

Department of Biology

Information for students and new employees

(updated 27 August 2015)



WELCOME TO THE DEPARTMENT OF BIOLOGY (BIO)

The Department of Biology welcomes you!

During the first few days in a new workplace, you encounter many new faces, premises, instruments and procedures and regulations. We hope that this information brochure can help to make your initial meeting with the department easier.



Photo: Beate Ulrikke Rensvik

URL for this document: http://biologi.uib.no/Personal/filer/Velkommenbrosjyre_eng.pdf

Department of Biology

Information for students and new employees

TABLE OF CONTENTS:

1. Management, reception, administration and student advisory service	4
1.1. Management.....	4
1.2. Address, phone numbers, fax numbers and e-mail.....	4
1.3. Department administration:.....	5
2. What goes on at BIO?	6
2.1. BIO-INFO – News from the Department of Biology.....	6
2.2. Teaching and education.....	6
2.3. Doctoral training.....	7
2.4. Research.....	7
2.5. Seminars.....	7
3. Practical information.....	8
3.1. Keys and ID cards.....	8
3.2. Mail procedures and pigeonholes.....	8
3.3. IT accounts, computers and printers	8
3.4. Office supplies	9
3.5. Parking for cars and bikes	9
3.6. Campus bus.....	9
3.7. Changes of address, name or bank account number.....	10
3.8. Credit cards.....	10
4. Library services	10
5. Welfare.....	10
5.1. Welfare events organised by the department.....	10
5.2. Other welfare measures offered at UiB	10
6. Management structure	10
7. Student organisations – STIM and BFU.....	11
8. A few relevant websites:.....	11
9. Theft.....	11
10. BIO/UiB as a workplace – Rules and procedures	12
10.1. Working hours and flexible working hours.....	12
10.2. Holidays, sickness absence, time off in lieu and other absence from work	12

Department of Biology

Information for students and new employees

10.3 PAGAWEB: http://pagaweb.uib.no	13
10.4. Operating hours for laboratory ventilation systems and fume cupboards	14
11. Health, safety and the environment (HSE).....	14
11.1. HSE handbook.....	14
11.2. Safety delegates	14
11.3. The HSE committee.....	15
11.4. Persons responsible for rooms	15
11.5. Chemicals	15
11.6. Fire protection and site fire protection officers.....	15
12. Ordering procedures.....	16

Department of Biology

Information for students and new employees

1. Management, reception, administration and student advisory service

1.1. Management

Head of Department:	Anders Goksøyr	Tel.: (+47) 555 84403
Deputy:	Sigurd Stefansson	Tel.: (+47) 555 84470
Head of administration:	Synnøve Myhre	Tel.: (+47) 555 84451

1.2. Address, phone numbers, fax numbers and e-mail

Postal address:	Department of Biology The University of Bergen P. O. Box 7803 NO-5020 Bergen
Visiting address:	Thormøhlensgate 53 A/B (reception), NO-5008 Bergen
Phone:	(+47) 55 58 44 00
Fax:	(+47) 55 58 44 50
E-mail:	post@bio.uib.no

The Department of Biology's premises are divided between the following locations:

Thormøhlensgate 53A and B

Thormøhlensgate 55, the *Bio-blokken* building, first, second and third floors

Marine biology station, Espeland.

Thormøhlensgate 53A:

First floor:	Teaching rooms, laboratories and climate rooms
Second floor:	Reception and administration, Marine biodiversity
Third floor:	EECRG, Evolutionary ecology, bioCCED
Fourth floor:	EECRG

Thormøhlensgate 53B:

First Floor:	Teaching premises
Second floor:	Aquatic ecology, Fisheries ecology and aquaculture, Evolutionary fisheries ecology (EvoFish)
Third floor:	General microbiology, Evolutionary fisheries ecology (EvoFish), Theoretical Ecology Group
Fourth floor:	UNI/ CIPR (Centre for Integrated Petroleum Research), Centre for Geobiology (Norwegian Centre of Excellence)
Fifth floor:	Marine microbiology

Thormøhlensgate 55 – Bergen High Technology Centre (HiB) – the *BIO-blokken* building

Third floor:	The fish disease group, Environmental toxicology, Marine developmental biology
Fourth floor:	Fish immunology

Department of Biology

Information for students and new employees

1.3. Department administration:

Reception – tel. (+47) 555 84400 - bio.ekspedisjon@bio.uib.no

Place: Second floor, Thormøhlensgate 53A

Executive Officer Nina Hølland

Executive Officer Linda Johansen

Opening hours: 08.00 – 15.45 (15 September – 14 May)

08:00 – 15:00 (15 May – 14 September)

Head of administration: Synnøve Myhre 555 84451 synnove.myhre@uib.no

Research Advisor: Sjoukje Kuipers 555 88178 sjoukje.kuipers@uib.no

Section for Human Resources and Service: bio.personal@bio.uib.no

HR manager: Linda Vagtskjold 555 84241 linda.vagtskjold@uib.no

HR consultant: Victoria Chimhutu 555 84449 victoria.chimhutu@uib.no

HR consultant: Eva Beate Hårklau 555 82465 eva.harklau@uib.no

Executive Officer: Nina Hølland 555 84400 nina.holland@uib.no

Executive Officer: Linda Johansen 555 84400 linda.johansen@uib.no

Apprentice: Rebecca Bergfjord 555 84400 rebecca.bergfjord@uib.no

Section for Project and Financial Affairs: bio.okonomi@bio.uib.no

Head of finance: Solfrid Sture 555 84607 solfrid.sture@uib.no

Financial consultant: Annike Lygren 555 82630 annike.lygren@uib.no

Financial consultant: Thomas Marius Hugøy 555 84477 thomas.hugoy@uib.no

Development project coordinator/

Financial consultant: Sidsel Kjølleberg 555 84240 sidsel.kjolleberg@uib.no

Section for Student and Academic Affairs: studie@bio.uib.no

Head of the Section for

Student and Academic

Affairs: Oddfrid Førland 555 82224 oddfrid.forland@uib.no

*General guidance and academic administrative tasks.
Secretary of the Programme Board.*

Student adviser: Beate Ulrikke Rensvik 555 82241 beate.rensvik@uib.no

Substitute Kristin Holtermann kristin.holtermann@uib.no

General guidance and academic administrative tasks – bachelor.

Coordinator for the bachelor's programmes in biology and in environment and

Department of Biology

Information for students and new employees

resources.

Secretary of the Programme Board for environment and resources.

Student adviser: Berit Øglænd 555 84410 berit.ogland@uib.no

*General guidance and academic administrative tasks – master.
Coordinator for international students and student exchange.*

Student adviser: Tommy Strand 555 84409 tommy.strand@uib.no

*General guidance and academic administration tasks – master and PhD.
Coordinator for the bachelor's programme in aquaculture and the programme of professional study in fish health.
Secretary of the PhD committee.*

The marine biology station at Espeland:

Responsible contact Thorolf Magnesen 5598 3960 thorolf.magnesen@uib.no

2. What goes on at BIO?

2.1. BIO-INFO – News from the Department of Biology

BIO-INFO is a web-based information magazine that is e-mailed to all students and employees every Friday afternoon. Its contents include teaching news, information from the department about seminars, trial lectures and public defence of degrees, master's exams, courses, meetings and events, and new articles. The head of the department is responsible for its publication.

The address to BIO-INFO's editor is bio.info@bio.uib.no

2.2. Teaching and education

The Department of Biology teaches lower and higher level students in many of the biological subject areas. The department runs three bachelor's programmes and one integrated master's programme:

- Bachelor's Programme in Biology
- Bachelor's Programme in Aquaculture
- Bachelor's Programme in Environment and Resources
- Integrated Master's Programme in Aquamedicine

BIO organises a total of seven Master's degree specialization under the Master's Programme in Biology :

- Master's Programme in Biology – Biodiversity, Evolution and Ecology
- Master's Programme in Biology – Microbiology
- Master's Programme in Biology – Environmental Toxicology
- Master's Programme in Biology – Marine Biology
- Master's Programme in Biology – Aquaculture Biology
- Master's Programme in Biology – Fisheries Biology and Management
- Master's Programme in Biology – Developmental Biology and Physiology

Department of Biology

Information for students and new employees

The department is also involved in the faculty's teacher education programme. There are about 70 courses in the department's portfolio of courses. Read more about courses and programmes at BIO: <http://www.uib.no/bio/> - Education.

2.3. Doctoral training

BIO provides doctoral training for the PhD degree. You can find information about the PhD degree on UiB's researcher training webpage: <http://www.uib.no/phd> and on the faculty's researcher training webpage: <http://www.uib.no/matnat/forskning/forskerutdanningen>. You can also find information about the PhD degree, admission and programme, at UiB's external website: <http://www.uib.no/forskning/forskerutdanning/phd-ved-uib>.

In addition to the many PhD candidates who work in the department, BIO also has several candidates employed at institutions such as the Institute of Marine Research, the National Institute of Nutrition and Seafood Research (NIFES) and Bergen Museum.

The department is involved in three research schools: the [Nordic Marine Academy](#), the Research School in Marine Biology and the [Molecular and Computational Biology Research School](#).

2.4. Research

BIO has 14 research groups, each with its own research group leader. All employees, except the administrative staff, are members of a research group. BIO has a substantial project portfolio, and half of the academic positions are covered by externally funded research projects.

- [Aquatic ecology](#)
- [Ecological and Environmental Research Group \(EECRG\)](#)
- [Evolutionary ecology \(EvoFish\)](#)
- [Fish immunology](#)
- [Fisheries ecology and aquaculture](#)
- [Fish disease group](#)
- [General microbiology](#)
- [Centre for Geobiology \(Norwegian Centre of Excellence\)](#)
- [Marine biodiversity](#)
- [Marine microbiology](#)
- [Marine developmental biology](#)
- [Environmental toxicology](#)
- [Theoretical Ecology Group](#)

For more information, see <http://www.uib.no/bio/en>

2.5. Seminars

BIO's seminar series

Seminars are held on the first Thursday of every month from 13.00 to 14.00 in the large auditorium at Bergen University College (HiB). These seminars are announced in BIO-INFO and on posters on the department's information boards.

Department of Biology

Information for students and new employees

In addition to BIO's seminar series, some research groups also hold open seminars. These will be announced in BIO-INFO.

3. Practical information

3.1. Keys and ID cards

All University of Bergen (UiB) students and employees need an ID card. You need this ID card to use the university's PullPrint printers. It is also your key card for UiB buildings and library card for the University Library.

The student card is the ID card for students. Contact the reception for further information about what you need to do to obtain an ID card. The reception can also provide information about which buildings you need to have access to. Note: All access must be approved by the person responsible for the room in question.

Key cards and keys to BIO's premises are available from the reception. The key card and code must be used for the entrance doors of buildings A, B and C and the *Bioblokken/ Datablokken* buildings after working hours and the lift after working hours (no code for the lift). Students pay a deposit for keys and key card.

3.2. Mail procedures and pigeonholes

All employees working in building A and B (Thormøhlensgate 53 A/B) will have pigeonholes at the reception in building A. Employees in the *Bio-blokken* building have pigeonholes on the second floor, by the lift.

The master's degree students will have shared pigeonholes in building A.

Times for outgoing and incoming mail:

- Outgoing mail and internal mail must be put in the labelled box in the reception, alternatively in the *Bio-blokken* building, by 13.00.
- Incoming mail will arrive at about 14.00.

UiB has its own **internal mail system** that complies with the times given above. Internal letters are either put in special internal mail envelopes or marked as internal mail.

Urgent consignments to abroad can be sent via TNT. Costs relating to such consignments are covered by each project or research group.

3.3. IT accounts, computers and printers

E-mail address and access to the university's central IT system

All employees and students must have an active UiB e-mail address. Students and employees are obliged to check their e-mail accounts every day, since a lot of important information is only distributed by e-mail.

Creating accounts for employees and guests at BIO:

An IT account for UiB's central computers is created via <https://sebra.uib.no/sebra/>. You can ask someone in your research group or someone from the Section for Human Resources (see above) to help you. Note: When you have completed the initial application form, you will receive a confirmation containing a **REGISTRATION CODE**. **You MUST make a note of this code, as you will need it to check the status of your application.**

Computers: In principle, all new computers are to be operated through client computing by UiB's IT department. As a BIO employee, you will be given access to a PC that can be

Department of Biology

Information for students and new employees

ordered via the Section for Human Resources. For further information, see: http://biologi.uib.no/diverse/it_bio.php

The person with IT responsibility at BIO is [Svein Norland](#).

IT user support: UiB user support is centralised, and all users on client computers must therefore address their questions and error reports to **BRITA via Issue-tracker – <http://bs.uib.no> – or by calling 84700.**

Students:

Students at UiB must create a user account to access such services as e-mail, web-based learning resources and computer rooms. More information about user accounts and about how to proceed is available from the webpage <http://www.uib.no/en/education/49181/compulsory-formalities>, or you can go directly via this webpage: <https://sebra.uib.no/>.

Computers for students:

Students can connect their own computers to the UiB network in reading room for master's students. It is the students' own responsibility to ensure that they have valid licences for the software on their own computers. Most computer dealers offer software at good student discounts. There are computer rooms in the *Høyteknologisenteret* and *Realfagbygget* buildings.

Printers:

Most printers at BIO are connected to the PullPrint system. This means that if you have an IT account at UiB, you can print via PullPrint and get your print-outs by using your ID card.

Employees can print black-and-white documents free of charge. All colour print-outs, however, will be charged to each research group. IMPORTANT: in order to be certain that your black-and-white print-outs are counted as black-and-white, you must send your print-outs to PullPrint using the 'default' setting. Only use PullPrintColour for print-outs that include pages with colours and when it is necessary for them to be printed in colour.

Paper for the printers is available on pallets on the bridge between buildings A and B on the first floor and in the *Bio-blokken* building, second floor.

[Students use their student cards \(ID cards\)](#) and must pay for their print-outs. Master's students are given a certain sum towards printing by their department when they start the programme. Contact the Section for Student and Academic Affairs if you have any questions.

3.4. Office supplies

The department has its own storage room for office supplies in building A, first floor, room 2A08.3. Contact the reception if you have any questions, and please provide feedback if anything needs to be restocked.

3.5. Parking for cars and bikes

There are only a few parking spaces for UiB employees. You will need a parking sticker for the period in question. You can also apply for indoor parking at UiB, but the number of parking spaces is very limited. More information and application forms are available here: <http://www.uib.no/eia/arbeidsfelt/parkering/>

Marineholmen bike parking facilities and car park: <http://www.marineholmen.com/>

3.6. Campus bus

Marineholmen (outside HIB) is one of the stops of the university campus bus, which can be used throughout the university area – see timetables on UiB's intranet.

<http://www.uib.no/eia/arbeidsfelt/campusbussen/rutetider-for-campus-bussen>

Department of Biology

Information for students and new employees

3.7. Changes of address, name or bank account number

It is the responsibility of all employees to register such information in Personalportalen (PAGA).

3.8. Credit cards

The University of Bergen has continued the state framework agreement for personal liability credit cards with the companies American Express Company and Diners Club Norge AS. All employees of UiB, UNI AS and other enterprises in UiB's peripheral zone are covered by this scheme if they make trips that are to be included in the university's accounts.

If the trip is paid for by credit card, the employee will be covered by the travel insurance included in the card contract. More detailed information about the insurance terms and conditions can be obtained from the card companies.

Employees cannot be ordered to obtain a credit card for use in connection with business travel, but employees for whom the annual credit card fee is covered for credit cards procured through the above-mentioned agreements are obliged to use this card in connection with business travel. However, BIO strongly recommends that everybody uses credit cards to pay for job-related travel because of the insurance connected with the card.

4. Library services

The University Library's Science Library is located at Johannes Brunsgt. 12 (a five-minute walk from *Høyteknologsenteret*). You can find a variety of scientific journals and books here.

5. Welfare

5.1. Welfare events organised by the department

The Christmas party is an annual tradition, and BIO employees including PhD candidates are welcome to participate.

Any other events for BIO employees including PhD candidates and master's degree students will be announced in BIO-INFO.

Note: Participants pay a modest sum for participation in all welfare events held by BIO.

5.2. Other welfare measures offered at UiB

There are countless benefits on offer: **company and student sports clubs, culture activities**, company cabins for rent etc. You can find more information at UiB's employee pages <http://www.uib.no/en/foremployees>. We may also refer to [benefits for international employees](#).

6. Management structure

BIO is organised as research groups, and each group has a group leader. Management meetings (the department's management and research group leaders) are held once a month. The department has a **department committee** consisting of representatives elected by different groups of BIO employees; permanent academic staff (group A), temporary academic staff (group B), administrative/technical staff (group C) and students (group D). The department committee is chaired by the head of the department, and has the authority to make decisions of strategic importance to the department. You can find more information about BIO committees and various documents relating to their meetings at BIO's internal website - <http://biologi.uib.no/>.

The Department of Biology is the largest department of the [Faculty of Mathematics and Natural Sciences](#), and is governed by the Faculty Board.

Department of Biology

Information for students and new employees

The University Board, chaired by the [Rector](#), is the supreme body of the university. Employees and students have a right to vote and can be elected to the elected bodies at all levels - more detailed information about this will be given well before elections are held.

The Programme Board of the Department of Biology is responsible for the department's study programmes. The Programme Board consists of a chair, a coordinator for each programme option and four student representatives. The head of the Section for Student and Academic Affairs functions as secretary to the Programme Board.

The PhD committee considers cases relating to the department's researcher training. The Section for Student and Academic Affairs, represented by Tommy Strand, functions as secretary to the PhD committee.

7. Student organisations – STIM and BFU

STIM (STudents with Interest in Marine subjects) started as an organization among Master Students in Marine Biology at the Institute for Biology at UiB (BIO), but has since evolved into a student-run organization for all Master's and PhD students at BIO.

The goal behind STIM is to create a social environment among students at the institute, especially for new students, by hosting various events throughout the year. The annual STIM cabin trip to Kvamskogen in February has been a tradition since STIM was founded, and is an event you don't want to miss! In addition, STIM is the link between the M.Sc. and PhD students and the department, so if you have an issue you would like put forward to the BIO; STIM can bring it to the attention of e.g. the Institute or Program board.

Want to know more about STIM or maybe are considering on becoming a member? Check out our Facebook page (<http://tiny.cc/STIM>) or talk to us when we swing by during the Master's in Biology information meeting and tell you what we have planned for the semester!

You can find STIM on Facebook and contact e-mail for the board is stim@bio.uib.no

The Academic Committee for Biology (BFU) is the organisation for bachelor's degree students. Read more on their website: <http://bfu.uib.no/> Contact e-mail for the board bfu@bio.uib.no

Linjeforeningen for fiskehelse og havbruksbiologi (LFFH) is the organization for students in Aquamedicine and Aquaculture biology. More on their web page (Norwegian): <http://lffh.no/> Contact the board: lffh@bio.uib.no

Linjeforeningen for miljø- og ressursfag (MIRE) is the organization for students in the Bachelor's Programme in Environment and Resources. Contact the board: mire@bio.uib.no

8. A few relevant websites:

BIO's website: <http://www.uib.no/bio>

BIO on the university intranet: <http://biologi.uib.no>

UiB's intranet: <http://intranett.uib.no>

Information for foreign employees: <http://www.uib.no/research/resources/foreign-employees-and-visiting-researchers>

På Høyden – the university's online newspaper: <http://www.uib.no/elin/nyheter/>

9. Theft

Theft from UiB premises has and does occur. Take care when storing personal possessions, and store them in cupboards/drawers that can be locked. The university is its own insurer.

Department of Biology

Information for students and new employees

10. BIO/UiB as a workplace – Rules and procedures

Employees can find useful information at the webpage of the Department of Human Resources ([POA](#)).

10.1. Working hours and flexible working hours

Working hours

The general working hours in the Civil Service is 37,5 hours per week, including a daily 30-minute unpaid lunch and rest break. Employees are free to leave their workplace during the lunch break. Working hours are between 08.00 and 15.45 (all year).

Exceptions for personel in administrative and technical positions:

Based on an old special agreement, the average working hours for this group are 37.5 hours per week, including a 20-minute lunch break. Employees must be available during their lunch breaks. The daily working hours are broken down as follows between summer and winter:

15 May-14 September: 08.00-15.00

15 September-14 May: 08.00-15.45.

Flexible working hours

A special agreement about flexible working hours has been negotiated between UiB and the trade unions. The flexible working hours are divided into core hours and flexible hours.

However, the following positions are considered as free and independent positions and **are excepted from the flexitime regulations: Professors, associate professors, assistant professors, postdocs and PhDs.**

The core hours are between 09.00 and 14.30 all year round. Core hours are the hours during which all employees are required to be present in the department. The flexible hours are between 07.00 and 09.00 and between 14.30 and 20.00 Monday to Friday all year round, and up to five hours on Saturdays (between 07.00 and 18.00). The maximum permitted working hours are 12 hours per day or 48 hours per week.

Flexible working hours can be used if the nature of the work permits it and flexible working hours do not hinder the performance of the work. An employee's immediate superior has a right to refuse the use of flexible working hours when so required out of consideration for the department's activities.

Employees can carry forward a credit of 45 hours (2,700 minutes) or a debit of 10 hours (600 minutes) to the next settlement period. The settlement period at UiB is twelve months, from 1 January to 31 December. Debit in excess of 10 hours will result in a deduction from pay. Flexitime credit in excess of 45 hours will be deleted without compensation. The BIO Section for Human Resources will request that flexitime forms be submitted to the section twice a year.

Flexible working hours must not be confused with any agreements about permanently staggered working hours between individual employees and the department.

Work outside of normal working hours

If you choose to work outside of normal working hours, it is important that you do not carry out tasks that you need training in or are not sufficiently familiar with, since you cannot expect help if problems should arise outside of normal working hours.

Guest students must not work in the laboratories outside of normal working hours without the necessary guidance of the academic supervisor responsible for them.

10.2. Holidays, sickness absence, time off in lieu and other absence from work

Please inform the reception of all absence (tel.: 555 84400, post@bio.uib.no). The reception will pass the message to your supervisor and any others who need to know that you are unable to come to work.

Holidays

Department of Biology

Information for students and new employees

According to the Holiday Law all employees have to spend their holidays every year!

Holidays must be scheduled around the department's tasks and agreed with the people that you work with on a daily basis. The holidays must be registered in PERSONALPORTALEN (<http://pagaweb.uib.no>) – more information below.

The number of days of holiday per year for employees that have earned the full holiday will normally be 25 working days (30 days for persons over 60 years of age). This figure must be adjusted by persons who have not earned the full holiday (new employees). Planned holidays will take priority over time off in lieu for flexitime credits. At the end of the year, all employees must ensure that all earned holidays, except the days that may be transferred to the following year (no more than 14 working http

All employees of 62 years and more have in addition 10 Senior days that can be spent at your own choice. Also these days must be registered in PERSONALPORTALEN.

Sickness absence

The reception/ Section for Human Resources must be notified as early as possible on the first day of absence due to one's own or children's illness. UiB is an IW enterprise (Inclusive Workplace), which entails better follow-up of people on sick leave. The absence must be registered in PERSONALPORTALEN.

A doctor's note is required for periods of sickness absence exceeding eight days. New employees must submit doctor's notes for all sickness absence during the first two months. The absence must be registered in PERSONALPORTALEN and the sick leave note from the doctor must be given to the Section for Human Resources at BIO.

You may find more information below under the headline PERSONALPORTALEN. Log in: <http://pagaweb.uib.no>

Time off in lieu

Time off in lieu for technical and administrative staff is agreed with their immediate superior (research group leader, head of administration). Employees in academic positions must arrange time off in lieu with the head of the department or the head of administration. The time when time off in lieu is taken must be cleared with the person with academic responsibility in advance. The opportunity of earning the right to take time off in lieu requires systematic registration of flexitime forms (contact the Section for Human Resources for more information).

10.3 PERSONALPORTALEN - <http://pagaweb.uib.no>

Web based system for travel reimbursement, absence and applications for leaves + access to your own personal information. PERSONALPORTALEN is giving a new way for the employees to communicate with the employer regarding personal information and applications for leaves. All employees are given:

- Insight in their own personal file: salary and person related information about themselves
- Access to deliver travel imbursement forms, messages about absence and applications for leaves electronically to the employer and follow the handling of the case

PERSONALPORTALEN should be used by all employees as follows:

- Check your salary note and register information about yourself (UiB will stop sending the salary notes by surface mail)
- Update personal and family information
- Register absence (own sickness without doctor's note, own child's sickness, welfare leave)
- Apply for leaves (parent, care, unpaid)

Department of Biology

Information for students and new employees

- Register travel reimbursement claims
- Register certain other reimbursement claims demanding
- Registering vacation

10.4. Operating hours for laboratory ventilation systems and fume cupboards

Ventilation in Thormøhlensgate 53 A and B (the new building):

Laboratories: The ventilation operates at full capacity 24 hours a day.

Office area: The ventilation is in operation Monday to Friday between 05.30 and 19.00.

Ventilation in Thormøhlensgate 55 (Bio-blokken):

Laboratories: The ventilation operates at full capacity Monday to Friday between 07.00 and 19.00, Saturdays between 09.00 and 15.00. Outside of these times, the laboratory ventilation system operates at half capacity.

Office area: The ventilation is in operation Monday to Friday between 06.30 and 20.00.

Please note the following:

Laboratory work/ experiments with chemicals that require work in fume cupboards must not take place in our laboratories in periods when the ventilation system is not operating at full capacity.

NOTE: Do not use the windows as an alternative means of ventilation in the laboratory, as this could result in serious work-related accidents.

11. Health, safety and the environment (HSE)

The law states that the head of the department is responsible for the working environment. Any complaints regarding the working environment must go via the head of the department or the head of administration. If this is unsuccessful, employees can turn to the safety delegate.

The employees elect safety delegates for the department as well as for a larger safety area. The names of these safety delegates are posted at all times.

11.1. HSE handbook

The department's [HSE handbook](#) is web-based and available on BIO's internal pages (in Norwegian only).

BIO's main objective for its HSE work reads as follows:

'The department is to be an attractive, stimulating and safe workplace for employees and students, and considerations of health, safety and the environment must be incorporated into all work carried out at the department.'

BIO prepares an HSE action plan for the department's activities each year.

11.2. Safety delegates

Safety delegates:

Building A	Annike Lygren	(55582630)
	Deputy: Louise Lindblom	(55583342)

Department of Biology

Information for students and new employees

Building B Gunnar Bratbak (55582658)
Deputy: Heikki Savolainen (55584454)

Bio-blokken: Roger Lille-Langøy (55584379)
Deputy: Rita Karlsen (55584625)

Marine biology station: Mette Hordnes (55583598 / 99205957)
Deputy: Knut Tomas Holden Sørli (55583945)

11.3. The HSE committee

The department has its own HSE committee. Any enquiries to the HSE committee can be addressed to the committee's secretary [Nina Hølland](#) at tel. 555 84400.

The department's **HSE coordinator** is chief engineer [Evy Foss Skjoldal](#) (55588179)

11.4. Persons responsible for rooms

The department has delegated responsibility for all common rooms, common equipment and some HSE tasks to named contact persons. The department has also appointed a person with laboratory responsibility for each of its main laboratories. The names of these contact persons are given on the doors of the rooms in question and on the instruments.

See also the overview of persons with [room responsibility for laboratories](#) and store rooms at BIO.

11.5. Chemicals

The university has started using ECO-online (an electronic substance library) in which all the chemicals that are available and in use at UiB must be registered together with a **material safety data sheet** for each chemical. The person with room responsibility for each laboratory has access to this system and registers chemicals in ECO-online.

The contact persons for ECO-online at BIO are Solveig Thorkildsen, tel. 555 84499 and Eva Krzywinski, tel. 555 83330.

NOTE: All chemicals must be ordered via UiB's order system – see section 12.4.

11.6. Fire protection and site fire protection officers

Fire alarms are installed in all buildings where BIO has premises. If the fire alarm sounds, calmly leave your workplace and make your way out using the stairs - *do not use the lifts*. The assembly point is outside the entrance to Thormøhlensgate 53A, between HIB and the new buildings.

See the HSE handbook <http://biologi.uib.no/Personal/hms/hms.php> under BRANNBOK ('Fire book' – in Norwegian only).

The site fire protection officers for BIO's premises are:

Building A:

First floor: Heikki Savolainen (laboratories) / Tommy Strand (teaching rooms)

Second floor, south: Solveig Thorkildsen, administration: Berit Øglænd

Third floor: Knut Helge Jensen, deputy: Beate Helle

Fourth floor: Lene Halvorsen

Department of Biology

Information for students and new employees

Building B:

First floor:	Audrey Geffen
Second floor:	South: Audrey Geffen – north: -----
Third floor:	South: Nils Kåre Birkeland – North -----
Fourth floor:	South: Terje Torsvik – North Bente Thorbjørnsen
Fifth floor:	South: Svein Norland – North: Svein Rune Erga

The *Bioblokken* building:

First floor:	Frank Nilsen/Lars Hamre
Third floor, south:	Nina Ellingsen/ Theresa Cieplinska, north: Heidi Kongshaug
Fourth floor:	Paul Løvik

Responsible for the firework at UiB: [Tore Reigstad](#) (55584947)

12. Ordering procedures

All ordering must be done by permanent orderers at the department using e-commerce. Each research group has at least one orderer - see the list below. Annike Lygren (tel. 555 82630) is the coordinator for the orderers, and any questions about the ordering of goods and services should be addressed to her.

The purchasing portal [Innkjøpsportalen](#) is found at the UiB intranet, and contains a list of the suppliers that we have contracts with. (The link will only be available if you have already logged on to UiB's intranet.)

List of orderers and affiliation with groups and laboratories

Research group	Location	Orderer
EvoFish	Building B	
Aquatic behavioural ecology (ABE)	Building A	Knut Helge Jensen Rita Karlsen / Ann-Elise Jordal/Katrine Sandnes Skaar/Theresa Cieplinska
Marine developmental biology	HIB	
Ecological and Environmental Change Research Group (EECRG)	Building A	Linn Cecilie Krüger/Arild Breistøl/ Eva Krzywinski
General microbiology	Building B	Birte Töpper
Evolutionary ecology	Building A	Knut Helge Jensen
Fisheries ecology and aquaculture	Building B	Heikki Savolainen/Julie Skadal
Fish disease group	Bio-blokken	Paul Løvik/Heidi Kongshaug
Theoretical ecology group	Building B	
Marine biodiversity	Building A	Solveig Thorkildsen

Department of Biology

Information for students and new employees

Geobiology, Norwegian Centre of Excellence	Building B/ <i>Realfagbygget</i>	Frida Lise Daae/Solveig Thorkildsen
Marine microbiology	Building B	Evy Foss Skjoldal/Hilde Marie K. Stabell/Hilde Rief Armo
The environmental toxicology group	HIB	Roger Lille-Langøy
Fish immunology	HIB	Paul Løvik
DNA laboratory	Building A	Louise Lindblom/ Kenneth Meland
Fossil laboratory		Arild Breistøl/Linn Cecilie Krüger
Organism laboratory		Solveig Thorkildsen
Office supplies	The reception	Nina Hølland/Linda Johansen

LV – 27.08.2015