

Welcome to CMM!

The Foundation Center for Molecular Medicine (CMM) was founded by the Stockholm County Council for the purpose of building and managing a translational research center close to the hospital clinics. The building, completed in 1997, has been financed mainly by donations. The vision was to create a center where basic research on the function of genes would be integrated with the experiences and questions collected from the clinical work with patients. Today, the research center gathers over 500 researchers, clinicians and other staff members from Karolinska University Hospital (KUH) and Karolinska Institutet (KI).

The majority of the people working at CMM are employed by Karolinska Institutet or Karolinska University Hospital and not by the foundation CMM. All questions regarding employment etc. are thus handled through the KI departments or KUH clinics.

The CMM laboratory building was designed to be efficient, safe and flexible for those who are working in it, and at the same time simple to manage. The special managing concept means short delays when changes are needed due to new techniques in the research work. All to support those who are working in the building.

General information

Address

Delivery address:

Karolinska Universitetssjukhuset
Your name and unit
CMM L8:xx via Varumottagningen
Karolinska vägen 8
171 64 Solna

Postal address:

Your name and unit
CMM L8:xx
Karolinska Universitetssjukhuset
171 76 Stockholm

(xx = floor number)

Visiting address:

Center for Molecular Medicine
Visionsgatan 18
Solna

CMM Service Center

Location L8:05 room 023A.

Drop-in service: Mon-Fri 10:00-12:00. To get in contact, please send an e-mail to helpdesk@mmm.ki.se.

Head of the CMM facilities is superintendent Maria Rastas.

Head of the CMM IT is Olle Gartell.

The scientific communication office coordinates seminars and edits the CMM newsletter.

The dishwashing facility (located on L8:01) offers dishwashing, autoclave and poster printing services.

CMM IT account, Key card/ID card and keys

A key card is needed to enter CMM and two different cards can be used:

- CMM key cards for short term access (less than 3 months) are provided by the CMM Service Center/IT on L8:05.
- Karolinska University Hospital ID card is required for all staff working in at CMM for more than three months. A contact person at your department will assist you with this matter. This card is then programmed for CMM by CMM Service center/IT. Please bring a filled in form "*Checklist for new arrivals at CMM*" signed by your group leader to state access areas etc.
- A CMM IT account is required to access IT resources such as network, printers, booking system, file server storage and backup services. To apply for a CMM IT account please talk to your group/team leader.

Both Key cards are personal – not to be lent or shared with others.

For entrance to the building outside office hours (07.00-18.00) a personal pin code, which is programmed with the key card, is necessary. When leaving the building through doors electronically locked – use the button on the wall on the left side of the door. Flipping the latch on the door will send an alarm signal to the security guards.

The lab corridor of L8:00 has an extra alarm outside working hours.

Keys are handed out by the CMM Service center on L8:05. All keys and cards are to be returned to the CMM Service center for deregistration when the holder no longer works in the building. Keys may be returned in person to the CMM Service center or be left in the mail box outside the CMM office on L8:05 023A.

Booking of seminar rooms, facilities, poster printing etc.

Everyone with a CMM IT account can book CMM facilities, such as meeting rooms and core facility instruments, using the CMM resource booking.

The booking system is accessed through the web address <https://booked.cmm.se>

Please note that the CMM Lecture Hall (L8:00) is reserved for dissertations on Fridays 08:00-13:00. Send requests to helpdesk@cmm.ki.se. The CMM Lecture Hall reservation is cancelled if no booking is made 8 weeks beforehand. The auditorium can then be booked through the booking system.

There are projectors or TV-screens installed in one seminar room on each floor and in the Lecture Hall. Apart from these, one portable projector is available at the CMM Service center and can be booked in the Resource Booking System.

NB! Close any open windows and clean the tables after you leave the room.

The dishwashing facility (located on L8:01) offers poster printing services in addition to dishwashing and autoclaving.

Central CO₂ gas system

CMM provides a gas system in the building, mainly for cell culturing and microscoping.

Cleaning

Cleaning of each floor is provided by the company that has been procured by Karolinska University Hospital. The cleaning staff should only clean the floors, lavatory rooms and empty garbage bins with combustible waste.

Chemical spills and laboratory waste must always be handled by laboratory staff.

Common duties

The floors share common duties, such as dish washing, mail service, recycling handling etc. Please check floor specific information regarding these matters.

Culvert, SLL service center, waste disposal

The culvert is an underground system around the hospital area. There are several facilities located in the culvert, e.g. the SLL service center (*Varumottagningen*) and bulky waste dispose:

- The service center is open Monday thru Thursday 7:00-17:00, Friday 07:00-15:30. Phone: 08-585 81 000. E-mail: info-service.karolinska@sll.se
- Large waste disposal room for items for recycling, batteries, electrical appliances etc.
- Bulky waste dispose can also be found in the culvert just outside the doors on L8:U1. There are containers for colored glass, non-colored glass, metal, cardboard boxes.

Electrical installations and power supply

All electrical work at CMM must be ordered by Maria Rastas through helpdesk@cmm.ki.se. Order with your invoice name and address, or if payment is to be made by funding at KS submit your "KS kostnadsställe" number (ZZ code). This policy is to avoid uninformed electricians from working in the building.

CMM has an uninterrupted power supply (UPS) to cover power cuts in the external power supply. In the CMM building there are special UPS sockets, which are white sockets marked with UPS. UPS can fail when overloaded. As the UPS capacity is limited it is imperative that connections are strictly restricted to computers and certain apparatus. Centrifuges and freezers are neither suitable nor allowed.

The first Friday every month at 13.00 the Karolinska University Hospital carries out an electricity safety test. ALL THE ELECTRICITY WILL BE TURNED OFF. Usually this lasts only a few minutes. Switch off computers and equipment if not connected to a UPS outlet.

Laundry

Laundry of lab coats etc. is handled by each floor.

Lockers and showers

Lockers are available on each floor. There are extra lockers on L8:05 if no lockers are available at your floor. Contact the CMM Service center for keys.

There are two showers on L8:05 as well as on some other floors.

Mail and deliveries

There are mail boxes for each floor on L8:U1. A key is needed to access to the mail cupboards. Each floor have their own routines for handling mail distribution at the floor where there are personal mail boxes.

The internal distribution of delivered goods is handled by *Varutransporten*. Deliveries that come through *Varutransporten* are placed at the "Delivery spot" on each floor.

Deliveries that come from the courier are usually handed directly to the person who placed the order.

Network, VPN, back up, etc.

A computer connected to the CMM network can save data on the file server, which backs up every evening. You can reach your data on the file server through a VPN connection from anywhere outside of CMM. Any computer connected to the CMM network has to be approved by the CMM IT.

Parking bicycles

Refrain from parking bikes on the ramp leading from street level up to the main entrance. The ramp is for persons with physical disabilities and for delivery of heavy equipment and supplies. Bicycle parking is not allowed in the building.

Purchases

CMM does not coordinate any purchases of chemicals, gas, office supplies, etc. These matters are handled within the research groups.

Staff mail, staff@cmm.ki.se

By staff mail you can e-mail all staff at CMM. All staff working in the L8 building (as well as L5:01 and L5:02) shall be on the staff-list. Please contact helpdesk@cmm.ki.se if you are not on the list. Group mail to the staff-list is for business and security matters only.

CMM facilities

Core facilities and borrowing equipment

CMM has a number of different types of core facilities. For more information, please see the section about core facilities on the CMM web site.

In many cases it is also possible to borrow equipment from other groups, but please note the following:

- Before equipment is used, contact the staff for instructions

- Check with the contact person that the equipment is available
- Always inform your research group leader/instructor/contact person in case of damage

Deionized water and Milli-Q apparatus

Deionized water to CMM comes from a setup in building L4. At times deionized water must be turned off for plumbing repairs/installations or for system maintenance such as membrane filter replacement. Notification of shutoffs will be given via staff-mail and during shutoff the system may not be used, to avoid air entering the system. After such operations, a sanitization may be necessary and when the system is in order again the deionized water quality improves after 3-5 days.

There is a Milli-Q water purification deionization apparatus on each floor. During ongoing deionized water shut-downs:

1. Turn off incoming water
2. Leave power on
3. Let stand on "pre operate"
4. Do not use water

Dishwashing and autoclaving facility

To avoid injury to staff in the dishwashing facility, bottles with covers screwed on will not be accepted for dishwashing. Soiled laboratory dishware should be rinsed after use before leaving for washing to protect personnel and to avoid machine damage.

Dishwashing

Dirty glassware is collected every day from each floor in CMM by Edna Fagerstedt, who is responsible for the dishwashing facilities. Clean goods are returned to each floor by her. All goods are to be marked with a colored dot or floor marking; one color is representative for each floor.

Autoclaving (steam)

All items for autoclaving are to be left and picked up in the assigned cupboard on floor 01 (IN/OUT), to the wall opposite the dishwashing room. Please mark all items with *floor number and name*, e.g. *Adam L8:03*. The autoclaves are running at 7 am and 10 am.

Emergency freezers

There are two -80°C emergency freezers on floor U2 that are intended only for the event of freezer breakdowns. All groups are allowed to use the freezers. Please note that you should sign the list by the freezer when placing items in it (name, group, phone and date). All boxes must be labeled with name, date and content.

As the temperature rises when loading or unloading items, you must inform *Driftcentralen* on 08-517 747 85. If the alarm then goes off while working, shut it off on the board in the hallway on L8:U2.

It is of great importance that you remove your boxes as soon as your ordinary freezer is working again, so that the freezer is not full when other users need them in an emergency situation.

Work environment, safety and security

Basic Laboratory Safety

At CMM we must all contribute to keeping a safe environment for all. Some basic safety precautions to keep in mind, to minimize the risk of contamination, are

- **Never** wear your lab coat in the kitchen area, lunch room or office
- **Never** wear gloves in the kitchen area, lunch room or office
- If you are transporting samples between floors, **always** remove the glove on the hand that you use for door openings etc.
- **Always** clean up after yourself in the lab

Chemicals and risk assessment

Flammable liquids must be stored in fire safe cabinets. Most labs have a fire safe cabinet, but there are also cabinets for storing flammables in the chemical rooms. Make sure to return your flammables to the cabinet after use. Keep in mind that used ethanol and other flammables are still flammable, and must be handled as such.

Flammable liquids that need cool storing must be stored in spark free refrigerators/freezers.

Spraying ethanol is **strictly forbidden** due to the risk of fire in case of sparks. Instead you are advised to use a tip bottle for the purpose of disinfection.

Before starting a new experiment, you must read the risk assessment for that experiment. This is for your own safety so that you know what personal protection is needed and how to act in case of a hazardous situation.

CMM Work environment group

CMM has a work environment group that meet 3-4 times per semester. The ambition is to have representatives from each floor in the group. The chair of the group is the CMM work environment coordinator. The chair persons from each department's work environment group are also invited to the meetings.

The group discusses physical work environment related issues in the building. If there are issues that you want to bring up with the group, please send a note to helpdesk@cmm.ki.se.

All injuries and incidents that occur during work shall always be notified to your employer. Incidents that are related to the CMM premises should also be reported to the CMM administration or to the CMM work environment group.

Defibrillator

There is a defibrillator by the CMM entrance. Contact your department if you are in need of a CPR course.

Emergency showers and emergency eyewash stations

There are two emergency showers on each floor as well as eye wash stations in all laboratories.

Fire safety

There are several fire extinguishers on each floor. Acquaint yourself with the location of the fire extinguishers, fire blankets and fire alarms. Check up the evacuation plan.

In the middle part of each corridor there is an evacuation station with fire warden vest and fire warden instructions. In the event of an evacuation situation, the first person to reach the station puts on the vest and follows the instructions on the card. Detailed information can be found at the fire safety pages on KI Staff web site.

All staff staying more than 3 months at CMM must, in accordance to Karolinska University Hospital rules, take the hospital's fire and safety course. The course must be repeated every 4 years. Your department can help you with the booking.

Lighted candles and other open flames are forbidden at CMM. Should the fire brigade be alerted to CMM the cost is up to 25,000 SEK/alarm.

CMM has the ambition to arrange an evacuation drill annually.

First aid kits

There are first aid kits on each floor. These are handled and filled up by the respective floor.

Resting room

There is one resting room at CMM, reserved for persons who fall ill at work and cannot return home at once. This can be found at CMM at L8:02 at the cloakroom. Please note that overnight stay is strictly forbidden due to security reasons.

Smoking

Smoking is not allowed indoors. The whole hospital area is a non-smoking region. However, you can find assigned areas outside; the closest is outside the Rheumatology Department across the road. It is forbidden to smoke outside the CMM entrance door or at the terrace on L8:05.

Thefts

Many people move around at the hospital area, which makes the area attractive to thieves. The CMM building has an open main entrance, and unfortunately we have experienced thefts. To avoid thefts there are some precautions to take:

- Always be watchful when giving corridor entrance to unknown persons. Ask them who they are meeting and offer to escort them
- Keep your valuable personal belongings in a locked drawer or locker
- Keep your laptop locked to a safety wire

Ventilated work benches

Fume hoods, ventilated benches, laminar air flow (LAF) hoods and safe hoods are checked annually.

An alarm on a solitary fume hood is either caused by the filter breaking in a specific hood or due to congestion of the small opening on the "Airguard" above the words "test" and "reset". Dust

that collects on the metal mesh should be removed by taking a piece of tape and carefully pressing against the mesh to pick up particles hampering free air-flow. It is absolutely forbidden to disconnect the alarms from the hoods!

Art works

The entrance of CMM is dominated by the acquisitioned, stainless steel *sculpture* “*Turning the World Upside Down IV, 1999*” created in England by Anish Kapoor. The other two works owned by CMM are “*A Woman Resting*” by Herta Hillfon mounted on the wall of L8:01 staircase hall and “*The Meeting*”, by Gunnar Kaneval, on the L8:05 hall. Among other works on loan from Peter Schreck are the large oil on iron painting “*August’s Wood*” by Olle Kåks on L8:04, and the large posters outside the Lecture Hall. The Stockholm County Council have lent many pieces – two of note are the tapestry on L8:01 “*Ritual Dance*” by Nils-Erik Björklund Furto, woven in France, and on L8:02 staircase hall “*Transparent Black*” by Jin Sook So, in a mixed technique of cut silk and needlework.

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