Campus Helsingborg, room C146
Monday 08.30 - 10.00, 13.00 - 14.00
Tuesday 08.30 - 10.00
Wednesday 08.30- 10.00
Thursday 08.30 - 10.00, 13.00 - 14.00
Friday 08.30- 10.00

Clinical Research Centre As per information on web site

Section VII

VII.l Substances where usage is restricted

VII. 1.1 Group A (in accordance with AFS 2014:43, annex 1)
In the case of group A substances, the stipulations also apply to the salts of the substances, e.g. hydrochlorides and sulphates.

Cancerogenic substances	CAS - nr
2-Acetamidofluoren	53-96-3
4-Aminodifenyl	92-67-1
Benzidin	92-87-5
1,1´-Diklordimetyleter	542-88-1
1,2 Dibrom-3-klorpropan (DBCP)	96-12-8
N,N-Dimetyl-4-aminoazobensen	60-11-7
Erionit	6733-21-9
	12510-42-8
Hexametylfosfortriamid (HMPA)	680-31-9
Metylklormetyleter	107-30-2
20-Metylkolantren (3-metylkolantren)	56-49-5
N-Metyl-N-nitrosurera (MNU)	684-93-5
β-Naftylamin	91-59-8
4-Nitrodifenyl	92-93-3

VII. 1.2 Group B (in accordance with AFS 2014:43, annex 1)
In the case of group B substances, the stipulations also apply to the salts of the substances, e.g. hydrochlorides and sulphates.

Cancerogenic substances	CAS-nr
p-Amionoazobensen	60-09-3
Auramin (4,4'-imidokarbonyl-bis(N,N-dimetylanilin))	492-80-8
Bensalklorid	98-87-3
Bensotriklorid	98-07-7
β-Butyrolakton	3068-88-0
4,4'-diamino-3,3'-diklor-difeylmetan (MOCA)	101-14-4
2,4-diamino-1-metoxibensen (2,4-Diaminoanisol)	615-05-4
2,4-diaminotoluen	95-80-7
Dianisidin (3,3'-dimetoxibenzidin)	119-90-4
Diazometan	334-88-3
1,2-dibrometan (etyldibromid)	106-93-4
1,2:3,4-diepoxibutan	1464-53-5
Dietylsulfat	64-67-5
3,3'-diklorbenzidin	91-94-1
2,2´-diklordietyleter	111-44-4
2,2´-diklorodietylsulfid (senapsgas)	505-60-2
1,1-dimetylhydrazin	57-14-7
1,2-dimetylhydrazin	540-73-8
Dimetylsulfat	77-78-1
Etylenimin	151-56-4
Etylmetansulfonat (EMS)	62-50-0
Fenyl-β-naftylamin	135-88-6
Hydrazin	302-01-2
4,4'-metylendianilin (MDA, 4,4'diaminodifenylmetan)	101-77-9
Metylmetansulfonat (MMS)	66-27-3
Monometylhydrazin	60-34-4
α-naftylamin	134-32-7
N-nitrosodimetylamin	62-75-9
1,3-propansulton	1120-71-4
β-propiolakton	57-57-8
1,2-propylenimin	75-55-8
Tioacetamid	62-55-5
Tris(2,3-dibrompropyl)fosfat	126-72-7
Uretan (etylkarbamat)	51-79-6

Sensitising substances	CAS-nr
2,4-diaminotoluen	95-80-7
3,3'-diklorbenzidin	91-94-1
S-[2-(dimetylamino)etyl]-pseudotioureadihydroklorid (PBA 1)	16111-27-6
Hexahydroftalsyraanhydrid	85-42-7
	13149-00-3
	14166-21-3
Metylhexahydroftalsyraanhydrid	25550-51-0
	19438-60-9
	48122-14-1
	57110-29-9
Metyltetrahydroftalsyraanhydrid	26590-20-5
	34090-76-1
	1694-82-2
	3425-89-6
	5333-84-6
	42498-58-8
Tetrahydroftalsyraanhydrid	85-43-8
	935-79-5
Tetraklorftalsyraanhydrid	117-08-8

Reproduction-disturbing substances	CAS-nr
Etylenglykolmonometyleter (2-metoxietanol)	109-86-4
Etylenglykolmonometyleteracetat (2-metoxietylacetat)	110-49-6
Etylentiourea	96-45-7

VII. 1.3 Narcotic precursors ((according to the Ordinance on the Control of Narcotic Drugs (SFS 1992:1554)

Category 1
Efedrin
Ergometrin
Ergotamin
Lysergsyra
1-fenyl-2-propanon
Pseudoefedrin
N-acetylantranilsyra
3,4-metylendioxi-fenylpropan-2-on
Isosafrol
Piperonal
Safrol
α-fenylacetoacetonitil

Category 2A
Ättiksyraanhydrid

Category 2B
Antranilsyra
Kaliumpermanganat
Piperidin
Fenylättiksyra

VII. 1.4 Substances that deplete the ozone layer
Koltetraklorid
1,1,1 – trikloretan

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 floor. 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%.

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

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

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

VII.2.8 Dry ice

Used dry ice may not be thrown down drains or into slop buckets.

Used dry ice is to be collected in isolated containers for reuse or may be evaporated in a well-ventilated area.

VI1.2.9 CMR substances

Substances where the hazard statement indicates carcinogenic, mutagenic or reproduction-disturbing properties (hazard statement H350, H340 or H360) all collectively known as CMR substances and require special handling.

The CMR substances may only be used following an investigation into whether it is technically possible to replaced them with another less dangerous substance. Such an investigation is to be documented.

Risk assessments of experiments where CMR substances will be involved should pay particular attention to:

1. The area or areas where the work will be conducted.
2. The measures taken to ensure that only staff required for the experiments are present within the areas concerned.
3. Necessary safety measures to ensure minimal exposure.
4. Which personal protective equipment is required, and when.
5. How exhaust and ventilation are to be monitored so that an irregularity that could lead to a risk can be identified at an early stage.

The CMR substances should, in the first instance, be handled within closed systems, as far as that is technically possible. Where closed systems cannot be used, the following safety measures should be taken:

1. The experiment and the choice of equipment should be formulated so that as little air pollution as possible is formed, and so that sprays and splashes are avoided.
2. Contaminated air is handled by the process ventilation directly at the spot where it occurs.
3. Protective clothing and gloves are to be used if there is a risk of contact with the product.
4. Protective clothing and gloves are to be changed when starting a new piece of work.
5. Spills should be dried up as quickly and safely as possible.
6. Surfaces that might be contaminated should be cleaned daily and after the completion of work.
7. The chemical and its waste should be transported in shockproof, well-sealed and clearly marked containers.

The protection instructions required for handling the CMR substance in question shall be prepared in writing.

VII. 2.10 Allergenic substances

Substances where the hazard statement indicates allergenic properties or substances belonging to the categories stated below that are considered to have allergenic properties, require special handling.

1. Allergenic products with the hazard statements H317 and H334.
2. Products that contain ethyl 2-cyanoacrylate or methyl 2-cyanocrylate
3. Materials that release isocyanates under thermal decomposition
4. Processes that release formaldehyde

Risk assessments of experiments where allergenic substances will be involved should pay particular attention to:

1. The area or areas where the work will be conducted and where emissions can occur.
2. Necessary safety measures to ensure minimal exposure.
3. Which personal protective equipment is required, and when.
4. How the function of work equipment and ventilation is to be maintained and controlled.

Doors leading to work places where work with allergenic substances is being carried out are to be signed. If the risk assessment shows that other workers will not be exposed, then the signing can be omitted.

Staff leading or involved in work with allergenic substances are to receive information regarding the appropriate risks and the protective measures to be taken.

Those leading or actively working with the substances stated below are to receive documented training, which is to be repeated every fifth (5th) year.

1. diisocynates,
2. epoxy plastic components,
3. organic acid anhydrides
4. formaldehyde resins,
5. methacrylates with the hazard code H317 or H334,
6. acrylates with the hazard code H317 or H334,
7. in work that involves the release of isocyanates under thermal decomposition,
8. processes that release formaldehyde
9. work with ethyl 2-cyanoacrylate or methyl 2-cyanoacrylate where the total working time exceeds 30 minutes per week.

Training shall provide information regarding the risks involved with this type of work and the protective measures to be taken. The content of the training is to be documented in a training certificate.

Medical examination is to be offered to those working with the substances stated below.

1. epoxy plastic components,
2. formaldehyde resins,
3. methacrylates with the hazard code H317 or H334 and
4. acrylates with the hazard code H317 or H334.

Periodic medical examinations with employability assessments are required for persons working with the substance stated below.

1. Chemical products containing diisocyanates or organics acid anhydrides labelled with the hazard code H334,
2. work with ethyl 2-cyanoacrylate or methyl 2-cyanoacrylate where the total working time exceeds 30 minutes per week, and
3. in work that involves the release of isocyanates under thermal decomposition,

VII.2.11 Infectious substances

In the event of cuts or puncture wounds suffered during work with infectious substances, research animals or GMM/GMO material, the injured person is always to be offered the opportunity to be medically examined, and they should be encouraged to do so.

Such examinations are offered in emergencies by the Infection Clinic within the hospital district in Malmö, +46 (0)40 - 33 75 27.

VII.2.12 Notification of the commercial import and manufacture of chemical products

Lund University has, centrally, registered itself on the Swedish Chemicals Inspectorate's product register. This is done since, at Lund University, there may be some chemical products that have come direct from the producer, or products that have been manufactured in a different form, or there may be chemicals of its own composition and preparation.

For more information, contact Linus Jeppsson, linus.jeppsson@med.lu.se.

VII.2.13 Prohibition against the use of mercury

In Sweden, there has since 2009 been a general prohibition against mercury and products containing mercury, and use of such therefore requires special dispensation. Compliance checks have been announced, which is why it is important that the operational units check that their activities do not involve products that contain mercury. Such products are to be removed from operations, if possible, otherwise special dispensation is to be applied for from the Swedish Chemicals Inspectorate.

For more information, contact Linus Jeppsson, linus.jeppsson@med.lu.se.

Section VIII

VIII. 1 Glossary

Biological agents
1. Biological agents are potentially harmful entities from one of the following groups:
2. Microorganisms, i.e. microbiological units that can reproduce or transfer genetic material
3. Cell cultures of multi-cell organisms
4. Lower organisms that can reproduce, including viruses and prions
5. Human endoparasites
6. Components of, or substances produced by, agents from the groups listed above, including investigation into whether they can be replaced by another substance, and a more comprehensive risk assessment.

GMM
A genetically modified microorganism (GMM) is an organism in which the genetic material has been altered in an artificial way and in a manner other than through mating or other natural recombination.

GMM waste
Waste containing genetically modified microorganisms.

GMO
A genetically modified organism (GMO) is an organism in which the genetic material has been altered in an artificial way and in a manner other than through mating or other natural recombination.

GMO waste
Waste containing genetically modified organisms.

HSE
Health, safety and environment (HSE) is a collective term for factors that contribute to the work environment and safety in the work place.

LU
Abbreviation for Lund University.

SAM
Systematic work environment management (SAM) is the combined and systematic work to prevent ill health and accidents in a work place.

SBA
Systematic fire prevention work (SBA) is the combined and systematic work to prevent fire risks in a building.

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

RS
Abbreviation for Region Skåne.

ST
Abbreviation for SkåneTeknik, Region Skåne's service organisation for property-related matters.