

# Policy Document

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## INTRODUCTION

This policy document contains important information regarding employment, rules and good practice at SciLifeLab in Solna. All people working at SciLifeLab in Solna, regardless of funding, are required to read, sign and return the lastpage of the document to the administration prior to starting work in the laboratory. By signing the document, the employee agrees to comply with the rules as well as to stay informed on the contents of newer versions of the policy document.

SciLifeLab is not an organization but a center formation run jointly by Kungliga Tekniska Högskolan (KTH), Karolinska Institutet (KI), Stockholm University (SU) and Uppsala University (UU). At the SciLifeLab premises in Stockholm, scientists from three universities in Stockholm and sometimes companies are working side by side. This means that different rules apply depending on where you are employed. For issues related to invoicing, procurement and your employment you must follow the rules determined by your university/company. Other issues require common rules and these are outlined in this policy document.

For more detailed information visit the SciLifeLab intranet (<https://intranet.scilifelab.se>). Here you have access to support, relevant documents, contact information and upcoming events.

## NEW EMPLOYEES AND STUDENTS

All newcomers must have a supervisor who is responsible for their introduction and their stay at SciLifeLab. Supervision of new students and employees include:

- New employees and students should be properly introduced to all colleagues during one of the first working days. An e-mail with name, photo and research group/facility addressed to [general@scilifelab.se](mailto:general@scilifelab.se) is recommended.
- An introduction to the premises, including a demonstration of the nearest emergency exit, emergency showers, eye baths and fire fighting equipment.
- Information about the general risks involved in laboratory work as well as lab specific risks, together with a demonstration of when and how risk assessments are used and where to find Safety Data Sheets (SDS's).
- Information about the general rules and policies of SciLifeLab and guidance of the laboratory work. This should be done continuously, but the newcomer should be made aware of general rules during the first days.
- It is the responsibility of the supervisor to make sure that new students and employees are taught how to use relevant equipment, methods and procedures.

The checklist for introduction of new employees covers topics that newcomers need to know before starting their work at SciLifeLab.

People not working in the laboratory, **MUST** also be familiar with the general rules and policies as well as the basic safety regulations at SciLifeLab.

## SAFETY REGULATIONS

### Emergencies

In case of an emergency (fire, accident, burglary): call SOS alarm at 112. The SOS-alarm can redirect to the poison information central if needed. Make sure that the administration has accurate contact information to your next of kin. People working at SciLifeLab are expected to attend the fire safety and first aid education that is offered by the administration.

There are evacuation plans in the main corridor on each floor. Make sure you know what to do in case of a fire alarm.

### **High signal alarm indicates that there is a fire:**

- Inform your colleagues. Remember those who are working in closed areas.
- Evacuate the building. Help your colleagues if they are injured or in panic. Close the doors. Do not use the elevator.
- Reassembly point: Nobels Väg 18.

Low signal alarm indicates that the airflow is shut down in the building and/or that a fire alarm has gone off somewhere in the building. Do not rely on ventilated work areas, such as fume hoods, when the low alarm is signaling.

## **Keys and access cards**

Keys and access cards are personal and considered as valuable items not to be left unattended. When collecting an access card or a key you will sign a document holding you in charge of the items safety. If your access card or key is lost or broken please contact SciLifeLab's administrator. Access cards and keys are the property of SciLifeLab and must be returned to the administration when you finish your employment here.

To use an access card at SciLifeLab you have to comply with the following:

- Do not lend or transfer the access card to another person.
- If the access card is damaged, lost or has been stolen, it shall promptly be reported to the administration at SciLifeLab.
- Lost, damaged or non-returned cards may be charged to the group 200kr.

## **The alarm system**

All doors with a keypad are connected to the alarm system. When the alarm goes off it is immediately forwarded to the alarm company. When the alarm company receives an alarm they will try to contact specific people at SciLifeLab.

**DO NOT ACTIVATE THE ALARM unless there is an emergency.**

The alarm will be activated every time you:

- Use the emergency handle.
- Hold the door open too long.
- Open the door without an access card OR without the key button.
- Fail to close the door properly.

At SciLifeLab we also have deep freezers (-80°C and -140°C) that are connected to the alarm system.

Always talk to the responsible person for the specific freezer before starting any work with the freezer.

See the intranet how to get access. <http://intranet.scilifelab.se/> Freezer alarms will go off:

- When the temperature reaches the set value.

## **Laboratory areas**

All sorts of hazardous chemicals, flammables and infectious agents are being handled in the laboratories at SciLifeLab. Respect the warning signs and never enter a laboratory area without permission. Personnel without laboratory training are not allowed in any laboratory areas.

Food, drinks or similar are not allowed in the laboratories. Laboratory gloves are not allowed outside laboratory areas. If you consider it necessary to wear gloves outside the laboratories ALWAYS keep hand glove-free for touching handles, buttons, doors, etc. Laboratory coats can not be worn in the kitchen area.

## **Solitary work**

If you are working during late nights or holidays, make sure that someone knows your whereabouts. When working weekends or late nights, pay attention to other colleagues and make contact when coming and when leaving for the day. Experiments that include risks and/or serious consequences of an incident should not be done as solitary work. Always read the risk assessment before planning your experiments. Always make a colleague aware of when you are going to work in the cold room or any other closed area.

Students are not allowed to do solitary laboratory work, that is, the supervisor should be within the premises whenever a student is in the laboratory.

## **GENERAL RULES**

### **Network and e-mail**

Windows computers need to have an up to date and functioning antivirus system in order to be connected to the SciLifeLab network. It is not allowed to connect any private network equipment, no routers, no network switches or hubs etc.

Please contact SciLifeLab's administrator to get an email account at SciLifeLab. In order to make things as smooth as possible, please use only one email address, either the one at your main university or the one at SciLifeLab. Your e-mail accounts, as well as your file server account, documents on google docs and access to the intranet, will be closed when leaving SciLifeLab. Keep this in mind when supplying an e-mail address in publications, job application etc. Never email a password in plain text. If you lose your password you will have to contact SciLifeLab's administrator.

### **Mail**

Ordinary mail is distributed daily to the reception. You will receive an automatic e-mail sent from a system called Smartflow. Bring the number in the mail to the reception and they will hand out your letter. Outgoing mail to be left in a drawer in the mailroom at Gamma floor 2 to the left of the lunchroom. There are stickers that serve as stamps. A for faster delivery and B for slower.

### **Acceptance of publication**

Scientific papers produced at SciLifeLab should be affiliated to SciLifeLab. This according to the rules set up by the board. There are two variants to choose from (typical examples below):

1. SciLifeLab, Department of Medical Epidemiology and Biostatistics, Karolinska Institute, Box 1031, SE-171 21 Solna, Stockholm, Sweden
2. Department of Medical Epidemiology and Biostatistics, SciLifeLab, Karolinska Institute, Box 1031, SE-171 21 Solna, Sweden

Your choice might depend on where you are actually working, but the first variant is the most suitable. Each person writes the department where they are formally employed and SciLifeLab on the same line. You should avoid using double affiliations (two addresses), because then KI (in this example) will lose ½ a publication. By using the examples above, all parties get full credit.

## **The lunchrooms**

There is one lunchroom located in Gamma 2. Most floors have kitchenettes equipped for hot meals. These accommodations are for our common benefit and we are all responsible for keeping them clean and tidy.

## **Waste**

There are detailed instructions at the intranet for how to dispose of different types of waste. *N. b.*, the person that produces hazardous waste is responsible for its proper packaging, labeling and disposal. ALWAYS write your name, group and telephone number before leaving any hazardous waste in the allocated rooms in Delta. Before starting laboratory work that produces hazardous waste you should read the document “Waste disposal at SciLifeLab” and the Safety Data Sheets of the chemicals involved. If you have questions regarding waste, contact Site Support.

# **LABORATORY RULES**

## **Laboratory safety**

You are working in a research laboratory. This means that you will probably handle chemicals or reagents with unknown toxicity and possible harmful properties. Always read the risk assessment and the appropriate MSDS's when doing an experiment or method for the first time. If there is no risk assessment and the experiment involves hazardous chemicals or dangerous procedures you (or someone else) must write a risk assessment before starting the work. Use the protective equipment outlined in the risk assessment. Keep your working area tidy and clean up after yourself at the end of the working day/experiment.

If there is anything you are not familiar with or are unsure how to handle, always ASK your supervisor, the responsible person. This is very important in order not to cause damage to yourself, your colleagues or the laboratory equipment.

## **Common areas**

All shared areas (*i. e.* the chemical storage rooms, the sculleries, the gel staining-room, copy machines) have to be cleaned immediately after use, and all things brought there must be removed straight away. Before you leave such an area to continue your laboratory work, check the status of the used area, for the sake of your colleagues' safety and well-being.

## **Instruments**

Each instrument at SciLifeLab has a responsible person that makes sure that the instrument works and helps solve serious problems when the person performing the experiment has

tried his/her best. Before using an instrument for the first time, you must ask for an instruction from your supervisor or the person responsible for the instrument. Some instruments require a driver's license. If you want to use an instrument that belongs to another group, ALWAYS ask for permission from a senior group leader or the person responsible for the instrument. You will find the list of persons responsible for instruments on the intranet. Most instruments are booked through an internet- based calendar or in a calendar located next to the instrument. Cancel your reservation in due time if you do not need your reserved time, so that other persons can use the instrument. For instruments included in the quality assured activities, there is a logbook that must be filled in after each run. If an instrument malfunctions, make a note in the logbook and contact the person responsible for the instrument as soon as possible. This is to make sure that other users are not affected by the problem.

If you need to call for service or repair for common instruments, remember to issue a ticket to the lab & administrative support so that the invoices can be attested. <https://intranet.scilifelab.se/lab-admin-support/open.php>

## **Chemicals and solvents**

Lab coat, safety glasses, covered shoes and appropriate gloves should be used when handling chemicals. It is a requirement to use covering clothing (e.g. long pants, gloves, etc.) when handling harmful amounts of corrosive and/or toxic substances. Use a fume hood, and work with the sash as far down as possible using forced airflow. Be sure to remove chemicals and solutions after the work is finished. The hood should be clean and tidy; it is not a storage place. Your buffers and solutions should have appropriate labeling with name, date and content. Everyone should be able to understand the contents of a bottle from the label.

Make sure that chemicals and solvents are stored according to their properties (see the SDS). For flammables, do not store more than the volume necessary for the days experiment outside a ventilated or fire-safe cupboard. Maximal volume of flammables per floor (outside of a fire safety cabinet) is 50 l.

If you own or handle chemicals or solvents, read the document "Chemical handling at SciLifeLab".

## SIGNATURE

I have read and understood the content of the Policy Document for SciLifeLab.

I ensure that I will keep myself up to date with any new versions of this document on the SciLifeLab intranet.

*Signature of employee*

*Date*

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*Printed name*

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