

# LAMU NCMM

Date Friday 26.01.24.

Time 10:30-12:00

Location: Forskningsparken

Micro E2

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## Attendees:

Janna Saarela, Anthony Mathelier, Ingrid Kjelsvik, Rasma Gutsmitte, Gladys Tjørhom, Sissel Eikvar and Carolina Lybäck-Forsbacka (from BHT)

## Not present:

Nancy Saana Banono

## Minutes

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**Item 1-1/24** Minutes from the LAMU meeting 16.11.23  
approved

**Item 2-1/24** **Brief updates:**

Safety inspection:

The safety inspection focused on chemical storage and handling at NCMM. The conclusion was that NCMM is quite well updated on the registration of chemicals in EcoOnline. Some improvements need to be made on the labelling and coherence of storage. There are still some issues that need to be sorted out when it comes to storage and waste handling. More coordination across groups is wanted by the users.

An action plan has been made for 2024 to sort out these issues.

Internal control:

There was an internal control 28.11.23, which mainly focused on fire safety. There has been a lot of improvement since last time, but there are still some issues regarding trollies in the hallways, doors that do not close properly, emergency lights that are not working and safety equipment that need to be checked for exp.date etc.

**Item 3-1/24** **CIM 2023**

There has only been three incidents reported in CIM 2023:

- A hole and mold in the wall in Boccaras lab at IMB

- Release of asbestos from the walls when moving from KBH. During the decontamination process, the oxygen sensor that belonged to NCMM has disappeared.
- The metal edges on the steps in the stairway between E2 and E3 is loosening, causing stumbling and risk of falling. The Science Park has been contacted twice, but it is still not better. Sissel will take further action.

To get more employees to report in CIM, we will inform about it at the next institute meeting, a mail will be sent out with information, and Sissel will make sure to inform better about how to do this in the introduction meeting

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**Item 4-1/24     ARK**

There was an information meeting for the leaders and safety representatives 15<sup>th</sup> of January.

This was held in English and was much shorter and more to the point than the last meeting. The group leaders seemed satisfied.

Janna and Sissel will inform about ARK on the institute meeting, and encourage people to answer the survey.

Goal this year: 60-70% answers?

If we reach the goal, there were suggested coffee and cake or other treats.

The group leaders should inform their groups and encourage everyone to participate.

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**Item 5-1/24     Reorganization/moving of offices**

Anthony will organize the reorganization of the offices with help from Sissel and Carlos.

Rasma will be included if she has the time.

In general, the Biswas group will be relocated to C4 to be closer to Emma's group, and Sebastian's group will be moved to E3, closer to Camilla. The administration will be consolidated in E2, and Anthony's group will be relocated to E3.

It is necessary to take down a wall between the two offices of the IT staff in E2.

The plan is to start with the more straightforward moves in February and the rest in March.

It is possible to get help from BHT/ Carolina Lybäck-Forsbacka with organizing furniture's and lights etc. in the offices.

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**Item 6-1/24    Miscellaneous****Doorlocks**

There has been an ongoing problem with two of the doors in E3. One of the door to the lab does not close properly and the door from the lunch room to the lab is difficult to open /close. Carlos will investigate if it is possible to install an alarm on the laboratory door and if the door-lock in the lunchroom can be relocated towards the corridor.

**Usage of the centrifuge from Share lab/external users**

In the latest weeks, there has been observed people from Sharelabs using our high-speed centrifuge without anyone giving them access. It was discovered that they had received door tags without any expiration date. We have withdrawn these tags, and there is a need for a unison routine when other labs are borrowing our equipment. There should be a signed contract every time we have external users of our equipment, and they should pay a fee because of maintenance expenses.

In the meantime, they should contact Rasma or Sissel every time they need to use the centrifuge and get supervision.

When Carlos is giving out door tags to external users, there should be a return date and it should only be given access during normal working hours.

All tags in the system should be checked for expiration date and if the tags have been returned.

Tags that have expired should be wiped for access.

**Dry air in the office.**

There was a request for buying a humidifier for one of the offices because of dry air and problems with dry and itching eyes. It was concluded that the occupational health service should be contacted to conduct a review of the office's working environment. It could be light or other conditions that are causing the eye problems, but if they see a need, a humidifier could be acquired.