

INFORMATION FOR NEWCOMERS TO THE DEPARTMENT OF SYSTEMATIC BOTANY, EBC

First of all, welcome to the Department! The first 4 pages of this guide will give you some general information to help you around. Pages 5-10 contain information necessary for everyone working in the lab. Pay particular attention to the security information on p. 9-10. If you find errors or want to add something to this guide, please inform Nahid Heidari or Mats Thulin. The present version is issued January 2003.

List of staff

Room	Telephone	ext.	Name
70010		6455	Mariette Manktelow
26		2776	Agneta Brandtberg-Falkman
31		2780	Henrik Lantz Kristina Articus
35		6447	Magnus Popp Per Kornhall
38		6447	Nahid Heidari Inga Hallin Edit Barkhordarian
41		6458	Per Erixon Annika Vinnersten
71		2783	Maria Backlund Il-Chan Oh Björn-Axel Beier
72		2784	Birgitta Bremer Jesper Kårehed
74		6452	Bengt Oxelman
82		2778	Kåre Bremer
84		2771	Inga Hedberg Olov Hedberg
87		2779	Leif Tibell
89		2777	Frida Eggens Cajsa Anderson
90		6453	Elisabeth Långström
91		2782	Dick Andersson
92		2774	Mats Thulin
93		6481	Sylvain Razafimandimbison
94		2775	Niklas Wikström
95		2770	Ulla Hedenquist
96		6442	Katarina Andreasen
LAB		6451	

Some people with special functions

Bengt Oxelman (Head of Department)

Ulla Hedenquist (Secretary)

Leif Tibell (Director of education)

Address for mail delivery

Department of Systematic Botany
Evolutionary Biology Centre (or EBC)
Uppsala University
Norbyvägen 18D
SE-752 36 Uppsala
Sweden

Avdelningen för systematisk botanik
Evolutionsbiologiskt centrum (eller EBC)
Uppsala universitet
Norbyvägen 18D
752 36 Uppsala

Fax

Our number is 018-4716457 (national)/ +46-18-4716457 (international). When sending documents from the machine, put your papers text side down, press 00 and the number you want to send to and then finally press the green button. For international fax messages, press 00 before the country code (e.g. a fax to the States starts 00001...). You may also enter the fax number before you put the papers in the machine.

Phone

The phone number to Uppsala University is 018-4710000 (national)/ +46-18-4710000 (international). Our extensions are as given in the list of staff on p. 1. To get connected to an external line, dial 00 and await the signal. For calls within Uppsala University, you only need to dial the last four numbers. For long distance calls, dial 998 to get connected through the switchboard. If there is a technical problem with the phone, please contact services at 990. It could be noted that incoming internal calls are recognised by having a single signal, while external calls have double signals.

Web addresses

Our Department: www.systbot.uu.se

Uppsala University: www.uu.se

Biology Library (with links to on-line journals): www.ub.uu.se/linne/bio

EBC intranet server (with information on, for example, postgraduate education at EBC):
www.ebc.uu.se/

IBG (Biology Education Centre): www.ibg.uu.se

E-mail addresses

All people at EBC have the e-mail address firstname.surname@ebc.uu.se, irrespective of department. To obtain an e-mail account, contact Ulla.

Keys and cards

Bengt has to sign a form to verify that you are working at the EBC. Having this form, cards and keys for areas you need to visit can be obtained from Elisabeth Bergström, who has her office to the left at the main entrance. The main doors are open during working hours Monday-Friday 7.30 a.m. to 5 p.m. After working hours you will need your personal passage card and code to enter these doors. Special restrictions may apply during holidays. When

entering doors outside working hours make sure that they close properly. Otherwise, a security alarm will start and security officers will automatically be called upon.

Mail

Post arrives to a small internal “post office” in the basement and is distributed around midday to the pigeon holes in our corridor. Internal mail may also arrive later during the day. Exam-workers have a pigeon hole in common. There is also a pigeon hole for outgoing mail, which is emptied at about 3.00 p.m. Private post can be put there as well. For work-related post, we have special envelopes with a bar code in replace of stamps. Note that these envelopes cannot be put in any normal mailbox - they can only be sent from here. Moreover, they must not be used for private post. When sending post abroad you must classify it as either A (Prioritaire) or B (Economy). This is done by attaching stickers; blue for A and green for B post. Always use the cheaper B form when sending reprints and other things of no hurry.

Copying machine

Contact Ulla to get a code to the copying machine.

Vacation

When taking vacation you have to fill a form (ask Ulla or get it from the copying machine) that shall be signed by Bengt before you leave. This is only for employees though, and holders of scholarships, etc, do not need to fill in this form. They should anyway inform Bengt about their plans.

Sick leave

In case you are ill, please contact Ulla (471 2770) to inform that you will stay at home. If you are employed by Uppsala University, you need to fill in a form when back in business. You can get forms from Ulla and they should also be given back to her.

Lunch room

We share the lunch room and the kitchen with the Departments of Systematic Zoology and Molecular Evolution. Keep it in order and wash and take care of all cups, plates etc that you have used. Waste is sorted and thrown in different containers. According to a running scheme 2 people have a special responsibility to look after the lunchroom and the kitchen.

Coffee/tea time is 9.30 every day and many people also meet at 15.00 in the afternoons. On Wednesdays at 15.00 there are information meetings in the lunch room

Reference library

In the same corridor as the lunch room is a reference library. You can borrow books there, but remember to leave a marker with your name and the titel of the book. Books marked REF may not be borrowed. Agneta Brandtberg-Falkman is responsible for the reference library and other library issues at the department.

Herbarium

Contact Roland Moberg (Head) if you need to use or borrow material from the Herbarium (ext. 2791). The Herbarium forms the Botany Section of the Museum of Evolution.

Administration

Please consult our secretary Ulla Hedenquist for administrative matters.

Computer matters

Most computer matters are handled by Mikael Fahlander in room 0007 (directly to the left at the main entrance). Per Erixon is responsible for the home page of the department and handles programs where we have licences for multiple use (PAUP, McClade). Stefan Ås, computer manager at EBC, should be contacted only for more serious problems (ext. 2935 and mobile phone 0704-250433).

Laboratory

Contact Nahid Heidari about lab matters. See also p. 5-10 below.

Practical matters

Please contact EBC's manager Mats Block for practical matters (ext. 2616 and on mobile phone 0704-250439). See also <http://ebc.uu.se/intendent.html>

Facility problems of immediate concern

In case of facility problems, for instance concerning electricity, heating, ventilation, water or drainage, please call Akademiska Hus (ext. 7453). After working hours, you will be forwarded to another number. You can also contact them at: www.akademiskahus.se

Lab rules and routines at the department for Systematic Botany

You are obliged to follow these rules. Don't start work until you read them.

Common routines

- P** Eating, drinking and smoking are not allowed in lab.
- P** Lab coat and gloves may not be brought outside the lab.
- P** Since a lot of things used in lab are expensive, be careful with chemicals (enzyme, mix). Chemicals (dry & fluid) are kept in the cupboard for chemicals. Inflammable chemicals are kept in the chemical cupboard in the cool room.

Since there are some dangerous chemicals, it's especially important to keep the order.

- P** Everybody must help to keep the lab clean and tidy! You must always put things in order after yourself. Benches, cupboards and drawers must be clean!
- P** There is no common washing-up. You are responsible for your own dishes. Do the washing-up carefully and rinse with deionised water.
- P** Check so that you don't have old plants or test tubes scattered all over the place (fridges, freezers, benches).
- P** Fix broken things! Contact the person responsible for the lab if you notice any problems with apparatus and equipment.
- P** Re-usable empty tip boxes should be refilled and put in the cupboard.
- P** Fill up tips and mix standard solutions if they are empty, mark all solutions with initials and date!
- P** If you open or take the last of something or when you notice that something is finished up, notify the person in charge. You can always send a mail to nahid.heidari@ebc.uu.se.
- P** **If you are the last person to leave the lab make sure that all fridges and freezers are closed. Don't forget to lock all lab doors and switch off the lights!**
- P** If you don't know where to find something or how to do something, ask lab personnel. If nobody is available write your question on the blackboard or send a mail.
- P** When leaving for the day, check that you have taken care of the things you have been working with. Wipe off where you have been, that refers also to sinks, weighing-machine, heating-box etc. Turn off the weighing-machine and the heating-box.

OBS!

- P** **All accidents must be reported to the safety representative.**
- P** **You are obliged to follow the advices and regulations concerning laboratory work. If you have questions do not hesitate to ask the safety representative.**

Common safety information

- P** You can find eye showers on the prep-lab, PCR-lab and sequence-lab. In the cytology-lab you can find a flask for eye-shower.
- P** Emergency showers are to find in the prep-lab and the big lab of systematic zoology.
- P** Fire-alarm buttons are in the lab-corridor close to the recycle box. Two fire extinguishers are available, one next to the first aid and the other at the entrance to the stair well. Otherwise fire-alarm buttons and fire extinguishers are found in all corridors at EBC.
- P** **Go and see for yourself so that you know where to find them when you need them.**

About the lab-space

Prep-lab

DNA and RNA are prepared in the prep-lab. You shall see to these things:

- P** Use lab coat and gloves when preparing!
- P** Always work in hood!
- P** Clean weighing-machine, hood and heat-cabinet (heat-box) after you finish your work!
- P** Wash the mortars carefully after using them. Let them dry and put them in the UV-cabinet for at least 30 minutes! Then, return them to the cupboard above the sink in the prep-lab.
- P** Wash what needs washing up!
- P** Empty the dish drainer!
- P** **Total-DNA tubes are never to get into the PCR-lab!**

Except for prep-work you set up your PCR-reactions here.

Centrifuge-room

Here you find ddH₂O, ice, UV-cupboard, centrifuge and PCR-machines. Sign up in advance if you plan on running PCR. Every group has its own PCR-machine. When your run is finished, turn off the apparatus unless someone is going to run after you. Bring your tubes directly to the PCR-lab and continue working with them there.

PCR-lab

Post-PCR-work will be done at the PCR-lab. Here you run agarose-gel, purify PCR-products and do sequence reactions.

Solutions or amplified DNA must be kept in the PCR-room!

Sequence reactions are usually run on the Gene Amp PCR System 9700 that is standing in the PCR-corridor of systematic zoology. Both Systematic zoology and Systematic Botany share the apparatus mutually. Reserve a time for a run on the almanac.

Dark-room

EtBr is a very dangerous and poisonous compound. Read the information “Råd vid hantering av Etidiumbromid” (“Advice on handling Etidiumbromid”). It’s important that you know what to do and how to do it!

- P** Always use **double** pair of gloves and a lab-coat. When using the UV-lamp an eye-protection (face-protection) will be needed.
- P** The lid of the EtBr-bath must always be **tightly** closed.
- P** Old gels should be thrown in the container for hazardous waste for old gels (look to that the container has a bag in it!). When the container is **half-full** make a knot on the bag and throw it in the hazardous waste, then put a new bag in the container.
- P** The EtBr-bath shall be entirely changed at need (don’t add EtBr if the bath is more than a month old). Pour the old bath together with a “Distaining bag” in a receptacle intended for this. Seal the receptacle and let stand at least over night. The solution might then be discarded in the drainage.
- P** Gloves, paper towels, pad-paper and other waste contaminated with EtBr shall be thrown in the cardboard box for hazardous material labelled “**Övrigt**”.

If you want to prepare a new bath you will find EtBr in the refrigerator in the PCR-lab. “Distaining Bags” are in the cupboard of the darkroom.

Sequence-lab

Common rules are valid.

Tips, tubes and other waste contaminated with formamid must be thrown into the hazardous waste cardboard box. Concerning those running Mega BACE1000: When preparing a run, work in the hood.

Cloning-room

All cultures of bacteria shall be considered pathogenic material!

- P** Use gloves and lab-coat.
- P** To, among other things, avoid transmission of infection and further propagation of antibiotic resistance, we work with good hygiene. Clean benches with 70 % EtOH before and after performed work.
- P** All tubes, tips and other consumed material used for cloning must be thrown away in the hazardous waste cardboard box designed for **contagious waste “Smittförande avfall”**.
- P** Perform cloning work at places intended for this, so that we, among other things, avoid unnecessary mixing of different kind of waste.
- P** All wastes at the cloning-procedure are classed as **contagious**.
- P** Used plates that you regard yourself to be done with shall be put in bags and thrown in the hazardous waste cardboard box. If you want to keep the plates for a while, wrap them in Para film, put them in a bag marked with date and name and put them in the cupboard for chemicals to the left in the cold-room.
Clear out the cupboard now and then!

Handling of chemicals

Safety

- P** For information: Read the labels on the chemicals before use, so that you are aware of the potential danger. Descriptions of goods are collected in a binder. There you can find all the information on the chemicals. Read this information too. You can find the binder on the shelf opposite the cupboard for chemicals on prep-lab.
- P** Safety equipment: The personal safety equipment that you are supplied with must always be used. If working with dangerous chemicals or solvent, work in the hood or at the draw bench. Eye-protections are in the drawers opposite the draw bench in prep-lab.
- P** Labelling: All receptacles, also temporary, must be marked with content and signature. The label of risk should come along, be carried over. Labels with warning-symbols are in the prep-lab in the top-drawer in the middle section.
- P** List over chemicals: Are written on every chemical cupboard. If you buy a new chemical you must add it on the list and put the description of the goods in the binder.
- P** Storage: We don't keep chemicals on lab-shelves, but in the cupboard for chemicals! **Never keep corrosive liquids on shelves at eye-level. Consider what you keep high and low.**

Waste

Wastes in lab are of three kinds:

1. Garbage
2. Recyclable stuff
3. Hazardous waste

1.Garbage

Everything that is combustible but not recyclable can be thrown into the garbage container in lab. Used tips must, out of consideration to the cleaning personnel, be gathered in a bag that then can be thrown into the garbage containers.

2.Recyclable stuff

- P** Glass bottles, metal, batteries and electronics are thrown away into the intended container in the garbage-room.
- P** Paper: for recycling.
- P** Frigolit boxes and cardboard boxes should be brought to the corridor and put on top of the container for recyclable material.
- P** Tip boxes: Shall be thrown as hard plastic in the container for recyclable material unless you want to keep and refill them.

3.Hazardous waste

All hazardous waste must be put in the room for recyclable material in the basement, K1023. Chemical waste must be labelled with content, name and department.

If the cardboard box for hazardous waste is almost full, strip off the upper part of the plastic bag (use the perforation). Use the loosened pieces of plastic to carefully draw together the sack. Close the cardboard box and mark it. Leave the cardboard-box in the garbage room in the separate room for hazardous waste. New cardboard boxes and sacks can be fetched in the garbage room.

In case of fire and accidents

You are obliged to be acquainted with the placement for:

- P** Emergency showers
- P** Eye showers
- P** First aid equipment
- P** Alarm button
- P** Emergency exits
- P** Assembly point

In case of fire

Save

- P** In the first place those who are in obvious danger

Call

- P** Use alarm button (break the glass and press the button) or call the fire department by telephone No. 00/112
- P** When operator replies, give a brief information about
 - location of fire (Norbyv. 18D)
 - if there are people at risk
 - who is calling

- P** The alarm goes directly to the fire department.

Warn

- P** Others who are threatened by the fire

Extinguish

- P** The fire if possible

Escape

- P** Leave the building through the nearest escape route and go to the assembly point, the entrance of the Limnology building
- P** Do not use elevators (At fire, power failure can cause elevators to stop)
- P** Shut doors (to prevent fire and smoke spreading)
- P** If possible meet the fire brigade
- P** **NOTE!** Remain at your assembly point until instructed otherwise

In case of accident

- P** Find out what has happened. Call for help
- P** Give first aid
- P** Call for an ambulance 00/112. Talk calm and clear, state Norbyvägen 18D, syst. Bot., type of injury and how many people are hurt.
- P** Meet the ambulance personnel.
- P** Do not leave the injured person alone

In case of splash of dangerous stuff in the eyes

Always use eye protection (eyeglasses, screen) at work with dangerous chemicals!

If splash in the eyes nevertheless occur:

The affected one must

- call for help
- rinse the eyes with a lot of water

Colleagues must

- Bring the affected one to shower equipment and start it
- Direct the water against the eyes and keep the eyes open while rinsing them
- Call for ambulance 00/112
- Call the hospital 00 – 611 51 31 before 16:00
00 – 611 51 05 after 16:00 and during weekends.

Keep on flushing until ambulance personnel have arrived