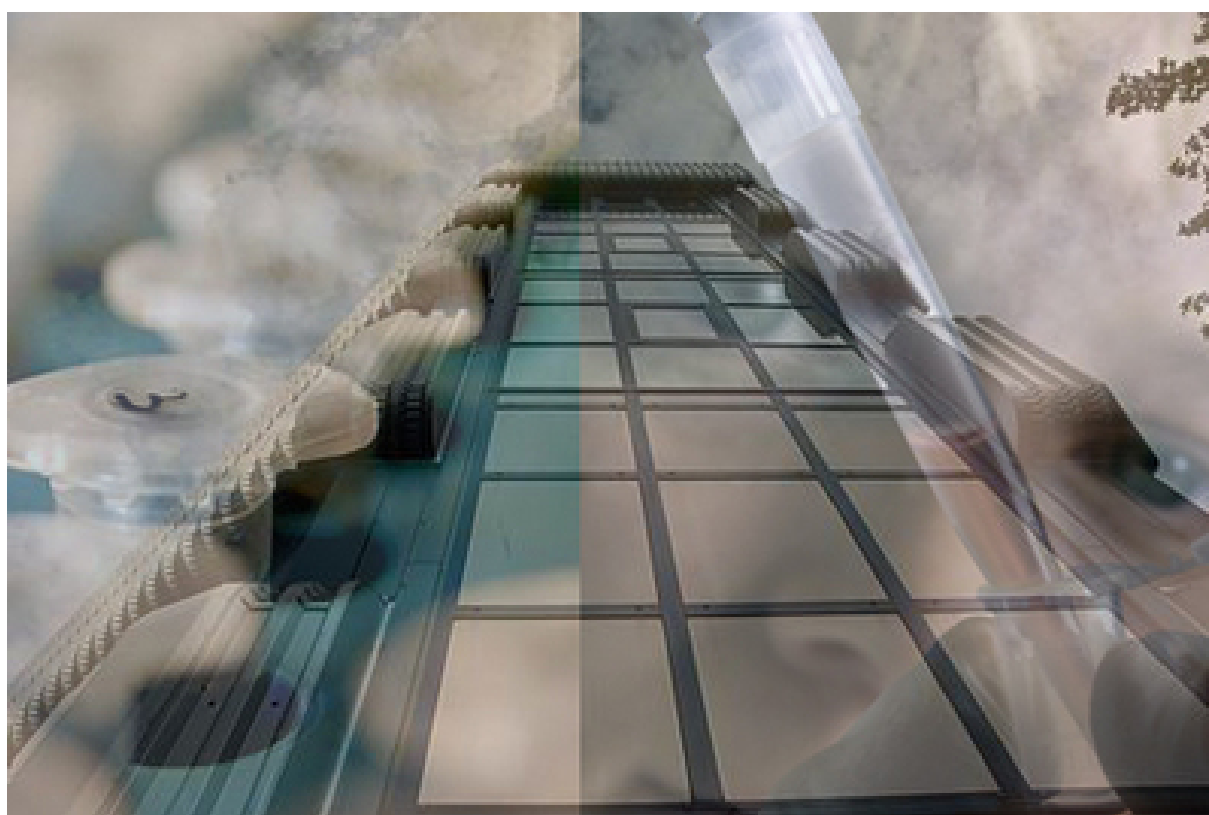


**WELCOME TO
THE DEPARTMENT OF MOLECULAR BIOLOGY**



INFORMATION BROCHURE FOR NEW EMPLOYEES AND STUDENTS

Dear new employee or student,

Welcome to the Department of Molecular Biology (MBI)!

During your first days here at MBI and the High Technology Centre you may feel rather overwhelmed by a succession of new faces, localities, instruments, routines, etc. We hope that this information brochure will be of help during this period of initiation. We also recommend that you keep the link to this brochure on your desktop as it is a useful handbook for important routines, rules and other information.

You can download this welcome brochure at www.uib.no/en/mbi -> About the Department -> [For employees and students](#).

We hope that you will enjoy working at MBI and wish that you will achieve your goals.

Last updated January 2017.

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1. Contact information and locations

Head of department:	Mathias Ziegler	555 84591	5 th floor
Vice head:	Øyvind Halskau	555 84563	5 th floor
Head of administration:	Andrea Grimnes	555 84524	5 th floor
Administrative officer:	Sverre Jarle Borch	555 84500	5 th floor
HR employee (personal)	Thea Thingnes	555 82063	5 th floor
Finance officer:	Margun Eidsheim Skarbø	555 84549	5 th floor
PhD/research coordinator:	Knut Olav Daasvatn	555 84503	5 th floor
Study adviser:	Lill K. Knudsen	555 84529	4 th floor
Lab manager/teaching facilities:	Grethe Marie Aarbakke	555 84236	4 th floor
Lab manager/ProtMetD	Linda Veka Hjørnevik	555 84375	5 th floor
Lab manager/NucReg	Diana C. Turcu	555 84448	5 th floor
Lab manager/Cell stress	Ann Kristin Frøyset	555 84553	5 th floor

Postal address: University of Bergen, Department of Molecular Biology, P.O.Box 7803, N-5020 Bergen
 Visiting address: High Technology Centre (Høyteknologisenteret), Bioblokken, Thormøhlens gate 55, N-5008 Bergen

Phone: 0047 555 84 500
 E-mail: post@mbi.uib.no

Office hours: 8:00 – 15:45 (15 September – 14 May)
 8:00 – 15:00 (15 May – 14 September)

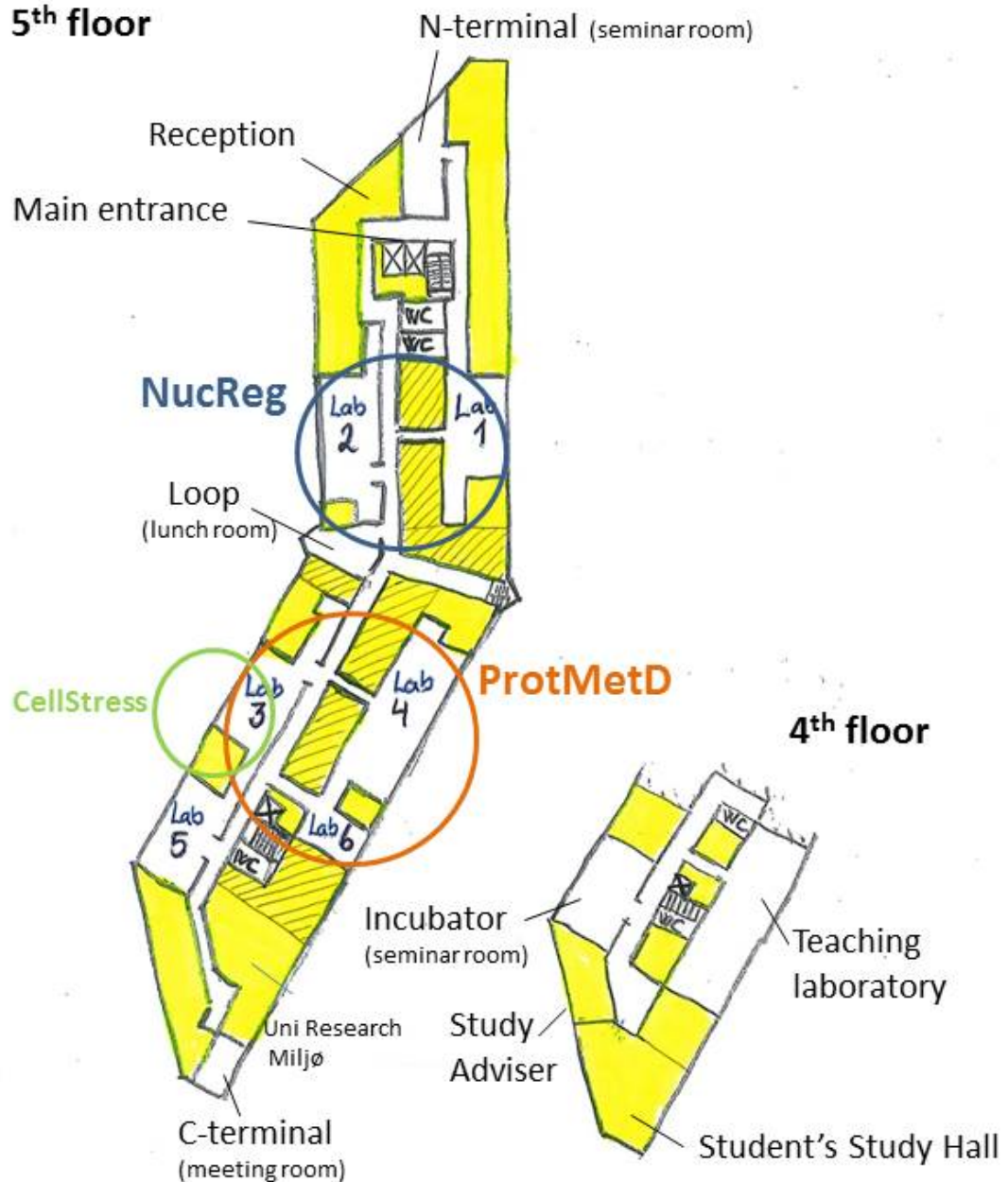
Locations

English: ground floor = Norwegian: 1st floor

5 th floor:	Reception Laboratory 1, 2, 3, 4, 5 and 6 Loopen (lunch room) N-Terminalen (seminar room) C-Terminalen (meeting room) Uni Research Miljø
4 th floor (south)	Teaching facilities and teaching laboratory Students' study hall Inkubatoren (seminar room) Sequencing facilities
3 rd floor (south)	The zebrafish facility , MBI and BIO
2 nd floor (south)	Proteomics lab, MBI

Floor plan Department of Molecular Biology (MBI)

5th floor



2. Practical information

Keys, mail and office supplies

- ID-card/key-card:** Every university employee and student has to have an ID-card. You need this to use UiB-printers and copy machines, as a key-card to the University's buildings, and as a library card at the [University library](#). You get your card at [the Card Centre](#).
- Keys:** You also need a key for your office and to common facilities at MBI. Contact [Sverre Jarle Borch](#) to get your key.
- Mail:** All employees at MBI have their own letterbox by the reception at 5th floor.
- Outgoing mail must be delivered in the reception before 13.00, and incoming mail arrives approximately at 14.00.
- Important shipments for abroad will be taken care of by TNT. The cost for these shipments will be covered by the sender's project.
- Office supplies:** Employees can get office supplies, such as pencils, paper, folders etc. by contacting the reception on the 5th floor.

Computers and printers

- Computer account:** As a student or employee at the University of Bergen, you will get your own user account and username. This username allows you to access UiB computers and several user systems.
- Employees: Visit <https://sebra.uib.no/> to create a user account.
- Students: Visit <http://www.uib.no/en/student> , under "new student"
- Computers:** All employees at MBI will receive a computer financed by the department.
- Students can use two computers located outside the students' study hall on the 4th floor. You can also bring your own computer and use UiB's wireless internet access. With UiB's account you can also use Eduroam (wifi) which, in addition, gives access at many other academic institutions and norwegian airports.
- Support services:** IT-related problems should be addressed to [BRITA](#). For more information and how to get immediately help, see the [IT-department's webpage](#) . More information in Norwegian: <https://it.uib.no/Hovedside>
- Students can contact the IT-assistants at 90 14 53 36, or visit them in room 1108, 1st floor in Datablokken.
- New computers (used by employees) must be set up by the IT-department. Contact [BRITA](#).

Printers Students and employees access printers by Pullprint. Students pay for printing via [PullPrint](#).

Parking and campus bus

Parking: There are a few free parking spots on the University ground, provided you have a parking label. You get a parking label by sending an application. Information and application form can be found [here](#).

[Marineholmen Parking House](#) offers parking for a fee, both for cars and bicycles.

Campus bus: The University has a Campus bus which stops just outside The High Technology Centre. This bus can be used for job and study related transportation within the university area. See [this page](#) for time schedule.

Library services and welfare

Library: [The University library's](#) science section is located in Johannes Bruuns gate 12. The medical section, at Jonas Lies vei 91, has a more comprehensive collection of books and journals for molecular biology, including on-line access to scientific literature. The ID-card serves as a loan card.

Welfare: The University has several welfare benefits for both [students](#) and [employees](#).

3. What's happening at MBI?

Education

MBI offers two study programmes; a three-year bachelor's programme and a two-year master's programme. Read more at our webpage about [bachelor studies](#) and [master studies](#).

Research training and research school

MBI offers PhD training in molecular biology. Read more at our webpage about [PhD training](#).

In cooperation with Sars International Centre for Marine Molecular Biology, Computational and Biology Unit (CBU) & Department of informatics, Department of biomedicine, and Department of biology, MBI operates a research school for [molecular and computational biology \(MCB\)](#).

Research

The research at MBI is organized in research groups and two research programmes; ProtMetD and NucReg. Information about research at MBI, research groups, programmes, related groups and centres and our scientific advisory board, can be found at our web-page:

<http://www.uib.no/en/mbi/53358/research-mbi> .

Heliks – molecular biology student organization

Heliks is the student organization for bachelor and master students at MBI. Heliks is represented in the department board and the programme board, in addition to arrange many different academic and social events for students. Heliks also administrate the study hall. More information: [Heliks](#)

E-mail: heliks.post@uib.no

Seminars and gatherings

- Friday seminar at 13.30 (irregular):** Seminar series for guest speakers, arranged by the Sars Centre, CBU, and MBI.
- Monday seminar at 12.30 (irregular):** Internal seminars where PhD students, postdocs, researchers and occasionally professors can talk about their work on a progress report-style.
- Monday lunch gathering (irregular):** To improve information to, from and within the department. Bring your lunch, we provide coffee and tea.
- Programme-/group-/lab-seminars:** The various programmes and groups conduct their own seminars. Open for others if announced open.

Social events

- **Waffle Thursday:** Heliks sells waffles in Loopen every other Thursday at 14.00.
- **Summer trip:** Trip to unknown (blåtur) or known destination, takes place in June.
- **Christmas Party:** Takes place in December.
- **Christmas Lunch:** Everyone brings something to the table. Takes place in December.
- **Celebration of master students**
- **Celebration of PhDs**

Internal information

Internal information at MBI is mostly given through:

- **Monday lunch gatherings**
- [MBInytt](#) – a nearly monthly newsletter
- [Ukeinfo](#) – weekly information message for common e-mails
- **The calendar at our [webpage](#)**
- [Mitt UiB/ UiBs new learning platform](#) – intranet for students at UiB

4. Rules and routines for employees

Please see University of Bergen's [Employee Pages](#) for detailed and supplementary rules, regulations and useful information for employees.

HR portal (Personalportalen/PagaWeb)

All employees who are paid monthly salary have insight in their own personal file which holds information regarding salary and personal information, as well as access to deliver travel reimbursement forms, information regarding absence and application for leave through [the HR portal](#). Jarle, Margun and Andrea welcome you to ask for help if necessary.

The HR portal should be used for the following:

- Check your salary note
- Update personal information - should be filled in immediately after employment (such as children, ICE, address etc.)
- Register absence (own sickness, own child's sickness, welfare leave)
- Register vacation
- Apply for leaves (parent, care, unpaid)
- Register travel reimbursement claims
- Register other reimbursement claims

Working hours

Scientific personnel (group A and B: professors, ass. professors, post docs and research fellows)

Regular working hours for scientific personnel is 40 hour per week including 30 minutes break. Scientific personnel are not required to record their working hours.

Daily working time at MBI is officially from 08.00-16.00. The core time is from 09.00-14.30. You are required to be present at core time.

Technical and administrative personnel (group C)

Regular working hours for technical and administrative personnel is 37,5 hours per week including 20 minutes break. Civil servants must be available during breaks.

Flexible working hours are implemented at UiB for technical and administrative personnel. More information on the Employee page: [Flexible working hours](#)

The annual working hours is divided in a summer session and winter session. From 15 May to 14 September, working hours is 08.00-15.00, and from 15 September to 14 May, working hours is 08.00-15.45. The core time is 09.00-14.30. You are required to be present at core time.

Read more at UiB's [Employees Pages](#).

Working outside normal work hours and during weekend

If you choose to work outside normal working hours it is important that you do not initiate lab procedures which you are not fully familiar with, as at such times you cannot expect to get help if you run into problems.

Students are not allowed to work in the laboratories after normal work hours without adequate guidance of responsible advisors.

Be aware that the ventilation system in the laboratories runs at full capacity 07:00-19:00 on Monday-Friday, and 09:00-14:00 on Saturdays. Otherwise it has only 50% capacity.

In the office areas, the ventilation system runs at full capacity 07:00-18:00 on Monday-Friday, otherwise it is shut off.

Absence from work, travel and use of credit cards

Please let us know when and why you are not at work. Note that all absence from MBI, such as work trips, vacations, sick leave, participation at conferences, seminars, meetings etc., should be notified to the administration (front desk phone 55 58 45 00 or e-mail post@mbi.uib.no) and to the lab manager in your lab.

It is our responsibility to be able to account for all our employees during work hours, and when we know where you are we can provide better service for anyone who wants to contact you.

- | | |
|--------------|---|
| Vacation | Register in the HR portal . Vacations must be scheduled in agreement with your closest colleagues, so that it can fit into your tasks and responsibilities. Read more about vacation here . |
| Sick leave | During sick leave caused by either your own or your child(ren's) illness, the administration must be notified as early as possible on the first day of absence. When you are back at work you have to register the sick leave in the HR portal . In the two first months of employment, any sick leave requires a statement from your doctor. Read more about sick leave here . |
| Flexi leave | Flexi leave can be used by technical and administrative personnel only. Any flexi leave should be notified and approved by head of administration and your group leader. To be entitled to flexi leave it is a prerequisite that hours are appropriately recorded. Read more about flexi leave here . |
| Travel | Please remember to notify the administration and your lab manager in advance before your work related travel. Read more about work related travels and find travel and subsistence claim form here . |
| Credit cards | UiB has an agreement with American Express and Diners Club regarding credit cards for employees. This is in order to facilitate the handling of travelling expenses for the individual employee, and to reduce the use of advance payment of travel expenses. There is also a travel insurance in the card. The university will cover the yearly cost of one card and fees in connection to work related payments. Read more about use of credit cards here . |

Ordering

All ordering of equipment and services at MBI has to be done through the lab manager at each

programme:	ProtMetD	Linda Veka Hjørnevik	555 84375
	NucReg	Diana C. Turcu	555 84448
	Cell stress	Ann Kristin Frøyset	555 84378

If the lab manager is not available, contact [Jarle Borch](#) 555 84500

Data and lab journals

When doing experiments you are required to keep a proper lab journal, which shall be available to the group leader and kept with the group leader for at least 10 years. Ensure that electronic data are properly stored with backup. If you acquire large amounts of data, you may have to use dedicated storage hardware or ask for special storage space on the UiB disk servers. Some research groups have common storage areas on the UiB servers. If you obtain huge amounts of data you may consider seeking storage options with the national NORSTORE system (ask MBI administration).

5. Health, safety and environment (HSE/HMS)

MBI has a safe working environment. We have very few accidents and we are rarely subject to theft and other undesirable events, and we still enjoy the freedom and flexibility of having open access to our department. Yet, from time to time, there are instances and situations that put us at risk.

Therefore, pay careful attention to all our security and safety procedures:

- Read this welcome brochure, periodically, as this contains all the essentials. Updates occur
- Make sure you know and understand all the lab-specific routines and rules for safety.
- Make sure you know where to find the HSE (HMS) book, and what is in it.
- Everyone must attend the HSE (HMS) course, including first aid and fire instructions. This takes place in mid-August every year.

For MBI to maintain the open door access to the department, it is important that we all contribute to preventing unauthorized access to our laboratories and other areas. If you encounter visitors in the department, ask who they seek and guide them to the right person. Strangers who are not legitimate visitors should be guided out of our premises. Alert the administration and do not take any risks.

HSE responsibility, committee and coordinator

Legally the department management is responsible for the work environment at the department.

The HSE Coordinator at MBI assists department management in conducting a systematic HSE work.

- HSE coordinator: [Sigrid Bruvik](#)

MBI has a [HSE committee](#) overseeing HSE matters at MBI. The committee has members from scientific, technical/administrative staff and students, and is led by the HSE coordinator.

The laws and regulations governing safety in laboratories can be found on the [home page of the University HSE-division](#). Here you will also find additional information about health, work environment and safety issues for UiB employees. For instance UiB has [health services](#) such as health care and consultations.

If not satisfied with the work environment at the department, complaints should be addressed to the department management [Mathias Ziegler](#) or [Andrea Grimnes](#). If not satisfied with their response or you find it difficult to contact them, contact **Safety delegate** at the department.

Safety delegates (verneombud) represent all employees in working environment matters. The safety delegates has a supervisory role, as well as being an important collaborator for the Management

- Safety delegate (verneombud): [Diana C. Turcu](#)
- Deputy Safety delegate (varaverneombud): [Lill Kristin Knudsen](#)

Accidents, mishaps and incidents and near-mishaps - HSE Non-conformities

The university wants all HSE non-conformities to be reported, in order to prevent and follow up injuries to people and harm to the environment and property. Knowledge about HSE non-conformities provides a basis for ensuring a fully satisfactory learning and working environment.

Employees and students who discover an HSE non-conformity (*norw.: avvik*) shall fill out an electronic notification form: [Report Non-conformities here](#).

Regarding incidents concerning building constructions, please consult [Jarle Borch](#), 555 84500.

If there is an accident or incident concerning building constructions, **outside normal work** hours or during a weekend, please consult: UiB Security (24/7 service) 0555 88081

Local emergency action plan

The emergency action plan should be used in cases of internal and external crises, as well as other unwanted incidents. The poster [How to handle a CRISIS](#) is in all rooms at the Department. Please get familiar with the information on this.

Leaders/ supervisors are in command during extraordinary situations. Management during an emergency should follow UiBs organisational line (i.e.: Department > Faculty > UiB). Crises should be handled at the lowest possible level.

More information:

[Local emergency action plan](#)
[Poster: How to handle a CRISIS](#)

6. Fire instructions

Fire extinguishing equipment

Every person in the building must be familiar with the location of fire extinguishers and their operation, as well as the location of emergency exits.

If using a fire hose, remember to open water supply by turning the red valve which is located in the top corner of the hose cabinet.

Precautions

In case of fire, immediately initiate extinguishing procedures and notify local floor manager (4th floor: Sverre Jarle Borch: (0555) 84500 or Ann Kristin Frøyset: (0555) 84553, and 3rd floor: Grethe Aarbakke (0555) 84236).

If attempts to extinguish a fire are not immediately effective, release the manual fire alarm (break glass). This will activate the fire bells and alert UiB Drift and Bergen Fire Department, who will arrive on site shortly. Observe where fire extinguishers are located and note that we have two different types for different types of fire.

Call Bergen Fire Department (0) 110

In case of an automatic fire alarm during work hours (Monday – Friday between 07:30 and 15:30) along with a confirmed fire, please release the manual fire alarm (break glass). This is important since during work hours, the automatic alarm has a five minute delay before alerting the fire department in order to avoid false alarms.

In case of accidental release of the fire alarm, immediately notify the fire department on (0) 110.

When the alarm sounds

- **Everyone must evacuate the building immediately**
- **Assist those suffering from disabilities**
- **Close all windows and doors behind you as you vacate a room**
- **Move towards allocated emergency assembly points. No one may leave the area**
- **When the fire alarm stops, it is safe to re-enter the building**

Assembly point after evacuated the building (in between our building and VilVite):



**Assembly
point**

7. Laboratory safety

The most important is to

- pay attention to the safety aspects of your work so as to never expose yourself or others to any hazards or dangers
- never initiate experiments where you are not fully conscious of all safety concerns related to the methods and instruments that you need to use. *If in doubt, please always ask!*
- make sure you follow the routines and instructions for laboratory work given in the HSE (HMS) book and on this webpage: <http://www.uib.no/en/mbi/62552/employees-and-students>
- contribute to a good working atmosphere
- keep your work place reasonably neat, and always clean up after using common areas. Any spills should be cleaned up immediately
- label clearly any tube or flasks with the contents, your name and the date prepared. Bottles and tubes not marked properly will be disposed during routine cleaning without any further notice
- Eating and drinking in the laboratories is absolutely prohibited and no food or drinks should be kept or stored in the laboratories.

Protective equipment

Lab coat

When working in the laboratory it is mandatory to wear a lab coat at all time, when performing experiments. Avoid using lab coats outside the laboratory areas and never in the lunch room.

Fume hoods

All laboratory work and experiments which require a functional fume hood can only be performed when the fume hoods have full capacity.

Full capacity between 0700-1900 (7 am- 7 pm) on workdays and 0900-1400 (9 am-14 pm) at Saturdays, beyond that there is only 50% capacity

Do **not** resort to airing out the laboratories by opening windows as an alternative to using fume hoods. This may generate conditions that are accident-prone or very risky, so that accidents may be more likely to occur.

Gloves

Use gloves with consideration. Incorrect use may lead to contamination or false safety. A glove should protect you against hazardous chemicals, isotopes and bacteria (if you select the proper glove) or prevent contamination of samples. Excessive use of gloves may induce allergies. [Here you can find more information](#) regarding different gloves.

At MBI we have four different types of gloves.

- *Nitrilex*: A normal examination glove used to protect the sample against contamination (in most cases against yourself).
- *Touch N'Tuff*: Use this glove to protect yourself towards hazardous chemicals like Ethidium Bromide (EtBr), acrylamide, isotopes and toxic chemicals. This glove is more expensive compared to Nitrilex and therefore we encourage you all to use this glove only when needed.
- *Latex*: If you are working with DMSO as a dissolving agent for dangerous chemicals you should always use latex glove. This glove is the only suitable glove for working with DMSO.
- *SOLVEX*: A rubber glove for use when you handle large amounts of concentrated corrosive chemicals. This glove can be found in the chemical room.

Do **not** touch door handles or phones with gloved hands. Do not use gloves in the office or in general common areas. Always have *one hand ungloved* while walking in the corridors.

Goggles

Protective eyeglasses can be found in all laboratories and should be used whenever there is a risk for splash or squirts or if it is required in the work instructions for specific chemicals.

Hearing protection

When working with procedures that generate high frequency sound you should always protect your ears. Ear protection can be found outside of rooms which are equipped with such instruments, such as the sonicator in the cold room. Remember to turn the sign on the door before you enter the room

Other protective equipment

Facial shield and leather glove should be used if you handle liquid nitrogen or dry ice. Special aprons or garments may be required for work with concentrated acids.

Chemicals

Most substances and products used in the laboratories are hazardous to health to a greater or lesser extent, depending on their inherent properties and the level of exposure. All employees/students as work in our laboratory must familiarise themselves with the health hazards of the substances they are using at any time. This includes being familiar with MBI's instructions for work with hazardous chemicals, in a HSE perspective.

Chemical-and Eco-online¹ responsible at MBI is: [Ann Kristin Frøyset](#)

Please do not hesitate to contact your lab manager or [Ann Kristin Frøyset](#) for any questions.

¹ Eco-online is our chemical inventory, an Internet-based tool for assistance with the charting and assessment of chemical and biological hazards





Chemical room

The chemicals at MBI are located in the chemical room. Before you start working in a lab, you are required to receive the proper training in how to use the chemical room by [Ann Kristin Frøyset](#) as is responsible for the room. In this room you will also find weighing scales, pH meter and MilliQ water.

Chemicals situated in the open shelves are common and can be used by everyone. Chemicals in the closed cabinet belong to respective programmes or research group. Toxic chemicals, organic solvents and acids can be found in the adjacent fire safety room. If we are running low on any chemicals, contact Ann Kristin or the lab manager to make sure new chemicals are ordered.

Hazardous chemicals

When working with hazardous chemicals you are obligated to read the material Safety Data Sheet (SDS) and work according to MBI's instructions for work. This applies for all chemicals marked with one of the [following](#) health hazard pictograms.

	Organic solvents (English) (Norsk)
	CMRA chemicals (carcinogenic, mutagenic, respiratory and allergenic) (English) (Norsk)
	Toxic chemicals (English) (Norsk)
	Corrosive chemicals (English) (Norsk)

Material safety data sheet and EcoOnline

All chemicals in MBI are registered in EcoOnline. EcoOnline is our chemical inventory, an Internet-based tool for assistance with the charting and assessment of chemical and biological hazards in terms of the working environment, fire safety and the external environment.

EcoOnline is a useful tool when looking for specific chemicals and information regarding Safety Data Sheet (SDS) and work routines. See the HSE (HMS) book in each lab for information about how to log in. In EcoOnline all chemicals have been risk assessed in terms of health (H), environment (E) and fire (F). The result of the risk assessment is colour coded.

- **Green**: no risk attached if you follow the work guideline
- **Yellow**: special care should be taken, read the instruction
- **Orange**: special care should be taken, read the instruction
- **Red**: Not allowed to work with chemicals with red hazard level. Meaning that we do not have the correct equipment for working with such chemicals.

EcoExposure

UiB is obligated to keep a register of employees, student and guests who are or may be exposed to chemicals that may cause serious diseases over time. Please contact the lab manager to get access to this register. More information: <http://www.uib.no/en/hms-portalen/80730/exposure-register> and [User Manual for Eco Exposure](#).

You should be registered if you work with or may be exposed to

- Carcinogenic or mutagenic chemicals (Carc. 1A, Carc. 1B, Muta. 1A or Muta. 1B). Equivalent to CLP H-statements H340, H350 and H350i.
- work with ionizing radiation
- biological factors (infection risk group 3 and 4)

Biological factors

Biological factors are living or dead microorganisms, cell cultures, endoparasites, toxins, viruses and prions that can cause infections, allergies or toxic responses in humans. Such factors can only be handled in laboratories classified as contamination level 1, 2, 3 and 4 (highest level). At MBI the laboratories are classified as contamination level 1. Only two lab facilities are classified as level 2 (the tissue culture room and the virus-lab). Purchase of new agents with a risk factor higher than level 1 requires that a risk assessment has been made and make work instruction together with the lab manager and the supervisor. Before purchasing, this instruction needs to be approved by the MBI chemicals committee.

Cell culture

Working with tissue cultures (cells of different origins) should always take place in the cell culture room (539B5). In this room we have several safety benches (class 2) which protect the operator and the tissue from contamination. Before working in this room you are required to contact the person in charge, [Sigrid Bruvik](#), to get proper training. It is of great importance that everyone follows these guidelines and always cleans up after themselves.

When working with virus **infected cells** (e.g. viral expression vectors), stricter rules apply. This work should only take place in cell lab II 539A2,. It is your responsibility to be updated on all safety-routines relevant for work with infected materials.

Human blood cells can only be isolated from blood given by blood donors or at the blood bank at Haukeland University Hospital. Isolating cells from the investigator's own blood is prohibited even if this person is a blood donor. Based on the risk of infection when handling blood, you need to contact the health department and get a Hepatitis B vaccine.

Genetically modified organisms (GMO/GMM)

All work with the genetically modified organisms (GMO) should follow MBI's guidelines for working with GMO ([in Norwegian](#) or [in English](#)) . Please read these guidelines (also attached to this welcome information) and make sure your project leader/group leader fills in and sign the form "Internkontroll GMO-aktivitet MBI". This form has to be returned together with the confirmation form for reading the welcome information.

Radioactive materials

If your research requires use of radio isotopes you have to make sure that your supervisor provides adequate instruction for this use. MBI has a designated laboratory for this kind of work, and the person in charge need to be contacted before initiating such experiments. Strict rules apply. Once a year UiB arranges a course in radio isotope use, which is mandatory for all persons working with

isotopes within the first year at UiB. This rule applies even if you are familiar with such work from your prior employment.

Pregnant women should not work with ionizing radiation which exposes the fetus to doses exceeding 1mSv. Pregnant employees are excused from working with radioisotopes.

UV- radiation

UV- radiation is used in gel-documentation and in safety cabinets (class 2). This is powerful UV- radiation, which mandates protective devices for the users in the form of Plexiglas shielding. Remember to turn off the UV lights before working in safety benches.

Waste handling

As a general rule material from labs or experiments must not be thrown into regular waste bins, those are only for paper towels, and disposable gloves. Disposable laboratory equipment such as tips, tubes, and gels etc. should be disposed of in yellow containers for special waste. Agar plates and other bacterial waste should be disposed of in the container for autoclaving. Large amount of bacterial solutions need to be autoclaved before disposal.

Hazardous chemical solution should never be poured into the sink or autoclaved. Organic solvents should be collected and disposed of according to the waste instructions found in the HSE (HMS)- book and on the wall in each laboratory.

Instruments and instrument rooms

In order to gain access to some of the instrument rooms, such as the isotope room and cell culture facilities, you must obtain permission by the person in charge.

Before use of shared or expensive equipment at MBI, you have to obtain instructions by the person in charge of the particular instrument. This rule applies even if you are familiar with such equipment from your prior employment. If the person in charge is not available, you can contact [Ann Kristin Frøyset](#) (head of the Instruments Board at MBI).

This rule applies to instruments such as the high-speed and ultracentrifuges, shaking incubator for bacterial cultures (multitron), and the French press.

Expected and new mothers working in the laboratory

Staff and students who are pregnant and work in the laboratory are entitled to a safe working environment, meaning that they should not be exposed to any chemical which can be harmful to the unborn child. This is also the case for breastfeeding women. Contact the lab responsible person and perform a risk assessment of all the chemicals you plan to work with. If a risk assessment shows that you can be exposed to carcinogenic, mutagenic and reproductive toxic substances, you are excused from work with such chemicals. Pregnant women should not use sonication apparatus. [An instruction for expecting and new mothers is available here.](#)

Confirmation form

Please fill in and hand in to Jarle Borch in the reception.

☐ New employee

☐ Student

☐ Guest

I have read the information brochure entitled "Welcome to the Department of Molecular Biology"

Date	
Name	
Signature	

Supervisor/leader/host

Confirms responsibility for further training in the laboratory, and takes responsibility for the return of keys and key-chips when the employee/student/guest ends her/his stay at MBI. If keys and chips are not returned, the research group will be charged 200 NOK.

Master students without a supervisor do not have to sign this section.

Date	
Name	
Signature	