



Welcome to the Department of Ecology and Genetics



Evolutionary Biology Centre (EBC) *Evolutionsbiologiskt centrum (EBC)*

The Dept of Ecology and Genetics (IEG) consist of six sub departments (see below), which in English are also referred to as Departments or Programs.

Dept of Plant Ecology and Evolution (*växtekologi och evolution*)

Prof Jon Ågren (Jon.Agren@ebc.uu.se phone: 018-471 2860)

Dept of Limnology (*limnologi*)

Prof Lars Tranvik (Lars.Tranvik@ebc.uu.se phone 018-471 2722)

Dept of Animal Ecology (*zoökologi*)

Prof Mats Björklund (Mats.Bjorklund@ebc.uu.se phone 018-471 2666)

Dept of Population Biology and Conservation Biology (*populationsbiologi och naturvårdsbiologi*)

Prof Jan Ekman (Jan.Ekman@ebc.uu.se phone 018-471 2627)

Dept of Evolutionary Biology (*evolutionsbiologi*)

Prof Hans Ellegren (Hans.Ellegren@ebc.uu.se phone 018-471 6460)

Norr Malma Field Station, Erken Laboratory (*Erkenlaboratoriet*)

Prof Kurt Pettersson (Kurt.Pettersson@ebc.uu.se phone 018-471 2858)

The other Departments at the EBC are:

The Dept of Organismal Biology

Dept of Environmental Toxicology (*ekotoxikologi*)

Dept of Comparative Physiology (*jämförande fysiologi*)

Dept of Physiological Botany (*fysiologisk botanik*)

Dept of Evolution and Development (*evolution och utvecklingsbiologi*)

Dept of Molecular Evolution (*molekylär evolution*)

Dept of Systematic Biology (*systematisk biologi*)

The Museum of Evolution

The Biology Library

The Dept of Undergraduate Education in Biology

Kv. Lagerträdet, Campus Management

General Information

Web addresses

IEG department	http://www.ebc.uu.se/Forskning/IEG/
Uppsala University	www.uu.se
Biology Library	www.ub.uu.se/linne/bio
EBC:	www.ebc.uu.se
Länshälsan (healthcare)	www.lanshalsan.com
Travel policy	http://uadm.uu.se/Ekonomiavdelningen/Resor/

E-mail addresses

All staff at the EBC research departments have the e-mail address firstname.surname@ebc.uu.se, irrespective of their department. To obtain an e-mail account you have to be registered in the university directory and this is done by each sub department's administrator. The e-mail account will then be added to the EBC's mailing list by contacting EBC's computer manager Stefan Ås. Remember to inform the computer manager or Stefan Ås when you leave the department to have your name removed from the EBC list. It is also vital that you empty or transfer the content of your Huxley files before leaving.

Keys and Cards

The head of your sub department has to sign a form to verify that you are working at the EBC. The form, cards and keys can be obtained from Elisabeth Bergström. Her office is in the stairwell of entrance 18C floor 01.

The entrance doors are open during working hours Monday - Friday 8.00 a.m. to 4.30 p.m. During working hours you need your personal passage card for the corridor doors. After working hours and during holidays you need your personal passage card as well as your personal code to enter these doors. When entering the doors after working hours make sure that the doors close properly. Otherwise, a security alarm will start and security officers will automatically be called upon. Return the card and key to Elisabeth Bergström or your supervisor or administrator when you leave the department.

Vacation

Technical and administrative staffs have to apply for vacation at <https://primulaweb.uadm.uu.se/> well in advance of your planned vacation. The application needs to be approved by the head of your sub department prior to the vacation. All other personnel should discuss their vacation plans with their group leader for approval and then inform their administrator and head of sub department. Ask your administrator about the routines for this.

Sick leave

If you become ill, report this immediately to the personnel administrator at your workplace. Also inform your group leader. It is important that you confirm your sick leave at <https://primulaweb.uadm.uu.se> without delay once you are back at work. If you are ill for more than 7 days, you must hand in a doctor's certificate to your personnel administrator.

Health care

If you are employed by Uppsala University you are entitled to a partial refund of doctor's fees and costs for prescribed medicine. Please send the receipts in original to the University's personnel department and make sure to put the name Susanne Canholm on the envelope. If you have questions regarding these matters please contact Susanne Canholm, phone 018-471 19 40.

Everyone with a six months employment contract at the University is entitled to contribution to athletic activities (1000 kr per semester or 2000 kr per year). To get this contribution, bring a receipt of the membership fee to your administrator.

Everyone that is active with a full time employment at the University is entitled to one hour per week of physical activity during working hours. The activity is free of choice. Please make sure that your absence will not create a problem at your work place, but apart from that you do not need to ask permission.

Other contacts concerning health and safety

Head safety officer	Stefan Djurström	018-471 3315
Personnel consultant (working environment)	Helén Fricking Katarina Göransdotter-Jonsson	018-471 4953 018-471 1752
	Kerstin Högberg	018-471 1888
Länshälsan		018-67 76 00
Studenthälsan	(for students)	018-155050

Notice Board

The department web page is used as the official notice board. Here you will find information about the Department Board and minutes, organisation with work group members, work environment related documents, announcements of events and more.

Gender Equality Group

There is one gender equality group at Evolutionary biology centre for the two departments. The name of the gender equality adviser for the two departments is Brita Svensson. Please turn to the gender equality group with gender related issues or if you have proposals for actions. Information regarding the Uppsala university gender equality committee can be found at <http://www.jamst.uadm.uu.se/>.

Travel policy

The Uppsala University travel policy obliges all business travels to be reserved through the contracted travel agency, American Express Business Travel, phone 08-4292090. Please refer to your administrator for information on policy, routines and insurance before making reservations.

Detailed information

Contact your administrator for up to date information about working hours, leave of absence, insurance, external funding, ordering routines etc. Regulations and routines are subject to change over time.

Important contact information

The head of the department

Head of Department: Jon Ågren

E-mail: Jon.Agren@ebc.uu.se

Phone: 018-471 2860

Deputy head of department

Deputy Head of Department: Ulf Lagercrantz

E-mail Ulf.Lagercrantz@ebc.uu.se

Phone: 018-471 6418

Administration

Ingela Ericsson, Finance and Personnel: Animal Ecology

E-mail: Ingela.Ericsson@ebc.uu.se

Phone: 018-471 2675

Tove Broberg, Travel expense reports, PhD dissertations

E-mail: Tove.Broberg@ebc.uu.se

Phone: 018-471 2809

Signe Henriksson, Personnel: Evolutionary Biology

Email: Signe.Henriksson@ebc.uu.se

Phone: 018-471 2655

Ulla Johansson, Personnel: Plant Ecology and Evolution, Limnology, Population Biology and Conservation Biology

E-mail: Ulla.Johansson@ebc.uu.se

Phone: 018-471 2850

Rose-Marie Löfberg, Finance: Plant Ecology and Evolution

E-mail: Rose-Marie.Lofberg@ebc.uu.se

Phone: 018-471 6459

Eva Nordin Sundqvist, Finance: Limnology

E-mail: Eva.Nordin_Sundqvist@ebc.uu.se

Phone: 018-471 2800

Karin Olsson, Finance and Personnel: Department level, Population Biology and Conservation Biology (finance)

E-mail: Karin.Olsson@ebc.uu.se

Phone: 018-471 4961

Frida Svedbergh, Finance: Evolutionary Biology, Norr Malma Field Station

E-mail: Frida.Svedbergh@ebc.uu.se

Phone: 018-471 2867

Computer support

Computer Technician: Mikael Fahlander

E-mail: Mikael.Fahlander@ebc.uu.se

Phone: 018-471 5776

EBC computer network

EBC IT Manager: Stefan Ås.

E-mail: Stefan.As@ebc.uu.se



UPPSALA
UNIVERSITET

Phone: 018-471 2935 or 0704-250433

Practical matters

Technical Service Manager: Johan Fransson

E-mail: Johan.Fransson@ebc.uu.se

Phone: 018-471 2780

Campus Manager

Superintendent: Stefan Gunnarsson

E-mail: Stefan.Gunnarsson@ebc.uu.se

Phone: 018-471 2638.

Facility problems of immediate concern

In case of facility problems at the EBC, for instance concerning electricity, heating, ventilation, water or drainage contact: www.akademiskahus.se. In case of emergency call 018-683204, all hours.

Safety regulations

Each sub department has its own safety manual and it is very important that you read this carefully.

Accidents, no matter if they have caused personal injury or not, are reported through the head of sub department and safety officer.

Members of the Work Environment Committee and the safety officers are listed at the department web page.

A laboratory is a place with a lot of potential risks such as dangerous substances, sharp objects and electrical equipment. It is necessary to take precautions and use safety equipment when working in a lab.

- Always make sure you know where fire extinguishers are placed and where the emergency exit is.
- Do not work alone if it is not really necessary, and if you are, make sure someone knows where you are.
- In case of accidents or potentially dangerous situations, always inform the head of sub department and safety officer. This is to prevent accidents in the future.
- Smoking is not allowed in the university localities.
- Do not use the elevator in the event of a fire. Use the stairs.
- Lab coats, safety glasses and gloves offer easy and cheap protection. Use safety glasses when working with harmful or dangerous substances, but also when working with bleach or sharp objects.
- It is prohibited to eat or drink in the lab.
- Use the nitrile gloves when working with ethidium bromide.
- Use the double nitrile gloves when working with phenol or chloroform.
- Have a look at the product specifications that come with the product. These are found on Kemia. This gives you information on how to handle the particular chemicals in a safe way.
- When carrying bottles on the stairs, put them in a bucket to reduce the risk of falling or dropping them.
- Do not use the elevator when transporting liquid nitrogen. 1 litre of liquid nitrogen evaporates to a volume of 700 litres! This means that the oxygen is replaced by nitrogen and the consequence of this can be suffocation.
- Do not use contact lenses during lab work. If you get any chemical in the eyes the contact lenses will prevent the eyes being properly rinsed.

Routines for microbial work

By law all micro organisms should be considered as pathogens and disposed thereafter. This includes bacteria, bacteriophages, yeast and other fungi. Use Jodopax at a concentration of 0,05% iodine in order to disinfect the micro organisms. If Jodopax contains 5% iodine, dilute 1:100 in order to get 0,05% solution. It is not allowed to introduce new microbes into the lab without notifying the head of the department.

The following rules apply:

- Glass pipettes must be put in buckets with 0,05% iodine.
- Pipette tips must be put in 0,05% iodine or autoclaved.
- Bacterial and bacteriophage cultures must be killed with 0,05% iodine.
- Waste petri dishes with microorganisms should be autoclaved and then put in with the regular garbage. Carry the waste to the garbage room yourself.
- Spilled bacteria are to be treated with 70% ethanol or 0,05% iodine and wiped up.

Routines for fume hood work

- If you work with substances for which extra care should be taken, make sure that the fume hood is working properly.
- The window should be pulled down so that the arrows on the window and on the frame are in line. (On some hoods there is no arrow on the window, the arrow on the frame should then be in line with the lower edge of the window). This results in an opening that allows for an optimal airflow. For some fume hoods the opening is not very large and this makes it unpractical to work there, but be aware that if you open the window more the ventilation is not working as well. A smaller opening is not always better for the flow since it may cause turbulence.
- Make sure that there are no unnecessary items in the fume hood, especially in the back of the fume hood where it may block the airflow. Items located in other places in the fume hood may cause turbulence. Do not store chemical bottles in the fume hood and minimise the number of waste bottles that are used.

Handling of chemicals

Before you start to work with a chemical you have to read the safety sheet containing information about the chemical. This is very important!!

Safety sheets can be found on Kemia (see below).

You are responsible for finding out the handling of substances like Ethidium Bromide, Acrylamide, Phenol, Chloroform, Mercaptoethanol and waste from film developing.

You also have to check if safety equipment is needed in handling the chemical.

All departments have their own chemical consultant who makes sure the chemicals are registered, stored and handled in the right way.

The boxes we use for waste (e.g. microbes and tissue) are labelled "riskavfall". If you have biological waste that exceeds 300 g (e.g. an animal) you have to label the box with "biologiskt avfall". If you are uncertain in dealing with these issues, please ask the safety officer or a colleague.

Kemia

Kemia provide safety information about chemicals on handling, risks and actions to take in case of an accident. Kemia can be found at: <https://kemia.lul.se>

Ask your local chemical consultant for login and password.

Waste recycling

Broken glass

Clean broken glass, except for lab glassware labelled Pyrex, Duran or Schott and Pasteur pipettes, is collected (for recycling). This concerns also glassware from the kitchen.

Lab glassware such as Pyrex, Duran or Schott and Pasteur pipettes as well as any contaminated glass is collected in a hard plastic container, which is then thrown in hazardous waste, marked sharp objects.

Paper collection

Recycle all sorts of white and coloured paper and newspapers. Envelopes and post-it reminders should not be recycled.

Cardboard boxes

Cardboard boxes are put in the recycling room in the basement.

Foam chips/plastics

There is a big container in the recycling room just for foam chips. Soft and hard plastics are also collected in this room.

Metallic waste

These are collected in a special container in the recycling room in the basement.

In the event of fire and accidents

You have a duty to know the location of:

- Emergency showers
- Eye showers
- First aid kits
- Fire alarm
- Emergency exits
- Fire extinguishers
- The assembling area

In the event of fire

1. Make sure people are SAFE.
2. Activate the FIRE ALARM.
3. CONTAIN the fire by closing doors and windows.
4. CALL the Emergency Alarm Centre 00-112. Speak calmly, distinctly and give the address.
5. (If possible, put out the fire).
6. EVACUATE, do not use the elevator.
7. Go to the assembling area – the lawn outside the entrance doors.

Free of cost, education in fire protection and first aid education is arranged by the university.

In the event of accident

1. Find out WHAT HAS HAPPENED. Call others for help.
2. Provide FIRST AID.
3. Call for ambulance 00-112. Speak calmly and distinctly giving the address, floor, kind of injury and number of people injured.
4. Send someone to wait for the paramedics and show them the way.
5. Do not leave the injured person alone.

In the event of chemical splashes in the eyes

Always use eye protection when working with dangerous chemicals

If, in spite of these precautions, an accident occurs:

Victim

Co-workers

- | | |
|---|--|
| <ul style="list-style-type: none">• Call for help• Flush the eyes with lots of water | <ul style="list-style-type: none">• Assist the victim to the eye shower and turn it on• Position the water in the eye and hold it open for the person• Call for ambulance 00-112
Speak calmly and distinctly.
Give information about the address, floor and kind of injury |
|---|--|

Consulting matters:

The Eye Clinic at Akademiska 00-6115128 between 7.30-11 a.m.
Health Care Information Centre 00-1177, all hours

Keep flushing the person's eyes until the ambulance has arrived.

In cases of poisoning call 00-112 all hours

Questions concerning poisons: call the Poison Information Centre: 08-33 12 31 during office hours.