Welcome to MIK research

This document contains everything you need to know BEFORE you start working with us. It describes how we are organized, our systems and routines. We want you to become familiar with the contents BEFORE you start working here, and that you keep it as reference material when you have worked here for a while. This will facilitate your own work as well as the groups' work. Do not hesitate to ask if you need help or have any questions!

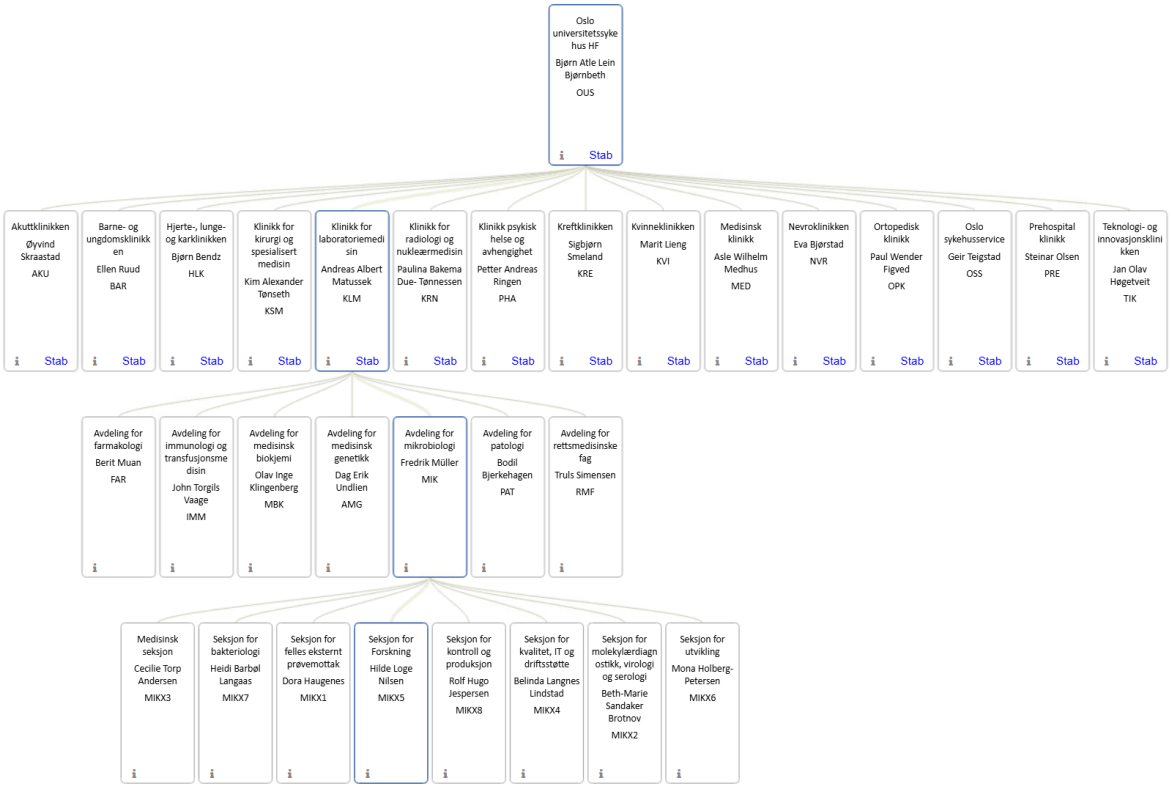
Table of Contents

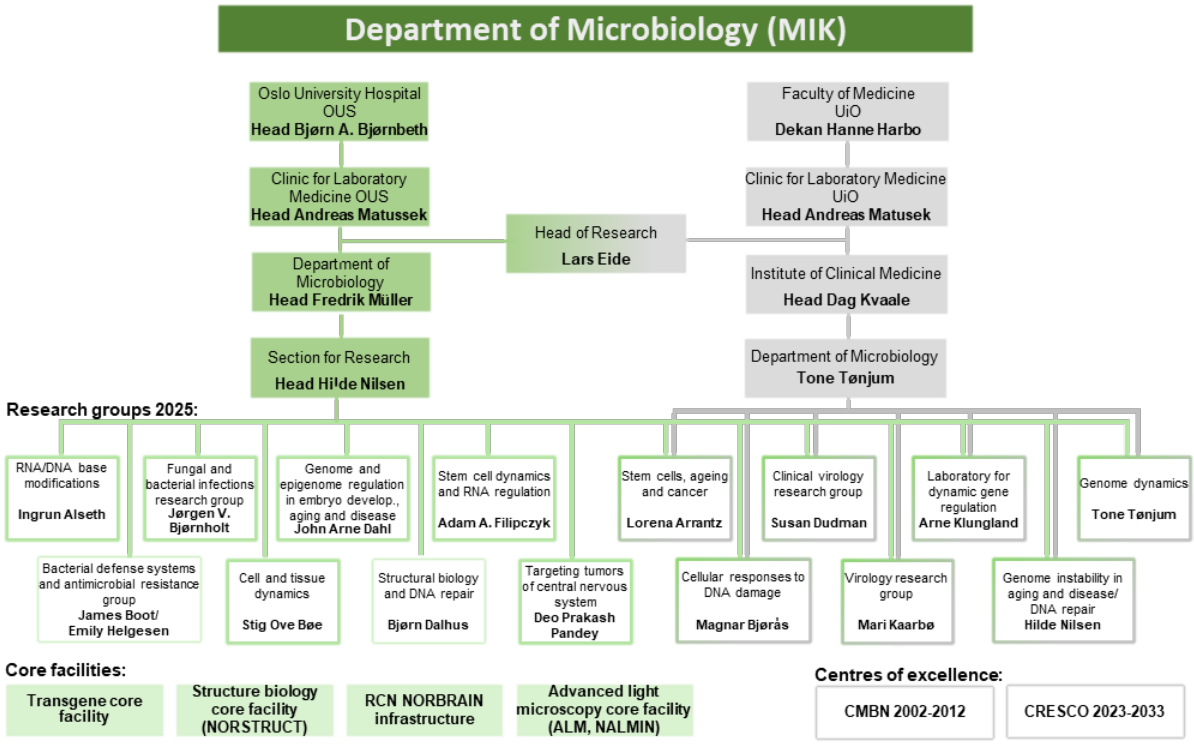
Organization

Oslo University Hospital is owned by the South-Eastern Regional Health Authority and consists of Aker Hospital, Rikshospitalet, The Radium hospital and Ullevål Hospital. The hospital consists of 15 medical divisions in addition to the central unit Oslo Hospital Services, which provides non-medical services to the rest of the hospital. More information: https://oslo-universitetssykehus.no/om-oss.

The MIK research section is led by Hilde Loge Nilsen and consists of 15 research groups and 3 project groups that work closely together. Visit https://www.ous-research.no/microbiology/ for details.

Organization charts are shown below.





Addresses

For post/letters	For deliveries/goods	For visitors
OUS Rikshospitalet Mikrobiologisk avd - SINTEF Pb 4950 Nydalen 0424 Oslo	OUS Mikrobiologisk avd, SINTEF Forskningsveien 1 0373 Oslo	Forskningsveien 1 0373 Oslo

Meetings

The groups have regularly scientific project meetings at set times.

The research section has weekly seminars:
WHEN: every Tuesday 11:00 – 11:45
WHERE: SINTEF lunchroom, Forskningsveien 1

Attendance at the weekly section seminar is mandatory. Internal and invited speakers will alternate. In this forum, new employees will be presented. This is also where we make announcements regarding the whole section. General meetings (Allmøte) are held by the Head of section twice a year.

Yearly section seminar: Hadeland meeting Oct/Nov.

Attendance at the Hadeland meeting is mandatory. This is a 2-day meeting at a hotel/conference center north of Oslo with internal speakers, project presentations and social activities/teambuilding.

Everyday life

Access

In order To get access to the research section at SINTEF Forskningsveien 1, you need an access card. Helene administrates this in advance before you arrive. The access card should be **visible** at all times – it is mandatory.

If you have guests they have to register and get a visitor-badge at the front desk/main entrance. Your guest should be **followed at all times** throughout the building.

If you forget your access card you can sign for a guest card, this is administrated by Securitas in the reception.

If you lose your access card you must inform Helene. The old card will be blocked and a new one will be printed.

Our access is divided in two groups:
Group 1: Full access 24/7 with code.
Group 2: Limited access, 08 am to 16 pm, no code.

Office

The research section has 69 office spaces available at SINTEF.

With an increasing number of employees and students at MIK there is not enough desks for everyone to have a permanent desk. For office spaces we therefore practice what we call a **"clean desk policy".** Use the TeamUp app to book when you are not using your desk, so others can book office space.

Phone-list

Office no		Phone no
E470	**Administration office** – Helene, Guro	230 13900
E471b	**Head of section** – Hilde Nilsen	230 13901
E472	Linda, Gaute, Nicola, Dongjie	230 13902
E473	Alexander, Håvard, Kangxuan, Vincent	230 13903
E474	Lorena Arranz	230 13904
E475b	Stig Ove Bøe	230 13905
E476	Mari Kaarbø	230 13906
E477	Ingrun Alseth	230 13907
E478b	Jon K Lærdahl	230 13908
E479	Arne Klungland, Magnar Bjørås	230 13909
E480	Lene, Veronica, Fran, Torbjørn	230 13910
E481	Mette, Adeel, Gunn, Yohan	230 13911
E482	Emily, James, Kirsten	230 13912
E483	Deo P. Pandey, Adam Filipczyk, Petter Holland	230 13913
E485	Knut I, Tekle, Sara, Jingwei, Francisca, 1 free	230 13921
F495a	Ingeborg, Laura, Łukasz, Sigrid, 1 free	
F495b	John Arne Dahl	
F495c	Health and safety reps – Toril (UiO), Luisa (OUS)	
F496a	Anna, Petra, Marcel, Yimeng	230 13915

F496b	Emma, Huda, Yanjiao, Felicia	230 13916
F496c	Solveig, Mathilde, Ingrid, Lisa	230 13917
F496d	Xuechen, Aylin, Michel, Qindong	230 13918
F496e	Tine, Sonia, Xiaolin, Krister	230 13919
F496f	Rune, Preeti, Hazel, Parvin	230 13920

IKT

We use the OUS and UiO computer networks. For more information, please see our website at https://www.ous-research.no/home/mik-info/Working-at-MIK/25093

E-mail

By signing in at the MIK research section you will get a username@ous-hf.no email address. As soon you get this it should be added to our common email-lists. These are administrated by Helene. Private or username@uio.no addresses can also be added if that's preferred.

mik-sintef@medisin.uio.no information to employees located at SINTEF only

molekylbio-alle@rh.uio.no information to the entire section for research

Sending email to these addresses is moderated by the administration personnel.

Help desk

Contact Sykehusparter help-desk 32 23 53 30 if you have computer problems regarding for instance logging on. Sykehuspartner is the main responsible for operating, maintaining and supporting our servers, email and other IT services. Always underline that we are connected to Forskernett when in touch with Sykehuspartner.

Personalportalen (The personnel portal)

Personalportalen is a web portal delivered by Sykehuspartner, which is used by all OUS employees and leaders. Personalportalen is a complete toolbox for all HR matters.

All employees are responsible for checking the information registered in Personalportalen, such as correct salary, union affiliation, length of employment, children etc. Each employee can update their personal data.

As a newly employed, you can access Personalportalen by clicking "Aktiver bruker" (activate user) and entering your Social Security Number (personnummer). You will then receive an email with a password to log on for the first time.

Vacations and days of absence are registered in a separate system located on the hospital's internal web. All absence must be reported without delay to Helene by sending an e-mail.

Useful links

Section for research Dept of Microbiology	https://www.ous-research.no/microbiology/
MIK information for employees	https://www.ous-research.no/home/mik-info/
Internet link for Personalportalen	https://sykehuspartner.bluegarden.no/
Labor inspection	http://www.arbeidstilsynet.no/

Working in the lab

The research section has 31 general lab spaces, 20 spaces in the E-lab and 11 in the F-lab. These are shared by the users, two and two and we practice what we call a "**clean lab desk policy**". If your bench is occupied, you are free to use any lab bench. This means that all benches should be clean and available when you are done!

In addition to the general laboratories we have small-scale laboratories, isotope laboratory, cell laboratories and the core facility of microscopy in addition to chemical room, cold room, dish laundry and specific instrument rooms. AND of course, the lunch room ☺

The general laboratories have cabinets with the most frequently used supplies needed for your work, tips, tubes, pipettes etc. The weeks "busy boy" is responsible for weekly filling the cabinets. Common consumables are continuously ordered by the room responsible (Ingvill) according to the common list. All other supplies you need to order yourself. There is limited place for storage, please be aware of how big quanta you order – don't order more than you need.

Orders

Whatever you need that is not found as common supplies you can look for in the ordering book:

http://www.cmbn.no/bestillinger/

Username: bestill
Password: [ask a colleague]

To search for orders in the ordering book, click the link "search all orders". Choose if you want to search by name, distributor, catalog nr or product name. Use % before and after your search word. Try different phrases before you give up, there are multiple ways to spell.

See example below.

Search in orders

Look at all orders

Note: the character % may be used to replace any string except in dates.

From date	Year		Month		Day
To date	Year		Month		Day
Name					
Distributor					
Art./catalog no.					
Product name	%eppendorf%				
	submit				

Search results

Date	Name	Distributor	Art./catalog no.	Product name
2020-09-09	Mette 32428 ~felles	VWR	613-2080	2,5 ml Eppendorf Combitips
2020-09-01	Guro felles	RH sentrallager		Eppendorfrør

If you don't find what you need, choose: "make an order" and place an order of what you need for your experiment. Make sure you enter the product number, manufacturer and quantity correctly when registering in the order book. Guro is in charge of ordering supplies based on the ordering book. All quotes are sent by email to gurlie@ous-hf.no. All negotiations of price should be done by the user, NOT by Guro.

Common solutions, media and plates are located in the E-lab and the cold room and are administrated by Gaute. These solutions are "in-house" and delivered from the substrate lab at Ullevål hospital. This lab can make almost everything you need – for free (internal cost).

List of solutions

Buffers	**Growth media**	
Tris 1M pH 7,0	LB – medium	
Tris 1M pH 7,5	LB – plates	**Other examples**
Tris 1M pH 8,0	LB – agar	IsoVitaleX
MES 1M pH 6,0	LB plates w/AMP 100 µg/ml	P1
MES 1M pH 6,5	LB plates w/KAN 50 µg/ml	P2
HEPES 1M pH 7,0	Mueller-Hinton Broth	P3
HEPES 1M pH 7,5	Mueller-Hinton Agar	Glycerol 60%
HEPES 1M pH 8,0	SOC – medium	Glucose 20%
EDTA 0,5M pH 8,0		SDS 20%
MOPS 0,5M pH 7,5 (sterile)	**Salts**	TBS
50X TAE	$CaCl_2$ 0,2M	PBS
KH_2PO_4 0,05M	$MgCl_2$ 3M	TBE 5X
NaAc pH 5,5	$MgSO_4$ 1M	PBS 10X
NaAc, not pH adjusted	NaCl 5M	
NH_4Ac 10M	20X SSC pH 7,0	
20X taurine	KCl 3M	
10X M9		

Gaute is responsible for taking care of deliveries. Incoming goods are stored at correct temperature and you will be notified by email or in person when there's something for you. Receiving fridge and freezer is located at freezer room E475a.

REMEMBER TO ORDER NEW SUPPLIES WELL BEFORE WE RUN OUT OF A PRODUCT!

Everybody is responsible for ordering products before we run out. However, remember to check that the product isn't stored somewhere else before you enter an order. Check all possible storage places, and feel free to ask the person in charge of supplies (Guro). Also check the ordering book to see if the product has already been ordered, or if similar products, which might be just as good, are available. We all work together.

Ordering primers

Enter your primer order in http://www.cmbn.no/primere/index.php

Username: bestill
Password: [ask a colleague]

Enter your initials in the beginning of the primer name (max 11 characters), then the full name of the person ordering and finally the primer sequence. Do not leave any empty space either in the "initials + (short) primer name" nor the sequence.

Summary ordering

What	Who	When	Where
Special items	Guro	Continuously	http://www.cmbn.no/bestillinger/
Substrates, media, buffers, plates	Gaute	When needed	Talk to Gaute
Stock items, consumables	Ingvill	Continuously	Followed up
Primers	Guro	When needed	http://www.cmbn.no/primere/

General routines

The PI/supervisor is responsible for ensuring that all new employees receive training before they start working in the various laboratories/with equipment. Please contact the person in charge. The PI/supervisor is also responsible for cleaning up of reagents, samples, substrates etc. when employees finish their contract with us, so these won't take up unnecessary space indefinitely. It is also important to clean up directories/servers.

It's your responsibility to make sure you clean up after yourself. Put all equipment back where you found it when you have finished working with it. Everything that has been washed and is left by the sink to air dry should be put back into place at the end of the day. Gel electrophoresis chambers should not be put upside down to dry by the sink, but should be dried with paper and put back into the cabinet.

Label **EVERYTHING** with your name, so that it is possible to trace the owner. Put your name on machines and equipment you wish to reserve and when in use, and remove it when you are done. It is especially important to label bottles/containers and waste in the hood but also in the fridge, freezer and of course the cold room. Label EVERYTHING, ALWAYS!!

Glove-free areas

The lunchroom.
All offices.
All keyboards.
Door handles.

Facilities

Sequencing

Sequencing is done by sending our samples to Eurofins Genomics.

Barcodes for LIGHTrun sequencing can be picked up in dedicated shelf in F497 (storage room). The barcodes will expire, take only the number of codes that you need.

Sample requirements:

https://eurofinsgenomics.eu/media/1611196/eurofins-flyer-samplesubmission-lightrun-tube_20211122_online.pdf

At IMMI (Rikshospitalet A2, 2nd floor) there is a Collection Box in the reception. The samples are shipped every Tuesday and Friday at 12.00. You can deliver your samples at IMMIs reception every weekday 8-15.30.

For your sequencing results please use the following login:
https://eurofinsgenomics.eu/en/ecom/my-account/my-orders/

User id: gurlie@rr-research.no
Password: [ask a colleague]

The Advanced Light Microscopy core facility

The Advanced Light Microscopy Core facility located at F492-3 provides advanced instrumentation and services to scientist within the Helse Sør-Øst region and Oslo University.

Here you can learn how to use standard confocal and widefield microscopes, as well as high-resolution gSTED microscopy and high-content imaging.

We have a Leica TCS SP8 gSTED confocal microscope, an ImageXpress Micro Confocal microscope, a Zeiss Axio Observer.Z1 widefield microscope, a Nikon CrestOptics spinning disk microscope and a Leica DM6000B epi-fluorescence microscope.

Take a look at the core facility webpage: https://www.ous-research.no/alm/

Users get access to the booking system after having an introductory course together with the core facility manager.

Link to the booking system: https://www.labarchives.com/

Prices for using the microscopes:

Instrument	HSØ & UiO users	Time lapse (in agreement with ALM manager)	Location
ImageXpress Micro Confocal	250 NOK/h	800 NOK / 12 hours	SINTEF F.493
Leica TCS SP8 gSTED	200 NOK/h	800 NOK / 12 hours	SINTEF F.493
Leica DM6000 B	100 NOK/h	-	SINTEF F.492a
Nikon CrestOptics	230 NOK/h	1000 NOK / 12 hours	SINTEF F.492a
Zeiss Axio Observer.Z1	180 NOK/h	700 NOK / 12 hours	SINTEF F.492b
Olympus IX83 Microinjection	200 NOK/h	-	SINTEF E.487
Zeiss PALM CombiSystem (LCM)	153 NOK/h	-	A2:3019

Stig Ove Bøe, PhD

Core facility leader

Anna Lång, PhD

Core facility manager

Instrument booking

There are different instruments you need to book in advance. This you do via Google calendar. It is possible to double book a hood in Google calendar. To avoid this, make sure the instrument/hood is not booked before you make a booking.

Victor Nivo plate reader, left hand side (with dispensers)
Username: victornivo@gmail.com
Password: [ask a colleague]

Victor Nivo Plate reader, right hand side
Username: victornivo2@gmail.com
Password: [ask a colleague]

Accuri – flow cytometer
Username: bookingbbuilding@gmail.com
Password: [ask a colleague]

Hoods

There are 4 hoods in Small scale labs E486/487b
Username: smallscalelabs@gmail.com
Password: [ask a colleague]

Book the hood only when you need it, avoid booking hoods for a whole day if possible. If you have booked a slot and you are not going to use it, let the person who has booked the hood after you know (contact information of all users are found on the door to the small scale labs).

Room booking

If you want to use one of our seminar/meeting rooms, Tårnsalen or E495 next to the lunchroom you have to book it using outlook calendar on OUS. In addition the meeting room E471a in front of Hildes office can be used by everybody when needed.

A booking is NOT VALID if you don't write your name!

Dry ice

Dry ice is delivered every Tuesday before lunch.

When you need extra amount of dry ice we need to order extra. Inform Gaute by email in advance, no later than 10:30 am to receive it the day after.

Shared solutions

There are several common solutions in the lab. These are prepared by research assistants in the lab, who is preparing which solution is listed in the end of the information leaflet.

Solution
10% APS
Ampicillin
Chloramphenicol
Staining solution for protein gels
Destaining solution
RNase A
dNTPs
DTT
HRP-secondary antibodies
Protein standards
Kanamycin
PMSF
IPTG
DNA standards
Proteinase K
Protease inhibitors (Aprotinin and Leuprotinin)
DNase
Tween

Freezing stocks of *E. coli*

The Keio collection of *E. coli* mutants is controlled by dr James Booth, he also controls the ASKA clone collection. This means we have these collections in house.

Electrocompetent cells

Electrocompetent *E. coli* cells for common use are generated and stored by Gaute.

Plasmid/vector collection (midi-preps)

We have a collection of plasmids/vectors available in the lab. Person in charge: Ingrun Alseth.

Responsibilities

Busy boy	Weekly duty that circulates between the users of the laboratory. Refill consumables, gloves, soap and paper when needed. Make sure that people remove full Risk waste boxes. Monitor “clean labbench” policy. Monitor tidy sink area. E-lab addition: chemical room, scales and spoons. F-lab addition: instrument room.
Cell lab busy boy	Refill consumables and aliquots and order stock solution if needed. Wash with water containing disinfectant (vircon/lysol), rinse with water and spray with 70% EtOH. Cleaning the LAF (Laminar air flow) benches every Friday Keep an eye on the water level in the CO2 incubators, refill or replace when needed. Deliver the yellow coats for washing.
Small scale busy boy	Refill gloves in all 3 glove racks. S, M and L. Fill all ethanol spray bottles with 75% ethanol. Fill all MQ H2O bottles with MQ H_2O. Check small scale storage list and refill or order necessary items Clean floors with mop and dry cloth (preferably Monday or Tuesday evening, when all work is finished in the rooms). Refill 15 ml and 50 ml tubes in both labs (there should always be one unopened bag in the drawers). Throw away all coats at the end of the week (preferably Friday afternoon). Disposable coats go into the trash bin, reusable coats go into the laundry bag for lab coats.
Instrument responsible	Permanent responsibility serving the instrument. Know the instrument manual. Responsible for training and maintenance. Contact service personnel when needed (MTV).
Room responsible	Permanent responsibility that organizes the room, setting up rules and follows up to keep it functioning and tidy. Responsible for information and instruction of new employees.
Kitchen	Weekly duty that circulates between all employees. The “chill out frog” will show up on your desk when it is your turn. Responsible for emptying the dishwasher during the day (08-16) washing the tables and keeping the kitchen tidy. Hot tip: make sure the dishwasher is empty before 11 am
Waste disposal	Take your turn with the cardboard, Styrofoam boxes, glass etc when needed.

Administrational responsibilities

Function	Responsible	Backup 1	Backup 2	Backup 3	Note
Orders – all orders*)	Guro	Linda	Helene		Flow chart for ordering in information booklet. Coordinated before holidays.
Reception/Goods receipt	Gaute	Fran	Guro	Sonia	Receive phone 921 48 688. Coordinated before holidays.
Consumables – follow up/ placing orders/unpacking	Ingvill	Mathilde			Notify when running low!
Sintef Communication (incl access)	Helene				Contact information at adm support group.
Chemicals/chemical waste	Huda	Linda			EcoOnline
Workwear/lab coats Follow risk waste boxes Elis –paper/soap/desinf	Fran				www.nortekstil.no for lab coats (login) no-25@elis.com for paper/soap 271221
Waste deposit	**Techn positions**				
Risk waste and Kitchen duty rotation	Rotation between groups!	Toril/Tine			**Box #7 to GR**
Substrate internal	Gaute				substrat@ous-hf.no Rolf Hugo Jespersen
Dry Ice	Gaute	Guro			15 kg every Tuesday lunch K:220812

Liquid Nitrogen (LIN)	Gaute	Rune		180 L every 5th Thursday #220812
CO2	Gaute	Rune	Stig Ove	Continuously #6124098
Biobank responsible	Linda	Mette		-150°C newborn screening FV2
Trygg renhold + glassvask OUS	Gaute	Rune		Backup when Josie is on holiday. Maria Trygg renhold 902 05 092
Personell, contracts etc**)	Helene	Linda		
Project follow up	Helene			
Ansettelser	Helene			In advance, flow chart in booklet.
OUS communication (incl access)	Helene			eLYDIA, Atle Gøtz, Atle Rambraut
Economics (faktura)	Guro	Helene		Backup enters when one week is exceeded. Flowchart.
Arrangements/adm/adm support/Communication of intranet messages	Mari	Ingrun/Hilde /Helene		
Rom coordinator	Luisa			
Strålevernkontakt/ radiation contact	Knut Ivan			
Distribution of lab, refrigerator, freezers, N2.	Luisa	Mette	Linda	
Sending of packages***)	Mette	Preeti		Support

Minister of social affairs	Guro	Sonia	Fruit, gifts, waffles, social happenings…
IKT Software/Solutions/network	Jon		Forskningsportalen
IKT Hardware/Setup	Yohan		
Maintain lab book	Ingrun		
Webmaster	Ingrun		Trond.Olav.Berg@rr-research.no
Verneombud/ health and safety representative OUS/UiO	Luisa/Toril	Lene/Håvard	
Maskinist/Chief MTU	Rune		
Room responsible	Egen liste		
Låsevakt (Lock guard)	Gaute	Stig Ove	Close the doors at 4E and 4F kl 16:00

Safety

Protective equipment

Work clothes	All employees should use a lab coat in the cell lab, isotope lab and when handling hazardous chemicals in general. You can fetch a lab coat in the laundry room.
Safety glasses	Safety glasses can be found in the drawer close to the lab bench. In addition you will find them in the chemical room E478a, in the LIN storage room (E470a) and the instrument room F487. Remember to put the glasses back after use.
Hearing protection	There are hearing protectors/earmuffs in room F487 close to the sonicators.
UV protection	Some of the regular safety glasses have UV filter. You will find a label on the side indicating in which areas the glasses offer protection. There are also special UV glasses.
Gloves	Nitrile S-M-L gloves in the lab, close to the sinks. Latex gloves is found in the chemical room, use them when needed.

First aid

First aid cabinet	In the main E-lab AND instrument room F490. Bandage, band aid etc
Emergency shower	Middle sink in the main E-lab and instrument room F490
Eye wash	Bottles containing a sterile saltwater solution are located close to all sinks in the lab. Remember to replace when the sealing is broken (laundry room).
Chemical spill on skin	If you spill chemicals on your skin, use the Polyethylen glycol (PEG) Mr 300. This bottle should always be placed in the phenol hood!
Kit for removal of chemical spills	If you spill large amounts of chemicals (organics, aqueous solutions, alkalis and acids), use the ”Emergency Intervention Kit”. The kit is placed on the floor in the chemical room (orange chest) and F-lab (white box with yellow lid). In the kit, you will find protective equipment such as special gloves, mask and glasses, absorbing powder along with a dustpan, broom and bags to collect the spillage.

Chemicals

As an open lab we share a good amount of chemicals. They are stored in the chemical room E478a. The person responsible for this room is Huda al Baldawi.

You should always leave this room as you found it, or in better condition. Make sure to not leave your chemicals open behind you, not leave chemicals in the hood, and clean the scales every time you use them, there could be powder residue even though you don't see it. If the container for the scale spoons is full, bring it to Josie's room E494 (dish laundry) and take the new dirty container from the upper shelf.

We have an Excel sheet where you can find the chemicals that we have stored and the different locations within the chemical room. This Excel sheet you can find in one of our shared drives:

L:\KDI\MIK\Chemicals

Your computer should be connected to Forskernett to access this folder.

When you order a chemical that is going to be for common use, notify Huda (huda.al-baldawi@medisin.uio.no) so she can add it to the list and you can find the correct storage for that particular item.

Also, it is your own responsibility to order new chemicals when they're about to finish. For example: Milk powder for blocking, cleaning ethanol, etc. There's no continuous refill/ordering of items in this room.

If you have any questions, ask Sonia and she'll be happy to help you out.

Waste disposal

Everyone is responsible for knowing which cells, isotopes and chemicals they are working with, how dangerous they are and how they can hurt other people.

Everyone is responsible for knowing which chemicals CANNOT be mixed or should NOT be stored for a long period of time due to danger of explosion.

Biological waste

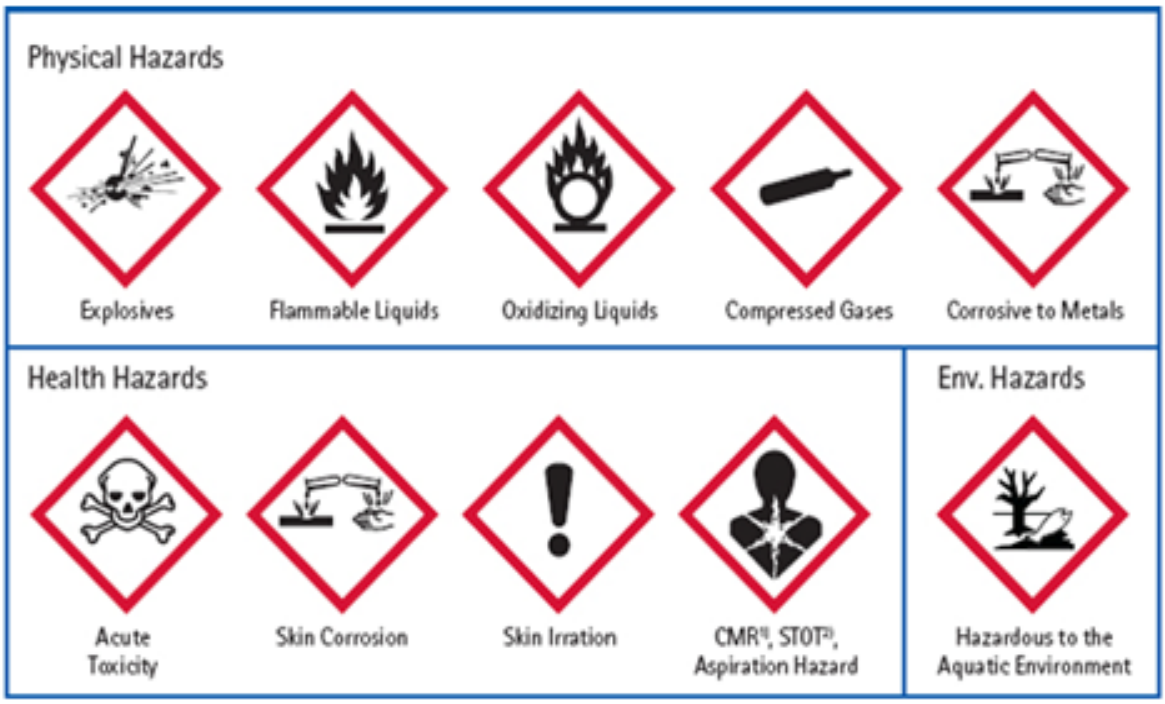
Plates with live cells, bacteria/yeast or any other biological waste should be thrown in the hazardous waste boxes in the lab (yellow). Do not put toxic compounds or organic solvents into this waste.

Medias containing GMO/bacteria/yeast should be poured to dedicated tanks containing vircon. These tanks are sent out in yellow risk waste boxes.

Chemical waste

Hazardous (dangerous) waste (from dangerous chemicals) must be collected and delivered to the Department of Work Environment. For that purpose, all of our dangerous waste must be labelled with a code.

In the next image you can see the icons that identify hazardous chemicals. Always use these chemicals under the chemical hoods (in the lab and in the cell labs), ask for help if you're not sure of where to find them.



We have an Excel document with the codes of the most commonly used hazardous chemicals in the lab. You can find it in:

L:\KDI\MIK\Chemicals

Your computer should be connected to Forskernett to access this folder.

Some of the most used codes (7151 and 7152) have containers with the code in one of the chemical hoods in the E lab. If the chemical you're looking for is not in the list, please contact your supervisor or Huda (huda.al-baldawi@medisin.uio.no) so that they show you how to look for the code.

All new protocols regarding hazardous chemicals should be planned with time. So that we know how much of this waste we're going to have in the end, where to store it and how to handle other possible problems (like plates, for example).

The chemical waste should be disposed of in plastic containers with a sealed cap. Like an empty medium bottle, an empty ethanol bottle, or a 50 ml Falcon tube (if the waste is small). For big amounts of waste, we have big containers in the top shelf in the chemical room.

Also, have in mind that we dispose of liquids in one container and tips and tubes with a small amount of that waste in another container.

If you have doubts: **Never ever improvise!** Ask first! (huda.al-baldawi@medisin.uio.no). There are no dumb questions, and a mistake with the hazardous chemical waste can have consequences, not only for your health but for your colleagues' and the environment.

If you have to dispose of mixed chemicals, please use the "Table for disposal of mixed chemicals".

Other waste

Glass: separate box outside the toilets

Piercing/cutting objects: Scalpels, needles and other equipment that you can cut yourself on, should be thrown in the yellow boxes. When a container is full put it in the dedicated risk waste box in the laundry room.

Electronic items: separate box outside the toilets

Cardboard/paper: Paper should be disposed of in the gray paper box in each office. Cardboard should be folded and put into the trolley outside the toilets.

Fire instructions

The head of research and the site managers (fire contacts) are responsible for developing and revising procedures and making them known to all employees.

All new employees and students must within the first week familiarize themselves with the routines for alerting, rescuing, extinguishing and evacuating.

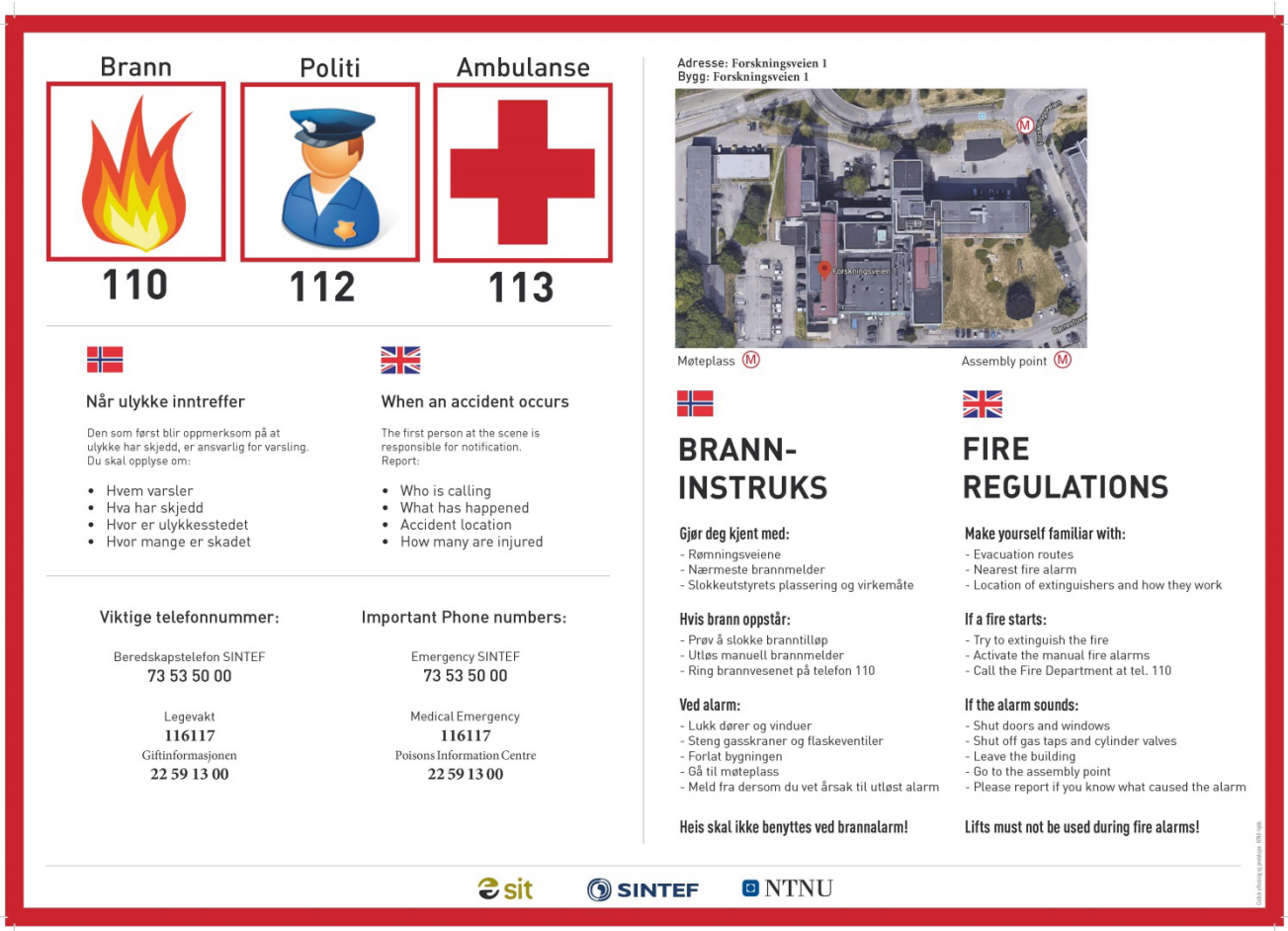
Store a minimum of flammable chemicals in the lab. All chemicals must be stored safely (fire cabinet/chemical room).

Anyone who deals with flammable products must exercise the necessary caution in order to prevent fire or explosion, after having received the necessary training in safe use, as well as information regarding potential health hazards, safety risks and protective measures. This responsibility lies with the group leaders.

Keep the escape routes clear and free of inflammable material.

Doors must not be obstructed.

Electrical equipment which is not in permanent use or labeled with name and date, should be turned off by the power switch, or by pulling out the electric outlet.



In case of fire

ALERT	In case of an actual fire, activate (smash) the nearest fire alarm installation (red).
SAVE	Save everybody who is threatened by smoke or fire, if this is possible without endangering your own life.
EXTINGUISH	Try extinguishing with available extinguishants, if this doesn't put you at risk.
LIMIT	Close doors and windows. It is especially important to close the door to the fire scene after rescue, or when further rescue is impossible. Make sure that the door to the chemical room E478A is closed.
EVACUATE	Terminate your work immediately and evacuate the building from the nearest escape route. To avoid crowding and people who are evacuating from the other floors through the main stairs we should preferably evacuate through back stairs if possible.

Evacuation plan

Any person close to a reflection vest marked BRANNVERN (Fire protection) pick this up and take responsibility. The vest is located in the end of each wing where the fire protection contact person is located.

EVACUATE the building immediately.

Follow the escape route down the stairs, and out to the assembly point (se map).

Emergency lights will lead the way to the emergency exits.

Do not use the elevator.

If you encounter smoke, turn around and use another escape route.

Remember that smoke kills.

HELP OTHERS. Everybody is responsible for their colleagues and visitors.

MEET BY THE MEETING POINT – outside the main entrance. The building manager (yellow vest) is in charge of the registration.

WAIT AT THE MEETING POINT. No one is allowed to go back until a clear message about further action has been given by the person in charge/building manager/Securitas.

Site manager/Områdeansvarlig (OA)

- Make sure all people within their area leave the building. Organize a systematic search [E470-E496], [F486-F496f] for dead or injured people and possible scene of fire.
- Put on identification equipment (orange vest).
- Mute approach to panic.
- Designate a safe escape route.
- Inform the building manager about people in the building, the current situation and any dangers. Be available to the building manager.
- Remember your own safety!

The area manager must have good knowledge of employees, activities and risk conditions for their area.

Information regarding tasks and criteria for choosing an area manager:

- OA must have a job function that means that the person in question is usually / normally present during normal working hours.
- OA must be well known in the building and the premises.
- OA shall inform employees and others who stay on the premises about changes that may be important for escape, for example at lunch meetings.
- OA has a control function at the meeting place after evacuation.
- OA must know emergency stop procedures for activities within its area.
- The head of research is responsible for the selection / appointment of OA.
- The head of research is responsible for defining the area.
- The head of research is responsible for ensuring that OA is trained.

Site manager: Ingrun Alseth and Anna Lång

Sending goods/Shipping

Here is the instruction for sending packages to other destinations (updated Nov 22):

FedEx/DHL

Ask Guro for a PO number, preferably **a few days before** you plan to send your package. The PO must be approved before the PO number is created.

Prepare your package. You need to know the measurement and the weight of the package.

Log in to FedEx https://www.fedex.com/no-no/home.html or DHL https://mydhl.express.dhl/no/no/auth/login.html to order pick-up online.

Follow the step-by-step instructions to order the pick-up:

Our account number with FedEx: 287 112 084

Our account number with DHL: 240 763 684

Our address: Forskningsveien 1, 0373 Oslo

Remember to put in the PO number as reference.

If VAT nr is required, this is it: NO 993 467 049 MVA

You must specify the content of the package and that it is shipped on dry ice if this is the case

Dry ice is classified as dangerous goods. The code for this is UN1845

For shipping outside of Norway, click for Pro Forma Invoice.

The papers needed to follow the package are generated online.

Print them and sign the Pro Forma Invoices – three copies.

NB: Three copies of the Pro Forma Invoice must follow the package. Remember to print **one-sided/single-sided**.

The package must be **labeled** with a Dry Ice sticker (found in the printer room F497).

Bring the **package** to the reception at Sintef.

World Courier

Ask Guro for a PO number **a few days in advance**.

Send a mail to ops@worldcourier.no. They will tell you how to proceed and make sure you get the correct paperwork done, depending on what you are sending and where to.

They can bring packaging and dry ice for you for an extra fee. It is also possible to use your own if you would like to prepare it in advance.

Health and safety representantive (HSR)- Verneombud

The main task of a health and safety representative (HSR) is to safeguard the interests of staff in matters relating to health, safety and the working environment (HSE). Furthermore, they should ensure that the Working Environment Act is observed.

Safety representative duties

Ensure that employee health, safety and welfare are protected by the employer.

Participate in the establishment and maintenance of systematic health, safety and environment management.

Work with managers to maintain and improve the working environment and participate when planning and executing measures that are of importance for the working environment.

Safety representative rights

Safety representatives have the right to stop work when there is immediate danger to life and health and that danger cannot be averted by other means.

Safety representatives have a duty of confidentiality concerning personal circumstances and conditions that can be equated with trade secrets.

Deviation Reports

The Working Environment Act requires that routines should be put in place to reveal, correct and prevent unwanted incidents or conditions that influence the work environment and the health of the employees in a negative way.

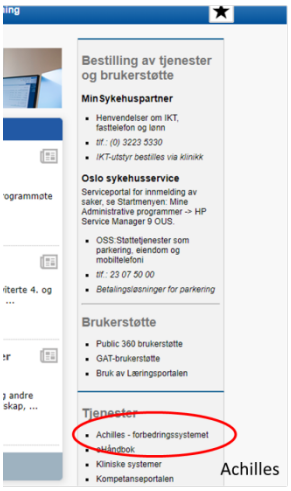
Definition of HSE deviation

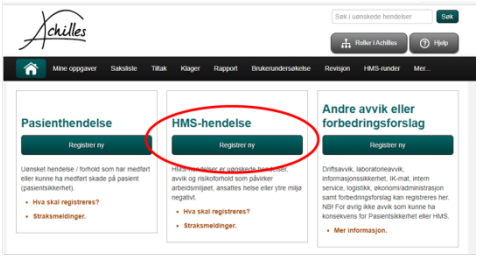
HSE (Health, safety and environment) deviations are adverse events and matters that have resulted in or may result in harm to people, the environment or material values. These can be:

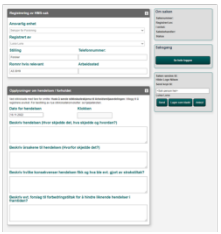
- breaches of the health and safety legislation, guidelines and routines
- personal injury that required medical treatment
- work-related illness
- minor personal injury
- harmful emissions to the environment
- adverse events with chemicals/gas, biological factors or radiation sources
- third-party violence or threats.
- matters that reduce fire safety

Registration of HSE deviation

All HSE deviations should be reported via a HSE deviation form: Achilles. The electronic deviation system is accessed via the OUS computers.







The form should be filled out by the person who discovers the deviation, if necessary in cooperation with the responsible leader and/or the HSR. The form should be registered in the electronically deviation system at OUS net by the HSR. Note: UiO employees need to fill out a different form in addition.

It will be considered whether injury/illness to individuals should be reported to NAV as an occupational illness/injury. This needs to be reported as soon as possible, and within a year. It may also be correct to report the incident to Protector Insurance Company, where OUS has its injury insurance.

HSR OUS: Luisa Luna (Deputy: Lene Alsøe).

HSR UIO Toril Ranneberg Nilsen (Deputy: Håvard Homberset).

Social happenings

Birthday cake: In the lunchroom we have a birthday list. The tradition is that you bring a cake or something tasty to a coffee break at 2 pm when it is your birthday.

Lønningspils: Every month after salary payment, it is free to initiate payday loan. Write on the board in the lunch room, stay here, go out – please join!

Rekefest: In June, before the summer holidays, we invite you to a shrimp party. There is usually a registration fee to participate.

Summer party presentations: Here we challenge our master and PhD students to present their project in an informal, laidback environment followed by a pre-party gathering in the lunchroom before we enter the traditional summer party initiated by the department.

Summer party: MIK, The department of microbiology arranges the yearly summer party for the whole department at a nice restaurant Eckbo. There is usually a registration fee to participate.

Hadeland meeting: This is the mandatory 2 days meeting for the whole research section at MIK. During the meeting there are team building activities and social events followed by dinner and dancing.

Christmas party presentations: Here we challenge our master and PhD students to present their project in an informal, friendly environment followed by a pre-party gathering in the lunchroom before we enter the traditional Christmas party initiated by the department.

Christmas party: MIK, The department of microbiology arranges the yearly Christmas party for the whole department at a nice restaurant where they serve Christmas food. There is usually a registration fee to participate.

Christmas lunch: The last week before Christmas we use to set a large table where everyone brings something good to eat, preferably a specialty from the country you come from.

Main lab

Luisa Luna (E) and Toril Ranneberg Nilsen (F) are in charge of the main labs.

The lab bench should not be a storage area: do not store your tube racks, pipet tips, reagents, samples, etc on the lab bench – use the cabinets and your personal drawer.

Perform all work involving hazardous or volatile materials in a fume hood. We have three hoods and each has been designated for a specific use.

Rinse your glassware thoroughly after use and leave in the glass designated tub. Tape labels should be removed from glassware before disposal.

Dispose of your thrash in the right way:

Gloves and disposable materials do not have to be disposed in biohazard waste containers unless they have become contaminated with microbial cultures. Non-contaminated waste should be thrown in the plastic bags.

Contaminated flasks, tubes, and plates that have had microbes in them should be discarded in the appropriate containers.

Add Vircon to supernatants contaminated with microbes. Discard the liquid the day after. Rinse the glassware thoroughly and leave it in the glass designated tub.

Disposable materials (e.g. micropipette tips, toothpicks, disposable plastic inoculation loops, gloves, plastic cuvettes and plastic test tubes) contaminated with microbes can be disposed of in the Risk Waste boxes with yellow plastic bags.

Clean and tidy your lab bench and common areas after each lab working period. That is, if you are pausing during an experiment (either because you are incubating or going for a break) limit the area occupied by your things, to leave space for other people to work.

At the end of the day:

Throw or collect your waste, including tips, tubes, and pipettes in the appropriate containers.

Return all glassware, kits, instruments and materials to their appropriate place.

Lab places and common areas are expected to be found clean and tidy every morning!

Cell lab

Tine Neurater is in charge of all the cell labs. Moreover each cell lab has its own room responsible:

Tine Neurater is in charge of Cell Lab I

Preeti Jain is in charge of Cell Lab II

Xiaolin Lin and Ingrid Åmellem are in charge of Cell Lab III

- Make sure you go through the routines together with your supervisor (or room manager) before you start working in the cell lab!
- Always put your name on the booking list placed on the LAF bench. Both for booking time and for everybody to check who has been working there.
- Wear a yellow coat and gloves, also when you open the CO2 incubators!
- Keep the lab tidy! Clean up after yourself! Unmarked material on the bench will be thrown.
- Only Organic waste and material are thrown in RISIKOAVFALL box (yellow), these are very expensive! Tryphan blue waste in its own waste box. Other waste in ordinary trash.
- EVERYONE has to replace full waste box/trash with new.
- Wash the LAF bench with 70% EtOH before and after cell work. If you spill, wash with water and then 70% EtOH (this is to avoid fixing the spilt material to the bench). Also under the work area!
- Remove your stuff and switch off the LAF bench light when you are finished. Leave the fan in the standby position by closing the window (the fan will automatically be reduced).
- UV disinfection will be performed by the responsible persons.
- Refill disposables (tubes, flasks and pipettes) and put on the ordering list common solutions/disposables whenever needed. You will find extras in one of the storage room.
- If you are working with dangerous chemicals make sure you know how to dispose of them and that none of your colleagues are exposed.
- If something is broken (like suction/pump/filters etc) please tell the room manager immediately!
- Most important!! BE AWARE!!! Too many broken rules? The BOSS himself, will have a wonderful surprise for you!!

Isotope lab

Knut I. Kristiansen is in charge of the isotope lab.

Everyone who is going to use the isotope lab must undergo training with the one who is responsible for the isotope lab.

- The isotope lab must always be clean
- Everyone should clean and wash after themselves
- Before you start working:
    1. Sign up when you start working. The list is on the door.
    2. Thoroughly check for radioactive spillage with the Geiger counter
- After you finish working:
    1. Thoroughly check for radioactive spillage with the Geiger counter
    2. Clean and put the equipment you have used back where it belongs
- If you detect radioactive spills, check the sign-in list and who worked there that day.
- Substrate labeling should be done behind screen in the hood.
- Only 32P and 35S can be used in this isotope lab.
- Radioactive waste should be disposed in the hazardous waste bins.
- Non-radioactive waste should be disposed in a garbage box.
- The yellow sharp-safe boxes should be disposed in the hazardous waste bin.
- Anything that is not marked by name and date will be thrown.
- Check and, if necessary, empty the round vials on the vacuum pump when using the gel dryer.

Rules for BSL-2/virus lab

All users must have been specifically trained by room manager; Huda al Baldawi.

General work instructions

- Lab coats must be used in the lab, hands must be washed before and after work.
- Use gloves for work involving GMO, change frequently and always in case of spill.
- No eating or drinking in the lab.
- GMO work that can result in aerosols has to be carried out in the cell culture hood.
- Outside of the hood, the material must be covered (lid or seal).

Disinfection

- 70% ethanol: for disinfection of clean surfaces and equipment (ethanol does not penetrate organic matters well).
- Organic matters: 1% Virkon (working solution keeps for seven days).
    - Use 1% Virkon for equipment and surfaces contaminated with GMO and inactivation of GMO material.
    - Invisible contamination: wipe with 1% Virkon on all surfaces, make sure they get properly wet. Treat for 10 minutes, and then wash with water.
    - Visible contamination: wipe with 1% Virkon on all surfaces, make sure they get properly wet. Treat for 30 minutes, and then wash with water.
- Disinfection of cell culture hood (inactivation of microorganisms, DNA and RNA): treatment using UV light for 10 to 30 minutes after disinfection with 1% Virkon.

Waste management

- Used equipment that has been in contact with GMO: disinfect with 1% Virkon, put in closed bags, and throw bags in yellow risk waste boxes.
- Sharp material: put in yellow plastic container; throw full containers in yellow risk waste boxes.
- Liquid waste: put in 500 mL plastic bottles (used medium/PBS bottles) with 100 mL 5% Virkon, throw full containers in yellow risk waste boxes.
    - If suction bottle is used: make sure Virkon is added.
- The risk waste is treated as other hospital risk waste and sent to the waste disposal unit, where it is burned.

Small scale lab

All users must have been specifically trained by room manager; Madeleine Fosslie.

- The small scale labs are for small scale work, work with amplified DNA is not allowed.
- Training is required to use the rooms, contact room manager.
- Book the hood only when you need it, avoid booking hoods for a whole day if possible.
- Check that the room and hoods have been UV-treated the day before (or last day in use).
- Make sure you are dressed according to the routines in the changing area.
- If you bring something outside → inside the labs make sure you leave styrofoam or cardboard boxes at designated spot in the changing area.
- Only bring bottles, tubes etc inside the labs. Clean bottles and equipment with 1) MQ H2O and 2) 70 % ethanol before put in place or used.
- Paper (protocols etc) needs to be in plastic covers (found in the changing area). Clean the plastic cover like the rest of the equipment before you start.
- **Before you start**: make sure the door is closed.
- Clean equipment, bench and hoods you are going to use with 1) MQ H2O and 2) 70 % ethanol.
- Before you start sonication, remember to put the “sonication ongoing” sign on the door, and tell other people in the room that you are going to use the sonicator.
- **IMPORTANT**: Everyone needs to wear ear muffs while sonication is ongoing!
- **When you are done**: put all equipment and reagents back in place. Clean the bench and hood you have been using with 1) MQ H2O and 2) 70 % ethanol. UV-treat the hood for 30 min. Write the date and time for UV-treatment on list on the hood.
- If you cannot UV-treat for 30 min: put the “not UV-treated” sign on the hood.
- Empty full trash bins and put new bags in the bins.
- UV treat the room and hoods for 30 min at the end of the day.

Fire prevention training

Who is the fire protection site manager in your department?

_____

Where do you find the fire instruction?

_____

What are the phone numbers for the fire department and the safety section?

_____

How can you tell that a smoke detector has been set off?

_____

What should the fire exits look like?

_____

In case of a fire, where is the least amount of gas, heat and smoke?

_____

Where is our meeting point after evacuation?

_____

Which extinguishing devices do we have in the department?

_____

How do you use the different extinguishing devices and for what?

_____

Find and tick off the following items on the plan drawing:

A – Fire alarm

B – Fire hose

C – Fire extinguisher CO2

S – Fire extinguisher FOAM

T – Fire blanket

D – Smoke separation door between fire cells

Line – Fire exit

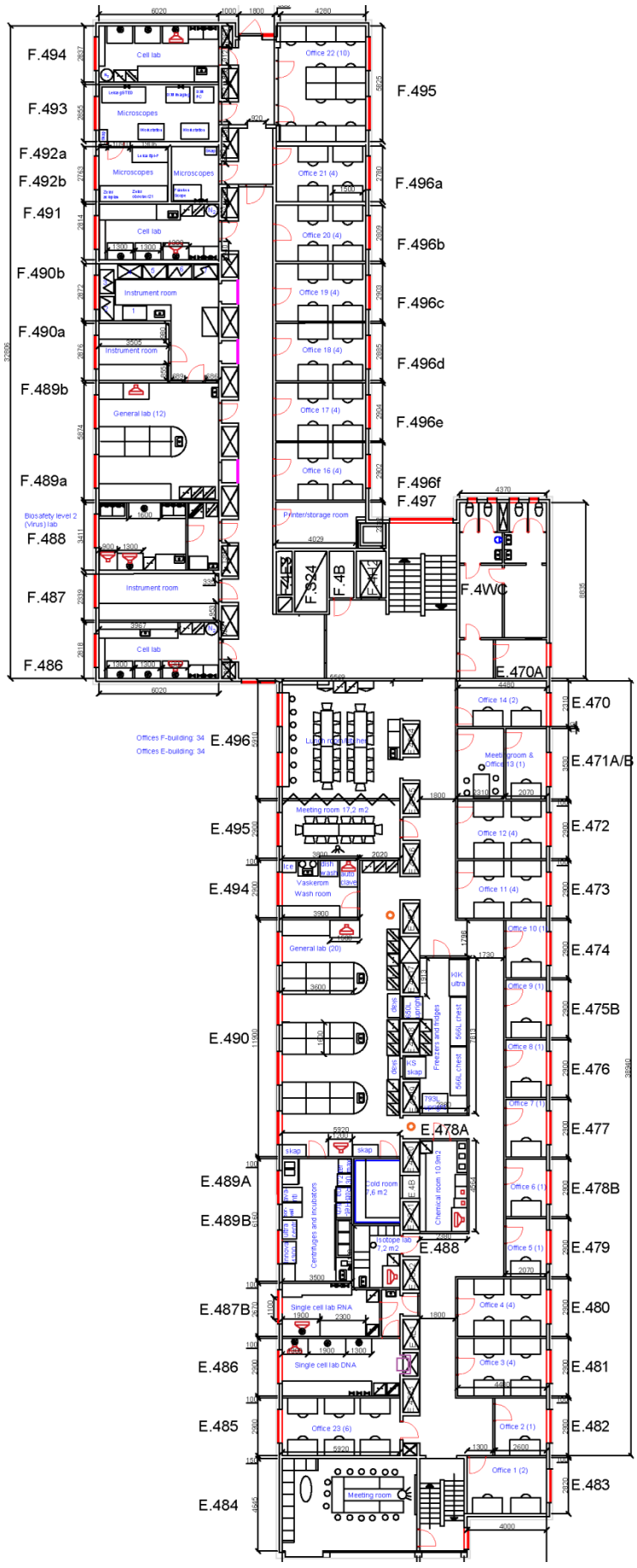
L – Storage for flammable fluids

N – Emergency shower

Ø – Eyewash tap

A signed copy of the plan drawing and your answers to the questions should be delivered to the lab manager.

Plan drawing



Lists

Common solutions

What to make	Who is making it
10% APS	Ingvill
Ampicillin	Emily
Chloramphenicol	Knut Ivan
Colorsoultion for protein gels	Rune
Destaining solution	Rune
RNase A	Linda
dNTPs	Gaute
DTT	Knut Ivan
HRP-secondary antibodies	Linda
Protein standards	Rune
Kanamycin	Mathilde
PMSF	Rune
IPTG	Knut Ivan
DNA standards	Gaute
Proteinase K*)	Gaute
Protease inhibitors (Aprotinin and Leuprotinin) *)	Linda
DNase*)	Gaute
Tween*)	Linda

*) new feb 2020

Oslo universitetssykehus

Instrument responsibility

Instrument	Room no.	Responsible
Autoklav	E494	Rune/Gaute
Core facility microscopes	F492+3	Anna
Bioanalyzer	F490A	Linda
Cytospin	F487	Toril
Imager (all)	F490B	Gaute
Elektroporator	F486	Knut I
Flow Cytometer	F490A	Tekle
Geltørker	E488	Ingrun
Homogenisator	F487	Lene
Ismaskin	E494	Gaute
Mikromanipulator	F490B+F487	Ingrun
Mikroskop	E487b	Yanjiao
Mikroskop Celle Lab I	F486	Tine
Mikroskop Celle Lab II	F491	Preeti
Mikroskop Celle Lab III	F494	Anna
Nanodrop	E490 +F490	Emily
Nitrogentank	E470a	Gaute
Nukleinsyreekstraktor KingFisher	F494	Linda
Oppvaskmaskin	E490+F490	Gaute
pH-meter	E478a+490	James
Phosphor imager	F490B	Ingrun
Plateleser Victor	F487	Mari K
QX 200 Droplet Reader	F490A	Mari K
real-time PCR system	F490A	James
Risteinkubators	E489B	Rune
Ristevannbad	E489B	Matilde
Pipetterobot OT2 1	E490	Ingvill
Pipetterobot OT2 2	E490	Linda
Semidry blotter (all blotting)	E488	Preeti
Sentrifuger	E489B	Rune
Sentrifuge Vakum, Frysetørrer	E489B	Rune
Snitter	F487	
Sonikator - all	E486+487+F487	Adeel
Spektrofotometer	E489b+F490b	Krister
Tape Station	F490A	Mari K
Ultrafryserer	E475a+F488a	Luisa
Ultrasentrifuge	F488a	Rune
UV Crosslinker + lampe/skap	F487	Knut I
Vannrenseanlegg	E487a+E494	Rune
Vibratome	F494	Ingrid

Room responsibility

Room description	Room no.	Responsible
Small scale lab 1	E486	Madeleine
Small scale lab 2	E487	Kangxuan/Aylin
Isotope lab	E488	Knut I
Chemical room	E478a	Huda
Coldroom	E489a	Claudia
Centrifuge & Incubator room	E489b	Emily
Main lab E	E490	Luisa
Autoclave/sterile kitchen	E494	Gaute/Rune
Freezer room	E475a	Luisa
Lunchroom	E496	Toril/Tine
Cell lab I	F486	Tine
Gel- and soncation room	F487	Gaute/Preeti
BCL-2	F488	Huda
Main lab F	F489	Toril
Instr room II	F490a	James
Instr room I	F490b	Rune
Cell lab II	F491	Preeti
Core facility	F492a	Anna
Core facility	F492b	Anna
Core facility	F493	Anna
Cell lab III	F494	Ingrid/Xiaolin

Table for Disposal of Mixed Chemicals

	7041	7042	7081	7083	7091	7097	7100	7122	7131	7132	7134	7135	7151	7152
7152	7041	7152	7081	7083	7152 *	7152 *	7100		7134	7135	7134	7135	7151	**7152**
7151	7151	7151	7081	7083	7151	7151	7100		7134	7135	7134	7135	**7151**	7151
7135	7135	7135	7081	7083	7135	7135				7135		**7135**	7135	7135
7134	7134	7134	7081	7083	7134	7134			7134		**7134**		7134	7134
7132	7135	7135	7081	7083	7132	7132				**7132**		7135	7135	7135
7131	7134	7134	7081	7083	7131	7131			**7131**		7134		7134	7134
7122								**7122**						
7100	7100	7100	7081	7083	7100	7100	**7100**						7100	7100
7097	7151	7152	7081	7083	7097	**7097**	7100		7131	7132	7134	7135	7151	7152 *
7091	7151	7152	7081	7083	**7091**	7097	7100		7131	7132	7134	7135	7151	7152 *
7083	7083	7083	7081	**7083**	7083	7083	7083		7083	7083	7083	7083	7083	7083
7081	7081	7081	**7081**	7081	7081	7081	7081		7081	7081	7081	7081	7081	7081
7042	7041	**7042**	7081	7083	7152	7152	7100		7134	7135	7134	7135	7151	7152
7041	**7041**	7041	7081	7083	7151	7151	7100		7134	7135	7134	7135	7151	7041

DO NOT MIX!!!!!!

Check if possible to mix

pH has to be checked before mixing

* if the waste contains halogens, the waste substance number is 7151