Working at the Department of Ecology and Environmental Science

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Department of Ecology and Environmental Science, Umeå University
Foreword

The main purpose of this document is to provide employees at the Department of Ecology and Environmental Science with information about how our department is organized, practical routines and the services provided by the members of staff who serve the whole department.

This document does not claim to be complete; it will be updated twice a year. Please contact Elisabet Carlborg if you have any views or suggestions for improvement.
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Organization
The department’s fields of operations are research/postgraduate education, undergraduate education and interaction with the surrounding community. Our main fields of undergraduate education are biology, environmental health and physical geography/earth science. We provide postgraduate education in ecology, environmental science, physical geography and systematics.

Management committee
Head of department: Tom Korsman
Assistant heads of department: Jon Moen and Kerstin Abbing.

The management group has been augmented with a budget and manning group. That group includes the head of department, the assistant head of department who is the chair of GUR (Undergraduate Programmes Council) and the chairs of FOR (Research Council) and FOUR (Research Programmes Council), and the administrative coordinator.

These three departmental councils – FOUR (chaired by Christer Nilsson), FOR (chaired by Rich Bindler), and GUR (chaired by Ulla Carlsson-Granér 2015) – prepare and process cases and draw up documentation for more complex decisions which are then decided at cooperation group meetings and decision meetings.

Decision meetings, preceded by cooperation group meetings, are held once a month. The cooperation group meetings are attended by trade union representatives (from SACO, ST and SECO-civil) as well as representatives for equality and work environment. A person who reports on staff issues also attends these meetings.

There are eight working groups that either work directly under the management group or are linked to one of the councils.

Working groups
At present the department has ten working groups.

- Work and Work Environment Group, chair Kerstin Abbing - ext. 7605
- Budget and Management Group, chair Tom Korsman - ext. 5423
- Computer and Equipment Group, chair Kerstin Abbing - ext. 7605
- Examiner Group, chair Sebastian Diehl - ext. 5738
- Information and Web Group, chair Elisabeth Carlborg - ext. 9643 and Ingrid Forsmark - ext. 6322
- Equality and Equal Treatment Group, chair Håkan Eriksson - ext. 9884
- Course Syllabus Group, chair Rolf Zale - ext. 6781
- Rooms Group, Katarina Stenman - ext. 6319
- Recruitment Group, Hans Ivarsson, - ext. 6312
- Seminar Group, chair Mehdi Cherif - ext. 9239

The members of the management committee, the councils and the groups are listed on the department’s homepage http://www.emg.umu.se/anstalld/
The purpose of these groups is primarily to increase staff influence and involve as many people as possible in the development of the department. Another purpose is to distribute work tasks within the department. Work tasks are delegated from the head of department or assistant heads of department which means that the execution of the actual tasks is handed over to the groups but the head of department still has ultimate responsibility.

**Student representation**

Student representatives are chosen by the student unions in consultation with EMG’s research students. Student representation at the department is the result of an agreement between the NTK student union and the department’s management committee. In addition to the research students who belong to the seminar group and the manning groups, there are two research students plus two substitutes in FOUR and two undergraduate students plus two substitutes in GUR.

**Common services**

The following people serve the whole department:

**Administration**

_**Ingrid Forsmark:**_ staff administration, staff administration of doctoral students. Ext. 6322.

_**Elisabet Carlborg:**_ web responsible. Ext. 9643

_**Marie Kårebrand:**_ financial administration, study administration for bio/geo programme, administration of the Landscape Ecology group. Work tasks include handling of invoices, fees, travel expenses, outlays etc. Ext. 5922.

_**Ann-Sofie Lindström:**_ financial administration, secretary at the decision meetings and cooperation meetings. Work tasks include handling invoices, fees, travel expenses, outlays. Responsible for the department’s diary. Ext. 5787.

_**Mattias Höglund:**_ financial administration, handling of research projects. Work tasks include the handling of research projects. Ext. 5272

_**Jolina Orrell:**_ financial administration, handling of research projects. Work tasks include the handling of research projects. Ext. 7023

_**Marianne Nilsson:**_ study administration for environmental health and nature guide program. Ext. 5271

**Computer service**

If you need help with your computer, send an email to [support@emg.umu.se](mailto:support@emg.umu.se)

Technicians:

_**Lars-Inge Karlsson** - ext. 5426
_**Andreas Sjöström** - ext. 5545

Responsible for system administration for EMG’s computer network, shared computers and computer systems. Distribution and registering of licences for software via ITS (through the Select
agreement). Installation of e.g. network printers. Handles the activating and accessing of IP addresses from the network etc.

**Laboratory service**
- **Mariana Sjöström**: laboratory assistant for undergraduate studies - ext. 5107
- **Carola Sjögren**: laboratory assistant for undergraduate studies - ext. 5472
- **Carin Olofsson**: laboratory assistant for research - 070-602 74 23

**Undergraduate studies field work storeroom**
- **Mårten Söderquist**: in charge of the field equipment for undergraduate studies and some equipment repair work. Ext. 6551
- **Inger Jernefalk**: project assistant. Mob 070 6375298

**Study guidance**
- **Katarina Stenman** Bio/Earth Science programme - ext. 6319
- **Kristina Fransson-Rosén** Environmental Health programme - ext. 5783

**Practical routines**

**Staff issues**
E.g. employment contracts are handled by Ingrid Forsmark. Holidays, days off because of illness and sick leave are reported by the employees themselves using **PASS** (followed up by Ingrid). Medical certificates are to be submitted to Ingrid.

**Financial issues**
Handled by Mattias Höglund, Ann-Sofie Lindström, Marie Kärebrand and Jolina Orrell. E.g. the paying of invoices, account statements, budget work etc.

**Study administration/Ladok**
Handled by Marie Kärebrand, Marianne Nilsson and Ingrid Forsmark. E.g. extracting information from Ladok, registering and reporting courses etc.

**Purchases**
When making purchases, it is important you state your name, reference code, invoice address and then account-code the purchase via Raindance. (The invoice address is stated in the memo on the last page).

Go to Umeå University’s catalogue of agreements [www.e-avrop.com/umuuniv/e-Avtal/default.aspx](http://www.e-avrop.com/umuuniv/e-Avtal/default.aspx). There you can see the parties we have agreements with and whom you must make purchases from in the first instance. More information and contact persons can be found here: [http://www.umu.se/om-universitetet/upphandling/](http://www.umu.se/om-universitetet/upphandling/)

**Travel bookings**
All employees book their own travel: see [http://www.emg.umu.se/english/staff/travel-booking/?languageId=1](http://www.emg.umu.se/english/staff/travel-booking/?languageId=1)
Invoices from the travel agent or the equivalent must be attested by the person responsible for the project account that is to be charged. The reference code, purpose of the journey e.g. conference, research meeting etc. must be stated in the invoice.

**Booking of bus for field courses**
Contact person Jolina Orrell - ext. 7023.

Abus will be hired for the summer period to be used in field courses. Jolina Orrell has the booking form, key and fuel card. The driving log in the bus **must be filled in**. You must fill up the tank before returning the bus. Transport that cannot be done using our bus must be arranged by the head teacher in question.

**Research buses**
FWP916. Contact person Anders Jonsson - ext. 7608
FDG577. Abisko. Contact person Jan Karlsson - ext. 6002

**Trailer and boat trailer**
Contact person: Mårten Söderquist, +46 70 6281114

**Keys for Naturvetarhuset**
Elisabet Carlborg - ext. 9643

**Staff keys for KBC**
Ingrid Forsmark - ext. 6322

*When you borrow a KBC-key, you must pay a deposit of 300 kronor which is paid back when returning the key.*

**Parking permit**
For cheaper parking (16 SEK/day, 2015) on Campus, you must place a parking permit for staff on the dashboard of your car. Contact Ingrid Forsmark to get the permit.

**Booking the laboratories and undergraduate studies laboratory sessions**
Mariana Sjöström - ext. 5107
Carola Sjögren - ext. 5472

There is more information about laboratory routines on page 14.

**Borrowing laboratory equipment**
You must *always* contact one of the lab staff stated above if you need to borrow something from the undergraduate studies laboratory. If you are not able to contact either of them, you *must* leave a “borrowed item” note stating what you have borrowed, your name and telephone number, and how long you intend to have the equipment.

**Purchasing chemicals**
When buying chemicals from the chemical storeroom, all “hazardous items” **must** be registered in the chemical register Chemkeeper.

For help with this, contact:
Booking field equipment for undergraduate studies
Mårten Söderquist, 070 6281114, marten.soderquist@emg.umu.se
and Inger Jernefalk, 070-637 52 98, ingjer.jernefalk@emg.umu.se

Email or give a list of what you need to Mårten, at least one week in advance. You must state which course you need the equipment for, in which room the equipment is to be placed, date of loan and date of return, and the number/amount of equipment you need.

All equipment must be cleaned before it is returned. For field equipment, use the dispensing room by the loading bay at the Natural Sciences building NC, where there is a large sink for cleaning containers, buckets etc.

Booking dissection material
Mårten Söderquist, 070 6281114, marten.soderquist@emg.umu.se

If you need dissection material, you must inform Mårten at least one month before the start of the course. Used dissection material must be placed in tightly sealed plastic bags and then put in the sack for dissection waste which is located in the cold room on the culvert floor of the NC building. Inform Mårten when this has been done.

Research project applications
Mattias Höglund, ext. 5272 or Jolina Orrell, ext 7023

Telephone services
Umeå university uses the communication tool Lync, which means that the telephony is run through your computer. Technical support can be given by Andreas and Lars-Inge. Information can be found on the Lync-web https://www.aurora.umu.se/en/service-and-support/IT-and-telephony/Lync/.

The staff list with phone numbers on the department’s webpages is generated automatically via Primula. This applies only for persons who are employed. People can be added as a “linked” person, e.g. scholarship holders who are not employed. This must be done manually by contacting Ingrid. A person can be linked for only a certain period of time.

When a person’s employment ends, the person disappears immediately from the staff list. If you need to stay on the list for a month after ending your employment, please contact Ingrid.

Rooms used by the whole department

EMG’s premises
The department has staff in six different locations:

Physiology Building Wing A  Staff
KBC Building, floor 5 (KB building)  
Natural Sciences Building, N and NC -wing  
Uminova Science Park, floor 3  
CIRC, Abisko  
UMF, Norrbyn  

Staff  
Student laboratory and lecture halls  
Staff, Landscape Ecology Group  
Staff CIRC  
Staff Marin Ecology  

Post, photocopying  

Post  
There is a mailroom on floor 5 of the KBC building and another on floor 4 of the Natural Sciences building (Naturvetarhuset). Mail is delivered to and collected from here every morning. You can also hand in letters to be sent to Houses Services in the KBC building. Ingrid is responsible for sorting incoming post into the pigeon holes (in the KBC building). All envelopes are marked as B mail (second class). If you want a letter to go first class (as A-post), you must cross out the B. For mail within the university and SLU, use brown internal mail envelopes.

If you want to send a parcel, please contact Jolina or Mattias.

Printer/photo copier/scanner  
There are Printer/photo copier/scanner on floor 3 and 4 in the Physiology building, on floor 5 of KBC (in the mailroom) and at Uminova Science Park. You need your UmU-card (new from 2015) to operate. Only the machines in the mailroom have a stapling function.

Above each machine, there are instructions explaining how to connect to the printer.

When you want to print something, you must go to the photocopier and swipe your UmU-card before it will start to print.

Larger copy jobs (more than 20 copies) MUST be handed in to House Services in the KBC building which can be reached through the internal mail system and via lars.aberg@chem.umu.se. There are order forms in the mailroom. State your name and account. Write KBC Husservice on the internal mail envelope.

House Services attend to the refilling or exchanging of toner, servicecenter.kbc@umu.se.

Staff room  
The department’s staff room is in the KBC building, on floor 5. Coffee/Tea etc. is free for all staff.

We do have staff who do washing up etc. in this room but it is still important that everyone who uses this room tidies up after being there, clears the worktops, rinses dishes before putting them in the dishwasher etc.

There is a restroom on floor 3 of the Natural Sciences building, NC Wing.
Booking the lecture halls in the Natural sciences building and KBC
All lecture halls must from 2015 be booked in TimeEdit. If you have questions contact Elisabet Carlborg. Lecture halls other than EMG:s can also be booked by house service in KBC, Sandra Stenlund, servicecenter.kbc@umu.se.

eller husservice i Naturvetarhuset, ankn 5613 eller husservice.nvh@adm.umu.se.

Information about TimeEdit: http://www.emg.umu.se/english/staff/room-booking/

If you need help with technical equipment, contact KBC house service, ext. 5614

Meeting rooms
Available meeting rooms are:
KBC floor 5 KB5A15, 10 persons
KBC floor 5 KB5B24, 12 persons
KBC floor 4, A4-22-20, 6 persons
Landscape ecology, Uminova Science Park, 10 persons.

Booking of these rooms via TimeEdit, except for the room in Uminova Science Park. If you want to use the lecture halls in KBC, contact Sandra Stenlund, KBC House Services, ext. 5614.

The library/HERBARIUM
There is a combined library and herbarium on floor 2 of the Physiology building. This is a reference library for research. This library also has theses from other universities.

Person in charge: Katarina Stenman, katarina.stenman@emg.umu.se.

Reference books
There is a reference library for undergraduate studies on floor 2 of the Natural Sciences building, NC. Remember that these books and journals cannot be borrowed and taken home. They may only be removed briefly for copying purposes. If you take a book or a journal to your room, you must fill in a “Borrowed Item” note. Person in charge: Inger Jernefalk 070-637 52 98

For other services, please go to the university library, UB, in the Social Sciences building.

Office supply
Make an order after following the link “Webbeställning av kontorsmaterial och profilprodukter” at http://www.servicecenter.umu.se/servicecenter-universum/ and log in with your CAS. Use the organization unit 5100, reference code and your name. When you buy items, you must sign the delivery note and state the relevant project account and then give the delivery note to Mattias Höglund, Ann-Sofie Lindström or Jolina Orrell.

There is also a small office shop at Service center in the Universum building. Follow the same procedure as above.

The diary, inventory and archives
Ann-Sofie Lindström is responsible for keeping the diary and is in charge of the archives. Remember that both incoming and outgoing letters must be entered in the diary. Ask Ann-Sofie if you are
unsure whether something needs to be entered in the diary. All documents entered into the diary that need to be saved are kept in a fireproof filing cabinet.

Our financial administrators Mattias Höglund, Jolina Orrell, Ann-Sofie Lindström and Marie Kårebrand are responsible for keeping the inventory register up to date. When new equipment, e.g. computers, is bought, the manufacture number and position of the item must be given to one of the above.

**Other matters of common interest**

**Introduction of new employees**
Together with the head of the department, Ingrid is responsible for providing new employees with information needed about the department’s routines and work conditions. A job-related introduction is given by the employee’s closest person in charge, e.g. the supervisor. In addition, every term, the university administration runs an introductory course for new employees in Swedish and English. An invitation is sent out via the newsletter *Nyheter för anställda* (News for employees). A subscription is required to receive this newsletter. All new employees are expected to take part in these introduction courses.

**Computers**
Lars-Inge Karlsson and Andreas Sjöström have the main responsibility for our computer service. Before purchasing a computer, they must be contacted for advice. Lars-Inge and Andreas are in charge of buying, installing and maintaining shared computers, software and accessories. If you have technical problems, send an e-mail to support@emg.umu.se. It is possible to buy computer software cheaper by using Umeå university’s Select agreement. Lars-Inge or Andreas can give more information about this.

If you have an urgent problem, you can contact the department’s support service, support@emg.umu.se and, in the second instance, the ITS-s support centre, ext. 6300, which has a stand-by assistance service during office hours.

**Waste**
A waste sorting room is situated on the bottom floor in the KBC building. It is your responsibility to ensure that your room is free from garbage. In order to enable cleaning staff to do their job properly, it is important to keep the floors free from rubbish and also to keep it free from electric cables.

**Safety measures**
When you are in our premises in the evening or at weekends it is important that you lock your room and other common rooms and that you do not leave windows or doors open. You must be aware that you are personally responsible for your access card; every time you use it, it is registered in the card reader. Therefore, never lend out your card. If you have research materials, take precautions to keep them safe. We recommend you to use a lock on freezers and fridges.

**Work environment**
The head of department has the overall responsibility for the work environment at the department. The work environment and environment group ensure that issues linked to work environment, environment and the environmental adaptation of the department’s operations are handled in accordance with the university’s work environment/environment policy and the department’s work
The employees at the department have elected Carola Sjögren as their work environment representative with Carin Olovsson as substitute and their role is to keep themselves informed about and then pass on employees’ views about the work environment. The department’s work environment plan and environment plan are updated every year and posted on our homepage.

The fire protection representative is Anders Jonsson ext. 7608. The person in charge of flammable substances is Carola Sjögren ext. 5472.

**Health and Fitness Activities**

In order to prevent work place injuries and to create a better work environment, all employees are given the opportunity to spend one hour a week doing some organized form of health and fitness activity, *i.e. one hour a week during paid working hours*. For updated information about what to pay and other things see page [https://www.aurora.umu.se/en/employment/Working-environment-health-and-equal-access/Health/Fitness-card/](https://www.aurora.umu.se/en/employment/Working-environment-health-and-equal-access/Health/Fitness-card/)

**The department also has weekly:**

- Floorball at IKSU. Contact Christian Bigler ext. 9729
- Volleyball at IKSU. Contact Carola Sjögren ext. 5472
- Choir singing (every even week) together with other KBC-staff. Contact Marie Kårebrand ext. 6922

**University health service**

The university’s health service is provided by Feelgood.


At Feelgood you can get a referral for an eye test if you need computer screen glasses.

**General information**

**Work place meetings**

Meetings for the whole department are held the last Wednesday every month at 2:30 pm in the fika room. This is a forum to discuss questions of a general nature. An agenda is included in the summons to the meeting.

The Landscape Ecology group has a staff meeting every Thursday at 9 am in the fika room at Uminova Science Park.

**Internal information**

All employees are expected to subscribe to the university’s newsletter (*Nyhetsbrev*) which comes out once a week (by email). You can sign up for it via the university’s homepage – go in under *För anställda* (For employees).

Departmental information can be found at the department’s homepage [www.emg.umu.se](http://www.emg.umu.se).
The head of the department passes on information from the university management board and regularly sends out information via email about important issues that are of interest to everyone.

**Undergraduate studies coffee break meetings on Mondays**
Every Monday at 2.00 pm in the fika room there is an informal meeting with the opportunity to inform each other and discuss educational issues of interest to us at EMG. These meetings last for maximum 30 minutes. If needed a proceeding in another form will be done.

**E-mail**
Every employee can pass on information to others at the department by using the address emg-info@lists.umu.se. The information you want to send must be of interest to everybody. The staff administrator tells the data technicians which send lists to connect the new employee to. EMG uses the lists: emg-info, emg-larare, emg-postdocs, emg-doktorander, emg-t/a-personal.

**Notice boards**
We have official notice boards on floor 5 in the KBC building. A notice board for information from the Safety group are placed outside the staff room on 5th floor, KBC.

**Seminar series**
We have two different seminar series at EMG:
- EMG seminar, Wednesdays at 13.00-14.00. Responsible Mehdi Cherif, 9239.
- PhD seminar, Fridays at 15.00-15.30. Responsible Carsten Meyer-Jacob, 9784.

Both take place in KB5C2 at floor 5 in KBC and are announced in the calendar at our homepage and via e-mail.

**Trade union information**
The local ST (TCO) trade union representative is Marie Kårebrand ext. 6922. The local Sulf (SACO) trade union representative is Barbara Giles ext. 5521. SEKO civil has no local trade union representative. Central ST ext. 5431. Central SACO council ext. 5153, 5365. Central SEKO civil ext. 5296, 9645.

**House Services**
House Services are located on the bottom floor of the KBC building, servicecenter.kbc@umu.se. This is where outgoing and incoming mail is distributed, photocopying is done etc. Post is delivered to and collected from here at about 9 am. If you have urgent post after 9 am, you can hand it in to the Service Centre, KBC. Sandra Stenlund, ext. 5614, is in charge of booking rooms. If, e.g. a lamp is not working, call the Service Centre in the KBC building ext. 5614.

**Faculty of Science and Technology**
Part of the department’s mission and resources has originated from the Faculty of Science and Technology. The dean of the faculty is Professor Åsa Rasmuson-Lestander. For more information about the faculty, look at the homepage http://www.teknat.umu.se/english/?languageId=1.
Undergraduate studies laboratory work

When planning laboratory lessons for undergraduate studies, the following applies:

1. Laboratory rooms and equipment must be booked in good time, at least two weeks before the lab lesson.
2. When planning courses with laboratory lessons, it must be clearly stated how much laboratory assistant help will be needed during the lesson, type of laboratory, size of student group, date, equipment list etc.
3. Even when laboratory staff are not required for the actual lesson, a member of staff must still be contacted so as to facilitate any issues regarding materials, purchases etc.
4. The supervisor of the laboratory lesson must inform the students about safety procedures before they begin work. This must include instructions about evacuation, fire protection equipment etc. and any specific information linked to the lesson in question.
5. If gas is needed in a laboratory during a weekend, you must give the staff notice in good time. As a safety precaution, only laboratory staff have access to the key.
6. A lab coat must always be worn during laboratory sessions. Coats can be borrowed from laboratory floor 4 of the Natural Sciences building NC. There is a wardrobe with a lock in the stairway on the laboratory floor where outer clothes and bags can be placed. You need a 10 kr coin for the lock.
7. Protective glasses, breathing masks, and protective gloves must be used whenever there is a risk of splashing, glass splinters etc. Moreover, students must always use the fume cupboard if necessary.
8. Inform the staff if chemicals are spilt or if something gets broken during the lab session/field work.
9. When the laboratory lesson is over, utensils etc must be placed on special washing up trolleys. Any liquid waste must be clearly marked and then placed inside the fume cupboard. There are special containers for smashed glass in the laboratories. Make sure that the students remove any labels they themselves have stuck on.
10. When the lab session is over, the supervisor/assistant must ensure that the room is tidy. All worktops must be wiped off.
11. Any property left in laboratories will be placed on the shelf outside lab NC490 in the Natural Sciences building NC.
**Memo with phone numbers**

<table>
<thead>
<tr>
<th>EMG’s homepage: <a href="http://www.emg.umu.se/english/?languageId=1">http://www.emg.umu.se/english/?languageId=1</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal e-mails: <a href="mailto:emg-info@lists.umu.se">emg-info@lists.umu.se</a></td>
</tr>
</tbody>
</table>

**Invoice address:**
Umeå universitet, EMG
PG 1099, 737 84 Fagersta
State the reference code, for instance, 5100xxx

**Delivery address**
Institution for ekologi, miljö och geovetenskap
(state e.g. KBC-huset, Naturvetarhuset, Landskapsekologii)
Umeå universitet
901 87 Umeå

**Administrators:**
Ingrid Forsmark, 6322
Mattias Höglund, 5272
Jolina Orrell, 7023
Marie Kärebrand, 6922
Ann-Sofie Lindström, 5787
Marianne Nilsson, 5271

**Computer technicians:**
Lars-Inge Karlsson, 5426, 070-623 70 66
Andreas Sjöström, 5545
Support Centre ITS, 6300

**Laboratory assistants, undergraduate studies**
Mariana Sjöström ext. 5107
Carola Sjögren ext. 5472

**Field equipment undergraduate studies**
Mårten Söderquist, 6551 and Inger Jernefalk 070-6375298

**Service Centre:**
KBC Sandra Stenlund ext. 5614
Natural Sciences building ext. 5613 ([serviccenter.kbc@umu.se](mailto:serviccenter.kbc@umu.se))

**Study guidance:**
Bio/Geo – Katarina Stenman ext. 5783
Environmental Health – Kristina Fransson-Rosén, 7782

**Important work environment functions**
Work environment representative: Carola Sjögren ext. 5472; substitute Carin Olovsson ext. 7423
Fire protection representative: Anders Jonsson ext. 7608
Person in charge of flammable substances: Carola Sjögren ext. 5472