

# Policy Document

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INTRODUCTION .....	2
NEW EMPLOYEES AND STUDENTS .....	3
SAFETY REGULATIONS.....	3
Emergencies .....	3
Keys and access cards .....	4
The alarm system .....	4
Doors .....	4
Freezers .....	5
Laboratory areas.....	5
Solitary work.....	5
GENERAL RULES .....	5
Network and e-mail.....	5
Mail .....	6
Acceptance of publication.....	6
Lunchrooms .....	7
Resting rooms .....	7
Waste.....	7
LABORATORY RULES.....	7
Laboratory safety .....	7
Common areas.....	8
Instruments.....	8
SIGNATURE.....	10

# INTRODUCTION

This policy document contains important information regarding employment, rules and good practice at SciLifeLab Campus Solna. All people working at SciLifeLab Campus Solna, regardless of funding, are required to read, sign and return the last page of the document to Site Support on Gamma 7 prior to starting work at SciLifeLab Campus Solna. 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 a national research infrastructure that is jointly run by Kungliga Tekniska Högskolan (KTH), Karolinska Institutet (KI), Stockholm University (SU), named the Stockholm Trio, and Uppsala University (UU). SciLifeLab is not a legal entity, and all personnel are employed by one of the universities. At SciLifeLab Campus Solna, scientists from Stockholm Trio work side by side and in addition there are a limited number of external tenants, i.e., companies. As outlined in this policy document, there are a set of common principles that apply to everyone working at Campus Solna. In addition, there are policies that apply depending on the employing organization. For issues related to invoicing, procurement and employment benefits, employees should follow the principles of their home university. For more detailed information visit the SciLifeLab intranet ([intranet.scilifelab.se](https://intranet.scilifelab.se)) that provides 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 Campus Solna. 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 flushing stations and firefighting 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 Campus Solna and guidance of the laboratory work. This should be done continuously, and 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 (Intranet<Working at SciLifeLab: General) for introduction of new employees covers topics that newcomers need to know *before* starting their work at SciLifeLab Campus Solna.

Non-laboratory workers **MUST** also be familiar with the general rules and policies as well as the basic safety regulations at SciLifeLab Campus Solna.

## 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 Site Support has accurate contact information to your next of kin. People working at SciLifeLab Campus Solna are expected to attend the fire safety and first aid education that is offered by Site Support.

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

**High signal alarm indicates that there is an emergency:**

- 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. Use the doors' emergency handles on your way out. Do not use the elevator.
- To set the speedgate in open position, press the black button in the green box on the left side of the speedgate.
- Reassembly point: Fogdevreten 2

Low signal alarm indicates that the airflow is shut down in the building and/or that an evacuation 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**

Access cards and keys are the property of SciLifeLab Campus Solna. Keys are distributed on an individual basis. When collecting an access card or a key you will sign a document confirming that you are responsible for their proper use. If your access card or key is lost or broken, please contact Site Support. Access cards and keys must be returned to Site Support upon termination of employment.

To be issued an access card at SciLifeLab Campus Solna you must comply with the following:

- Do not lend or transfer the access card to another person.
- Promptly report if the access card is damaged, lost or stolen, to SciLifeLab Campus Solna Site Support.
- The replacement of lost, damaged or non-returned cards will be charged to the employing group.

**The alarm system****Doors**

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 contact Site Support and the security guard on duty.

**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.

### Freezers

At SciLifeLab Campus Solna we have deep freezers (-80°C and -140°C) that are connected to the alarm system. Always talk to the person responsible for the specific freezer before starting any work with the freezer. You will need to be introduced and pass the freezer quiz; see the intranet for information on how to get access:

[intranet.scilifelab.se/lab-orders/common-freezers-and-freezer-rooms](https://intranet.scilifelab.se/lab-orders/common-freezers-and-freezer-rooms)

Freezer alarms will go off when the temperature reaches the set value. Read the document Common Freezer Routines for appropriate action, available on the intranet (see link above).

### Laboratory areas

Different sorts of hazardous chemicals, flammables, radiation, and infectious agents are being handled in the laboratories at SciLifeLab Campus Solna. 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 Personal Protective Equipment (PPE) should be removed when leaving the laboratory areas. This is not allowed to wear laboratory PPE, such as lab gloves or lab coat, in corridors, elevators, staircases, toilets, lunchrooms, meeting rooms or office spaces.

### 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 Campus Solna network. It is not allowed to connect any private network equipment, no routers, no network switches or hubs etc.

Please contact Site Support 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. Never email a password in plain text. If you lose your password, you will have to contact Site Support. Your e-mail account, as well as your file server account, documents on google docs and access to the intranet, will be closed and deleted when leaving SciLifeLab Campus Solna. **If you have any documents that your collaborators need after you leave SciLifeLab, move them to a safe location because they will otherwise be lost.** Keep this in mind when supplying an e-mail address in publications, job applications etc.

## Mail

Ordinary mail is distributed daily to the reception. You will receive an automatic email notification sent from a system called Smartflow when you have mail to pick up. Bring the number in the email to the reception and they will hand out your letter. Outgoing mail is 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. Use “A” or faster delivery and “B” for regular delivery.

## Acceptance of publication

Scientific papers produced at SciLifeLab should be affiliated to SciLifeLab. This is according to the rules set up by the board. There are two variants to choose from, typical examples below where blue text is according to your department:

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

OR

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

Your choice might depend on where your main physical workplace is, but the first option 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 the publication will be split between the two and both will lose ½ a publication. By using the examples above, all parties get full credit.

Please remember to mention your affiliation to SciLifeLab when giving public statements.

## Lunchrooms

There are larger lunchrooms located at Gamma 2 and Gamma 7. 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.

## Resting rooms

There are three resting rooms (vilrum) at Campus Solna. They are located in the basement (A1751, key available at the goods reception), Gamma 6 (G6350) and Gamma 7 (G7351). They may be used if you feel unwell or need to rest during the workday. For safety reasons, the person using the resting room should ALWAYS inform a colleague and write down the check-in time on the whiteboard on the door. In case of sickness, the coworkers should check up on the person in the resting room regularly. We recommend that you use the resting room for no more than one hour. If you are still not feeling well, you should go home/seek assistance. Never use the resting room when working alone.

## Waste

There are detailed instructions on 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”, available on the intranet:

<https://intranet.scilifelab.se/waste-disposal-instructions/>

Also read 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 most likely come across chemicals or biological agents with possible harmful properties or risks.

Always read the risk assessment when doing an experiment or method for the first time. If there is no risk assessment and the experiment involves hazardous chemicals, biological agents or dangerous procedures, you must write a risk assessment together with your supervisor before starting the work. Use the protective equipment outlined in the risk assessment and read the appropriate MSDS. 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 important to avoid risk to yourself, your colleagues, or the laboratory equipment.

More information is available in the SciLifeLab Laboratory Handbook:  
[intranet.scilifelab.se/emergency-procedures-laboratory-guidelines](https://intranet.scilifelab.se/emergency-procedures-laboratory-guidelines)

## Common areas

All shared areas (e.g. the chemical storage rooms, the kitchenette, the gel staining-room, copy machines etc.) 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 Campus Solna 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 instructions 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. Most instruments are booked through an internet-based calendar, available here: [intranet.scilifelab.se/room-instrument-booking/instrument\\_booking](https://intranet.scilifelab.se/room-instrument-booking/instrument_booking), or in a calendar located next to the instrument.

If you will not use your scheduled slot, please cancel your reservation well ahead of your time so that other people 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 Site Support so that the invoices can be attested. The ticket system is accessed here:

<https://intranet.scilifelab.se/support/> 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, content and hazard pictograms. 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 day's



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experiment outside a ventilated or fire-safe cabinet.

If you own or handle chemicals or solvents, read the information on the intranet “Chemical handling at SciLifeLab”, available here:  
[intranet.scilifelab.se/lab-orders/chemical-handling](https://intranet.scilifelab.se/lab-orders/chemical-handling)

# SIGNATURE

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

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

*Signature of employee*

*Date*

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*Printed name*

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