14 January 2022

General Regulations and Information for Employees at the Division of Nuclear Physics

This document contains general rules and information for employees at the Division of Nuclear Physics. All employees shall have read and understood the information in this document. This is to be certified by signing the form "Declaration – General Rules and Information at the Division of Nuclear Physics". This Declaration is to be repeated every year, at an annual information meeting organized by the Executive Committee.

You are invited to make suggestions for further improvements. Please notify us if something is out of date. This document will be updated at least annually and otherwise when necessary (employees will be notified via email).

Some links refer to nuclear physics internet and require log in.

General information

Jane Nilsson (jane.nilsson@fysik.lu.se) is the administrator in charge of the Division's administrative matters. Report all guests and Master's students to her and the Head of Division. Report any mistakes or omissions in the staff list to the administrator.

Petra Andersson gives us support with economy (petra.andersson@fysik.lu.se).

General information relevant to the Division's employees can be found on the Nuclear Physics website http://www.nuclear.lu.se/english/. You can log on to the Division's intranet with your LUCAT identity. Rum B113 can be booked via the TEAMS group "Nuclear Physics Staff" (https://teams.microsoft.com/l/team/19%3aoaY6dUxw4alr_xxR3vSYJD8F6AhcTLkqiiDBG5Wr5gQ1%40thread.tacv2/conversations?groupId=e14eef2c-35ca-4305-bfd1-ecc371531e8f&tenantId=7aa68094-6104-41a6-b443-d4b52451f617).

The regulatory framework for Lund University includes most of the rules that must be followed at the Division: http://www.medarbetarwebben.lu.se/organisation-och-styrning/regler-och-beslut/regelverket (in Swedish).

Employment, vacation, etc.

Forms relating to personnel matters can be found on https://www.staff.lu.se/staff-forms-and-templates and http://www5.lu.se/o.o.i.s/3336 (in Swedish).

Applications for annual leave, other holidays, leave for care of a sick child, 10-day parental leave for fathers and change of address are made via Primula-web at: (https://primweb.adm.lu.se/). Please note that doctoral students should also apply for holidays via Primula-web.

If an application is not submitted for annual leave, it will be assumed that the employee's whole annual leave will be taken from midsummer and onwards (for teachers). All employees on fixed-term (temporary) appointments (including postdoctoral research fellows and doctoral students) must take all outstanding vacation before the term of their employment expires.

Please enter the dates of your holiday on the notice board in corridor B200.

All information on Lund University identity cards is available at

http://www.medarbetarwebben.lu.se/stod-och-verktyg/lokaler-och-parkering/passerkort-lu-kortet.

You can also claim partial reimbursement for sports and training activities, "Friskvårdsersättning".
https://www.staff.lu.se/employment/work-environment-and-health/health-and-wellness/health-promotion

Notification of sickness

If you are ill, this is to be reported via Primula-Web (https://primweb.adm.lu.se/). Do not forget to inform a colleague, the head of your research group, or the administrator.

New employees

As a new employee you will be invited to participate in a number of introductory meetings, by the University, the Faculty, and the Department. One introduction meeting does not exclude the other, they are complementary, and you should attend them all.

Lund University information for new employees:

https://www.staff.lu.se/employment/new-employees

Doctoral studies

Most of what you may need to know about the doctoral program in physics can be found under the department's doctoral student pages at: https://www.lth.se/fysikintra/ (log in required).

Business trips

All information regarding business trips can be found at: http://www.staff.lu.se/support-and-tools/business-travel

The entire trip must be financed by your own research grants. If you do not have your own means of financing your trip, it must be sanctioned in advance in writing by both the person providing financing and by the Head of Division or Deputy Head of Division. Supervisors can approve travel for doctoral students provided that the supervisor is financing the trip with own research funds.

When on business trips, employees should always take with them an insurance card from *Kammarkollegiet*. This can be obtained from the Division's administrator.

Economy

Applications for joint financing of research **must** be filled in and signed by the Head of Division **before** the application is submitted. In some cases, these should also be signed by the head of the research group (the person in charge of financing) and/or the Head of the Physics Department. Application forms for joint financing (including a total cost calculation) can be found at: http://www.nuclear.lu.se/internt/information_fr_anstllda/blanketter/ (in Swedish, requires that one is logged in at the internal homepage prior to access, via www.nuclear.lu.se).

Requirements that we follow governmental framework agreements are increasing. This means that from 1 January 2014 all purchases, except travelling, must be made through LUPIN. For travel and hotel bookings you may contact the travel agency directly (see the information provided above on business trips).

When ordering goods, the following information must be specified:

Postal Address:	Invoice Address:	Delivery Address:
Lund University Nuclear Physics Ref: *First Name Last Name* PO Box 118 SE-22100 Lund	Lund University Nuclear Physics Ref: *First Name Last Name* PO Box 188 SE-22100 Lund	Lund University Dept. of Physics Division of Nuclear Physics Ref: *First Name Last Name* Sölvegatan 14 SE-223 62 Lund

Invoices are attested in LUPIN. If you require information to log in to LUPIN, please contact the Division's administrator.

Security in offices, labs and communal areas

Unfortunately, there are frequent thefts at the Department. Therefore, always lock your office and laboratories when you leave them, even for short periods. Ensure that all the windows are closed when you leave for the day.

The kitchen and coffee room

It is important that everyone keeps the lunch room clean and tidy. Support each other! If you put food in the fridge or freezer make sure it is labelled. If the dishwasher is running, wash up by hand and put your things away.

The following paragraph applies when the Covid-19 restrictions have been lifted: On the door of the coffee room there is a list of who is responsible for making coffee each week, and who will provide buns or cakes on Friday afternoon. These duties are shared equally between all those who work on corridor B200. During the working week, coffee and tea should be made by 3 p.m., and the dishwasher should be emptied. The person finishing lunch last should start the

dishwasher. All coffee- and tea-making appliances must be fitted with a timer to avoid the risk of fire.

Door alarms

The exterior doors are locked, and are equipped with an alarm system. These doors may only be opened from the inside by pressing the button with a key symbol located beside the doors. If the doors are open for more than 90 seconds, an alarm is sent to a security company, which sends out a security guard. It is therefore important that locked doors are not held or propped open. Please contact the Department of Physics reception if you need to have the door open for a long period of time.

Fire

Fire alarms should always be taken very seriously. There is an escape plan on all corridors which must be studied carefully by every employee. This contains information on the locations of fire alarms, escape routes (smoke-filled routes should not be used), assembly points, fire-fighting equipment and other equipment. Think about how you can help others, for example students, in an emergency situation. In the case of fire or another kind of emergency you should take the following actions.

1. **Save people** in immediate danger.
2. **Ring the emergency services, tel. 112.** (Dial '0' first to get an outside line if calling from an internal phone). Tell them where the fire is, whether people are trapped in the building, what has happened, and who is calling.
3. **Warn others** in danger.
4. **Extinguish the fire** if possible. Close all doors.
5. **Evacuate the premises** in an orderly fashion, according to the evacuation plan.
6. **Go to the assembly point.** The assembly point for corridor B200 is at the bicycle stands on *Professorsgatan*.

In case of fire alarm, always follow the above rules, regardless of why the alarm was started! See also https://www.medarbetarwebben.lu.se/stod-och-verktyg/om-nagot-hander/i-handelse-av-brand (in Swedish) .

If the fire alarm goes off in another part of Fysikum than where you are, you do not normally need to evacuate. If risk arises in other buildings, the Rescue Service will start the fire alarm there as well.

Teachers have a particular responsibility to ensure that all students are told to evacuate the building, regardless of what they are doing, including examinations. See also related information under the tab "HMS" and "Lärarsidor" on the Nuclear Physics intranet (in Swedish):

http://www.nuclear.lu.se/fileadmin/nuclear/HMS/SBA_i_Fysicum_hus_B_2018-01-16Info_Eng.pdf (HMS= Hälsa, Miljö och Säkerhet - Health, Environment and Safety).

https://www.lth.se/fysikintra/utbildning/ (log-in required)

All employees must attend a fire safety course arranged by the University. The course must be repeated every 5 years. A list of who has attended the fire course is available at the Division´s internal home page.

First aid

Two of 15 employees should have attended the first aid courses ”Första hjälpen och krisstöd” and ”Hjärt- och lungräddning” arranged by the University (only given in Swedish). The course must be repeated every 3 years. A list of who has attended the first aid courses is available at the Division´s internal home page. Persons who have attended these courses have diploma on their office doors.

In case of emergency

If an incident occurs that requires you to contact the emergency services centre or another authority, use the telephone numbers listed at http://www.staff.lu.se/support-and-tools/in-case-of-emergency.

Checklists and action plans for crisis management can be found at

https://www.science.lu.se/internal/support-and-tools/crisis-management

SOS alarm: tel 112

Lund University internal alarm number: 20 700

Akademiska hus (owner of the University buildings – report malfunctions at http://www.akademiskahus.se/vara-kunskapsmiljoer/forvaltning/felanmalan/?campusId=lu3

Areas of responsibility

A list of those with specific areas of responsibility at the Division can be found at: http://www.nuclear.lu.se/internt/ansvariga_ansvarsomrden/ (in Swedish, one must be logged in at the internal pages prior to access, via www.nuclear.lu.se).

Divisional meetings

Divisional meetings are normally held during term time on the first Friday after the first Monday of the month (unless this day is a public holiday). Specific dates can be found at the Division´s internal home page. Attendance at divisional meetings is compulsory. Absence is permitted only in exceptional circumstances such as at teaching obligations, vacations, parental leave and sickness, and the Administrator must be notified in advance.

Divisional meetings are held at 1.15 p.m. in room H422, unless otherwise announced. Everyone is welcome to make proposals and comments at divisional meetings.

The Executive Committee

The Head of Division appoints an Executive Committee which usually meets biweekly on Tuesdays (the day after the Department's meeting of heads of division). The members of the Executive Committee are listed on the Nuclear Physics intranet. Everyone is welcome to make suggestions and comments for discussion at these meetings.

The chemistry labs

Mattias Olsson can help you when you need to use the chemistry labs. Before being given access to the chemistry labs, you must have gone through the Division's Specific Safety Regulations with **Mattias Olsson**, and signed the corresponding declaration (see below, and under the tab "HMS" on the Nuclear Physics intranet).

NB: All use of chemicals requires that a risk assessment is completed (see below).

The aerosol lab

A safety course must be completed before working in the aerosol lab at IKDC. Contact the superintendent of the aerosol lab, **Patrik Nilsson**.

The Microbeam hall

The Microbeam hall is a so-called controlled area. Controlled area is "A premises or place where activities are conducted shall constitute a controlled area if an employee can receive such annual radiation doses that the effective dose exceeds 6 millisieverts or if radioactive contamination of significance from a radiation protection point of view can be spread to surrounding premises or workplaces." (SSMFS 2018: 1).

Anyone who considers themselves in need of access to Microbeam hall should contact Mikael Elfman. For access (via the LU card) to the Microbeam hall, a specific security review by the Division's radiation protection manager Mikael Elfman is required. The review concerns i.e. radiation protection, dosimeters, radiation sources, logbook and access in connection with neutron production. For work in the laboratory, you must have a passive dosimeter (combined gamma and neutron dosimeter), which is administered by Mikael Elfman. In addition, all employees, as well as visitors, must carry a directly displaying dosimeter (combined gamma and neutron dosimeter). This is stated in SSMFS 2018: 1: "In premises and in places where the radiation level can be changed quickly, all employees must use a direct dose meter that is equipped with an alarm function. The dose meter must be selected based on the current type of radiation, energy, changes in radiation level and the environment in which it is to be used."

According to SSM 2018: 1: "Visitors may only be given access to a controlled area in the company of a competent person. Visitors must have reached the age of 18 or go to school at at least upper secondary school level." All visitors, including students, must register with their

names and social security numbers in a folder located in the corridor outside the control room. Directly displaying dosimeters must be worn by all visitors. The dose received is read and written in the binder when visitors are on their way out of the Micro Hall.

Specific safety instructions

Specific safety instructions for the Division of Nuclear Physics can be found in the document “Specific Safety Regulations for the Division of Nuclear Physics” available on the Nuclear Physics intranet, under “HMS”. All employees must have read and understood the information in this document. This is certified by signing the form “Declaration”. This Declaration is to be repeated every year, at an annual information meeting organized by the Executive Committee.

Risk assessment

When starting a new project that may involve new risks, a written risk assessment must **always** be made. Generally, work may not begin until an investigation and risk assessment have been conducted, as well as the necessary measures taken to prevent occupational health risks and accidents. See also “Specific Safety Regulations for the Division of Nuclear Physics” on the Nuclear Physics intranet, under “HMS”.

Radiation protection

Lund University's management system for radiation safety (https://www.hr-webben.lu.se/arbetsmiljo/stralsakerhet) (in Swedish), which states that ".. the vice chancellor is responsible for ensuring that the institutions that conduct radiation activities have access to the competence of the staff and the resources required for adequate radiation protection for both ionizing and non-ionizing radiation."

Information on what applies in detail can be found in the management system for radiation safety:

https://lu.app.box.com/folder/87003282573?s=t0hszd29w3wx1zuatl0x99p8jpk1kplo

The Head of Department has the ultimate responsibility for radiation safety in accordance with the university's delegation procedure. The radiation protection expert function (Hanna Holstein) coordinates in accordance with assignments from the vice chancellor. Thereafter, locally governing routines apply at Nuclear Physics / Microbeam hall and Teaching (and only Nuclear Physics/ Microbeam hall and Teaching, other areas may have other specific rules). The local rules must be followed and are a reflection of the rules in the management system.

The Head of Department has delegated to Mikael Elfman to be the contact person according to the management system for radiation safety, and to act as the contact person for the radiation protection expert function (Hanna Holstein). Everything related to ionizing radiation must go via Mikael Elfman.

All staff at Nuclear Physics who work with ionizing radiation must have undergone the University's general radiation protection training or equivalent internal training, and taken part in the local radiation protection rules. Here you can read more about the official radiation protection course: https://www.hr-webben.lu.se/arbetsmiljo/stralsakerhet/joniserande-stralning (in Swedish).

Certificates of completed radiation protection course are saved in a list in the Department. Mikael administers the passive dosimeters that everyone who is exposed to elevated radiation levels should use. He can also help dispose of radioactive waste properly. See also Special safety regulations for the Division of Nuclear Physics which are available via the Nuclear Physics internal website (under the tab "HMS"). Purchased radioactive sources must be registered immediately upon receipt before use.

There must be written operating instructions ("Standard Operating Procedures", SOPs) and risk assessments for all work steps with ionizing radiation. It is the employee's responsibility to take part in these and follow the rules.

Other regulations apply when working with radioactive substances in the aerosol lab (contact **Patrik Nilsson**).

Computers

Until further notice, please email **Mikael Elfman** if you want to connect a new computer to the Department of Physics' network (see instructions on the Nuclear Physics intranet under the tab "Information for employees"). **Mikael Elfman** is the software coordinator for the Division, and has access to all the software covered by the University's agreements. A research group may, of course, also buy and install software with their own separate licenses, and the group is then responsible for that software.

It is your responsibility to ensure that your computer has an updated operating system and an anti-virus programme with a current virus database.

It is recommended that you **back up** your data and documents on a regular basis. **Store these backups at a different location from your computer**, e.g., at home. Bear in mind that the hard disk on your computer can crash. Power failures or voltage spikes, for example, during a thunder storm, may also damage your computer if it is turned on.

Your computer can also be stolen.

The University's rules for internet use are to be followed at all times:
http://www2.ldc.lu.se/security/regler.shtml (in Swedish).

See also these useful instructions from **Mikael Elfman** on, for example, software, under "Information for employees" under the sub-tab "Computers" ("Datorer" in Swedish).

Erik Swietlicki
Head of Division

14 January 2022

Dirk Rudolph
Deputy Head of Division

Kristina Eriksson Stenström
Deputy Head of Division

January 14, 2022

Translated from the original: Allmänna regler och information för Avdelningen för kärnfysik, by Helen Sheppard, Word for Word Technical Translations, 20 June 2013. Updated by Kristina Eriksson Stenström 14 January 2014, 12 January 2015, 13 January 2016, by Jan Pallon January 12, 2017, Birgitta Svenningsson 2020. Kristina Eriksson Stenström January 2021, December 2021, January 2022.