General information for students
DEPARTMENT OF BIOLOGY | LUND UNIVERSITY
Welcome to the Department of Biology! We hope your time here will be successful and happy. This information will hopefully help you to get around in our department.

The Biology Department includes the Ecology building (Sölvegatan 37) and the Biology building (Sölvegatan 35).

ACCESSIBILITY

Biology building: The main entrance is A1, reached and visible from Sölvegatan and open until 18:00. Entrances B1 and D1 are situated in the passage between houses B and C/D. These are open during office hours, 7:30 – 16:30. Opening hours will change during holidays. In the Biology building you need to activate your LU card daily if you use it as a key for the inner doors. Activation points are situated on the wall next to the lunch room in house A and next to the entrances B1 and C1.

Laboratories, seminar, and lecture halls are accessible according to the schedule. Computer rooms can be open by students with the LU card during opening hours. The group rooms (N I-IX) on the ground floor of house B may be used by students if not booked for other activities.

Ecology building: The entrances are open during office hours, 7:30 – 16:30. Opening hours will change during holidays. During evenings and weekends you will need your LU card to enter. You can reach the second and third floor during office hours with your LU card. If you need to reach the second and third floor outside office hours, i.e. when you do projects, please contact Carl Sjökvist. Also use your LU card to enter the computer room. Your supervisor needs to confirm the length of time for which you need LU card access.

SECURITY AND LU CARD

The entrances are locked and alarmed outside of office hours. If leaving the building when the doors are locked be sure to first press the “key” button located near the door. Do not hold the doors open as this will set off an alarm and an expensive visit from the security. Never let a stranger in with your card.

You can find information about where to get the LU-card here: lukortet.lu.se/en/ If you have problems or question, please contact the study advisors.

GENERAL RULES

Smoking is not allowed indoors or within a distance of 15 meters from the building. Eating and drinking in laboratories and lecture halls is forbidden. Pets are not allowed indoors. If you have rearranged the furniture in any room, please return it to its original position before leaving. The department is equipped with waste bin stations for separation and recycling of fractions like clear glass, coloured glass, metal, paper, cardboard, other waste and brown bags for organic waste. Read the labels carefully so your sort waste correctly. If you are careless and put ONE brown bottle in the clear glass waste the clear glass can’t be recycled. For laboratory work, there are special instructions concerning contaminated waste, radioactive waste etc. Read the lab manual carefully concerning this.

LOCKERS

Lockers for personal belongings are located in the Biology building: A (first floor), B (ground floor) and D (ground and first floor). You must bring your own personal padlock. The lockers are only intended for storage during course periods. Always empty the locker after you have finished your course. In the summer we empty all lockers and remove remaining padlocks and content.

COMPUTER ROOMS AND COPYING

There are two computer rooms in the Biology building (one in house A and one in house D) and one computer room in the Ecology building. All computers are equipped with MS Office and web browsers. The rooms are free to use at all times, except when they are booked for occasional tutorials. Multi-function machines (print, copy, scan) are located in or near the computer rooms in the Biology house. Students are not allowed to use the other multi-function machines located in various places in the Biology Building.

In the Ecology building there are copy cards in the copying room on the bottom floor. You will get the code from your teacher. There is also a multi-function machine in the library. Laptops can be borrowed against a receipt from Jan Johansson in the Ecology building. You have to return them before 16:30 and you are only allowed to use them in the Ecology or Biology buildings.

You can only use the multi-function machines freely for course-related material. If you need to copy something for private use, please ask in the library. You may never download, print or copy illegally obtained material. See also the LU network rules: www.lu.muni.edu/current-students/it-services-support/rules-for-computer-networks

Shut down the computer you have used when leaving the room. If you are the last person to leave the room, turn off the light. Doors to the computer rooms must never be left open and you must never open the rooms to other people. Failure to comply with the rules will result in immediate sus-pension from the use of the computers.

STUDENT’S ROOMS

There are student pentries in the basement of Biology building B, opposite the vestibule of Biology building A and in the Ecology building. These are equipped with microwave ovens, coffee machines, refrigerators, and some china and cutlery. Please, keep the pentries clean and tidy. Vending machines (coffee, snacks, etc.) are located in the students’ pantry in Biology building B, in the break room of Biology.
building D (at the end of the corridor on the first floor) and in the Ecology building pantry. There is a cafeteria “Marina” in the Ecology building, open between 9:00 and 15:00 during semesters. Here, you can buy sandwiches, snacks and light meals.

RELAXING ROOM
There is a relaxation room in the Ecology building that can be used in case you need to lie down and rest. The key can be borrowed at the library. There is also one in the Biology building. Ask a teacher for access.

LIBRARY
The library is situated in the Ecology building, which is open during office hours (9:00-16:00). The study room is accessible with the LU-card. Do not bring food into the library. To borrow books you need a library card. You cannot borrow periodicals, but may copy them. There are computers that can be used for literature search. The helpful librarians are available during opening hours – ask them if you need help.

EQUIPMENT FOR EXCURSIONS AND LABORATORY WORK
Field equipment can be found in the storage room Ekorren and in the labs in the basement of the Ecology building. Do not bring equipment from the basement to the laboratory Abborren on the ground floor. Binoculars, GPS and similar equipment can be borrowed from the Janitor (room next to computer room on ground floor). Literature for excursions can be borrowed in the library.

FIRE ALARM
In case of a fire alarm, you must leave the building immediately. Information about evacuation routes can be found on each floor. Read these notices carefully.

Biology building: In case of evacuation due to fire, the site of re-gathering is the lawn facing Sölvegatan outside building A.
Ecology building: In case of evacuation due to fire, the site of re-gathering is the open space outside the entrance of the basement at Naturvetarvägen 6A.

Safety Regulations at the Department of Biology

All students at the department must read and follow these regulations.

The purpose of the safety regulations is to minimize the risks resulting in ill health and accidents associated with laboratory and fieldwork.

GENERAL WORK REGULATIONS
At the course introduction, you will get information regarding:
- House-specific safety rules
- Emergency exits
- Evacuation routes
- Emergency showers

Before you start a lab or field study, risk assessment has to be done and signed by a supervisor. Written handling instructions must also be done, taking into account the risk assessment. Literature regarding safety issues and chemical laboratory work is available from the course assistants. The course assistants will give further instructions concerning the correct handling of any chemicals and waste.

Body- and eye emergency showers are located in each lab or in the corridor outside. First aid kits etc. for minor injuries can be found in or near the lab in special “stations”.

Working space
- Keep your working space free from chemicals and unused equipment.
- Spill must be attended to immediately – inform your course assistant if it concerns a chemical (and not harmless things like water). For absorbing chemical spill, use vermiculit and put it in a chemical waste cardboard box with a plastic bag inside.
- Cleaning personnel only take care of normal cleaning like floor and paper bins.
- Fume hood sinks and other sinks are to be kept free of rubbish.
- Corridors are evacuation routes and must be kept clear and must not be cluttered with equipment, cardboard boxes and the like, as well as rucksacks, bags and outdoor clothes.
- Ignition free fridges and freezers are used for the storage of flammable substances.

Routine lab practices
- Gloves must be worn when needed. Depending of the type of work different gloves should be used, stated in the written handling instructions (vinyl, latex, nitril etc.). Do not walk around with gloves on when you are not doing lab work as this can expose others in the lab to dangerous chemicals or isotopes.
- Lab coats must be worn in the lab, but only in the lab.
- Protection glasses should be used when needed or according to risk assessment.
- Do not throw dangerous waste – for example chemicals, sharps, needles etc. – in the bins. Be aware that cleaning staff may come to harm. There are special containers for dangerous waste.
- Pipetting by mouth is not permitted. Use a Peleus ball instead.
- Solutions and samples should always be labelled with the name and content so they can be identified. And hazard symbols when applicable.
- When doing lab work, avoid having earphones with music in both ears. Have one ear free. Then you can hear if something dangerous is happening in the lab,
and if someone approach you, to avoid being surprised and make sudden dangerous movements.

- Eating and drinking is not allowed in the lab. Neither is smoking, snuff, putting on make-up or using hand lotion.

Other protection equipment

- Emergency showers and eye showers are found in the lab and in the corridor outside the lab.
- If you get a harmful chemical in your eye: First wash for a long time using an eye shower (not an eyewash bottle), then contact medical care information. If you go to hospital: Bring an eyewash bottle during transportation to continue cleaning and bring a friend or supervisor to accompany you. Eyewash bottles can be found in green holders in labs or in corridors.
- First aid boxes are found in corridors and labs.

Downflow bench
Start the exhaust before using it. Ask for instructions how to start it you are unsure. When work is finished turn it off. Even at this position a small outflow of air occurs. Do not cover more than a third of the perforated stainless steel sheet on downflow benches as this will reduce the optimal outflow of air. This type of bench is suitable for work with volatile substances but should not be used for warm preparation; the maximum temperature is 40–50°C. If the downflow bench is not equipped with a protective Plexiglas hood you should not work more than 20 cm above the bench surface.

Fume hood
Before beginning your work, lift the protective shield up to working level (see mark on the right side of the glass shield). Then the working flow starts automatically. Do not lift the shield all the way, as the outflow of air will not function properly and there will be no protection. After you have finished your work, draw the shield down all the way.

Electrical equipment in the fume hood should be connected only to the socket on the front side of the hood. The socket has a circuit interrupter that breaks the circuit if the outlet is not connected. Do not clutter the fume hood with bottles or equipment and do not use it for storage. Detailed instructions are found next to every fume hood.

Local extractor
For certain work involving the use of dangerous substances for which there is no space in the downflow bench or fume hood (e.g. microscopy or weighing), use a local extractor if one is available. For it to work, the suction must be very close (10–20 cm) to the substance. Switch off after use.

RULES FOR WORKING WITH DANGEROUS SUBSTANCES

Handling chemicals
Before using a chemical you will receive information on how to use it from your lecturer or course assistant. It must also be included in the risk assessment and written handling instructions. Solvents should be stored in ventilated cupboards in the lab or in a chemical storage room. A maximum 2–3 litres of flammable solvent is allowed on the lab benches in a lab. All solvent bottles on benches, in downflow benches and fume hoods must stand in trays to avoid spills running down into the sewage in case of a leaking bottle.

Chemicals marked as toxic shall be stored in a separate cupboard (or fridge or freezer). Ask the supervisor about the rules concerning storage, they can vary between different labs. Be sure to clean up any spills and ask the supervisor for information on how to take care of waste!

Liquid nitrogen
When liquid nitrogen evaporates the percentage of nitrogen increases in the air. In poorly ventilated areas this can result in an oxygen shortage. Contact with liquid nitrogen can result in injuries resulting from extreme cold and skin reactions similar to burns. You must therefore always wear special thick gloves when handling liquid nitrogen. It is recommended to work two and two when working with liquid nitrogen.

OTHER ACTIVITIES THAT REQUIRE CAUTION

Biological work, biological substances, genetically modified organisms
The course assistant will explain the rules and regulations for working with these substances and organisms. It must be included in the risk assessment and written handling instructions.

UV-light
Use proper UV protection glasses when working with UV-light (UV table, UV tubes, etc.). There must be a pair of UV-protection glasses at every UV workstation. Notify the course assistant if they are missing.

Gas in the lab
If you use gas in the lab you must make sure that the gas tube or gas valve is closed when you have finished your work.

Computer work
Be aware of a correct working position to avoid back or other injuries resulting from static body postures.

Waste
Waste is disposed of in different ways in the different houses within the department. You will be informed of the rules and you must follow them. You should never pour chemicals in the sink.

FIELDWORK AND EXCURSIONS
The safety regulations vary between courses. In general the teacher has done a pre-excursion and has checked the accessibility to the site. During the hunting season excursions may be cancelled. The landowner must always be contacted if destructive sampling is to be carried out and/or if sampling equipment is left in the field. The responsible teacher is always carrying a mobile phone. You are not allowed to bring friends, children or pets. Before every excursion we make a
judgement of the weather. If there is any risk of harm, the excursion will be cancelled. If you drive you own car or act as a driver in a rented car the responsible teacher must check your driving license in advance. Always bring appropriate clothes that are warm enough or rain-proof. You may borrow wellingtons (rubber boots) according to supply in the Ecology building. If you do any fieldwork on your own you must check and follow the safety regulations in force and always get your plan approved by the supervisor.

Special for marine excursions:
Flat rocks near the shoreline are often very slippery when wet. Do not forget to be exceptionally careful at such rocky shores. If you use waders on a shore excursion you must also wear a life jacket.

Aboard boats
For excursions on ships the skipper takes the full responsibility for the safety on board. You are obliged to always follow the skipper’s instructions.

In some courses we use boats with motors. Students are not allowed to drive these boats if there is no teacher present. We may make an exception if you have a driver certificate and have shown that you control the boat perfectly well. Usually you are allowed to use rowing boats without a teacher if you are together with another student. You must never ever wear waders aboard! And you must wear a life jacket on board motorboats and rowing boats at all times.

IF YOU HAVE PROBLEMS WITH YOUR STUDIES OR YOUR HEALTH
You can contact Student Health Centre on 046-2224377 or visit their website: www.lunduniversity.lu.se/current-students/health-care/student-health-counselling

You can also turn to the study advisors in the Education Office, 046-222 37 28 or 046-222 73 16 (lotta.persmark@biol.lu.se or christina.ledje@biol.lu.se).

GOOD TO KNOW
Fire alarm and fire protection equipment
• Maps with evacuation routes are situated on every floor and by the entrance.
• Fire extinguishers are found in the corridors and in the course labs.
• Water hoses are found in designated cupboards in the corridors and in the lab.
• There are fire blankets in the corridors.
• For small fires, try to put out the fire using the fire blanket, extinguisher or water hose.
• When a fire alarm sounds it is a legal requirement that everyone must evacuate the building. The person in charge of the course is responsible for checking that everybody is leaving immediately. Do not use elevators, or smoke-filled stairways. Follow the green arrows to find the nearest exit. Gather at the designated gathering points, see page 3 under FIRE ALARM.

Accidents
If an accident happens and you have to go to the emergency room at the hospital you should be accompanied by a fellow student. It is a legal requirement that all accidents as well as incidents which could have led to an accident must be reported. Contact the course assistant or lecturer immediately! A report must be made by the course leader and the Director of Biology Education, and when you have approved the report you and a safety officer sign it. It is important to make a report in order to avoid similar accidents in the future, but also to have documentation in case you get future health problems.
Läs varningstexten!

Farosymboler för märkning

- **Explosiv**. Produkten är explosiv och kan explodera om den utsätts för slag, friktion, gnistor eller värme. Måste hanteras varsamt.
- **Brandfarlig**. Produkten är brandfarlig och kan brinna våldsamt vid antändning eller värmetillförsel. Vissa produkter utvecklar brandfarlig gas i kontakt med vatten eller självantänder i luft.
- **Oxiderande**. Produkten orsakar reaktion, brand eller explosion i kontakt med brännbara ämnen eller material.
- **Giftig**. Produkten ger livshotande skador vid inandning, hudkontakt eller förtäring.
- **Frätande**. Produkten ger frätskador på hud, matstrupe och ögon, eller andra allvarliga ögonskador. Används också för produkter som är korrosiva för metaller.
- **Skadlig**. Produkten är skadlig vid inandning, hudkontakt eller förtäring. Används också för produkter som ger allergi vid hudkontakt, som irriterar hud, ögon eller luftvägar eller ger näsverkan.
- **Hälsofarlig**. Produkten kan ge ärftlig genetisk skada, cancer, fosterskador eller störa fortplantningen. Används också för produkter som ger allergi vid inandning, kemisk lunginflammation vid förtäring eller andra allvarliga skador vid enstaka eller upprepad exponering.


Denna plansch kan beställas från CM Gruppen, tel: 08-50 59 33 35, e-post: kemi@cm.se.


GHS PICTOGRAMS (WARNING SYMBOLS)

- **Acute toxicity**
- **Corrosive**
- **Serious health hazard**
- **Health hazard**
- **Hazardous to the environment**
- **Explosive**
- **Flammable**
- **Oxidising**
- **Gas under pressure**

Tactile warning symbol for visually impaired

Old type pictograms (warning symbols) valid to 2017

- **Toxic**
- **Corrosive**
- **Harmful or irritant**
- **Dangerous for the environment**
- **Explosive**
- **Flammable**
- **Oxidising**


INFORMATION AND USEFUL LINKS

Swedish Work Environment Authority: [www.av.se/enenglish/](http://www.av.se/enenglish/)
Telephone numbers and web addresses

Head of Biology Education, Carin Jarl-Sunesson ............................. tel 046-222 01 24
Carin.Jarl-Sunesson@biol.lu.se, Education Office B-A315, Biology Building

Coordinator Master’s programme in Biology, Jan-Åke Nilsson ....... tel 046-222 45 69
Jan-Åke.Nilsson@biol.lu.se, Room E-C223, Ecology Building

Coordinator Bachelor’s programme Biology, Jep Agrell ................tel 046-222 73 17
Jep.Agrell@biol.lu.se, Room E-E130, Ecology Building

Coordinator Master’s programme in Molecular Biology, Klas Flärdh tel 046-222 85 84
Klas.Flärdh@biol.lu.se, Room B-A222a, Biology Building

Coordinator Bachelor’s programme in Mol. Biology, Torbjörn Säll tel 046-222 78 58
Torbjorn.Sall@biol.lu.se, Room B-A334, Biology Building

Course administrator, Jóhanna B. Jónsdóttir ..............................tel 046-222 73 15
Jóhanna_B.Jónsdottir@biol.lu.se, Room E-E135, Ecology Building

Director of Studies, Jep Agrell ..................................................... tel 046-222 73 17
Jep.Agrell@biol.lu.se, Room E-E130, Ecology Building

Study Advisor, Christina Lejde ................................................. tel 046-222 73 16
Christina.Lejde@biol.lu.se, Room E-E133, Ecology Building

Study Advisor, Lotta Persmark .................................................. tel 046-222 37 28
Lotta.Persmark@biol.lu.se, Room E-E132, Ecology Building

Financial Administrator, Violeta Kaleskovska ............................ tel 046-222 73 18
Violeta.Kaleskovska@biol.lu.se, Room E-E135, Ecology Building

ALARM TO SOS, AMBULANCE, FIRE BRIGADE, POLICE, ACUTE POISON INFORMATION:
Call 0 112 (You need the 0 if you are calling from a university phone)
Call 112 from all other phones

OTHER USEFUL PHONE NUMBERS
Securitas .......................................................................................... 046-222 07 00
“Äkademiska hus” jour ................................................................. 046-31 13 10
Medical Advisory Service ............................................................ 1177
Information about harmful substances (Giftcentralen) ................ 08-33 12 31
Lund Hospital ................................................................................ 046-17 10 00
Lund University switchboard ...................................................... 046-222 00 00

HEALTHS AND SAFETY REPRESENTATIVES
Student health and safety representatives: Johanna Hedenström (BÖÖL) (Johanna.Hedenstrom@gmail.com), Arvid Lindh (BÖÖL) (nat13al1@student.lu.se)
Principal health & safety representative (Biology & CEC): Erling Jirle (Erling.Jirle@biol.lu.se)
Arkivcentrum Syd – Biological Museum: Sigvard Svensson (Sigvard.Svensson@biol.lu.se)
Biology Building A and the greenhouses: Chatarina Mattsson (Chatarina.Mattsson@biol.lu.se)
Biology Building B: Carina Rasmussen (Carina.Rasmussen@biol.lu.se)
Biology Building C and D: Camilla Björklöv (Camilla.Bjorklov@biol.lu.se)
Ecology Building; Education: Lotta Persmark (Lotta.Persmark@biol.lu.se)
Ecology Building; Aquatic Ecology, Aneboda: Marie Svensson (Marie.Svensson@biol.lu.se)
Ecology Building; Biodiversity: Mikael Hedrén (Mikael.Hedren@biol.lu.se)
Ecology Building; Evol ecology, MEMEG, Functional zoology, Stensoffa: Jane Jönsson (Jane.Jonsson@biol.lu.se)
Ecology Building; Common areas, Functional Zoology: Erling Jirle (Erling.Jirle@biol.lu.se)

www.biology.lu.se/education