

LAMU NCMM

Attendees: *Janna Saarela, Anthony Mathelier, Ingrid Kjelsvik, Gladys Tjørhom, Sissel Eikvar and Monika Szymanska*

Minutes

Item 1-1/25

Minutes from the LAMU meeting 13.12.24 approved.

Item 2-1/25

Brief updates:

LAMU-seminar

- **LAMU Seminar**

There will be a common LAMU seminar on the 7th of April. Topics will be psychological safety and sick leave. Sissel will forward the invitation.

- **Safety Representative**

Dina will go on maternity leave from June this year. Monika will function as the safety representative during her absence.

Item 3-1/25

Offboarding

There is a need for a physical offboarding, where we go through all the offices and labs when a group is leaving, making sure they have cleaned up everything and have moved out documents, and samples and chemicals from fridges and freezers.

Item 4-1/25

Substitute in the Washing facility

We need a substitute in the washing facility while Gladys is on vacation in March/April initially, but also for future occasions. Marlene and Solveig, students in Biswa's lab, are interested in an extra job. Biswa is informed and has approved this. They will have a meeting with Ingrid and Gladys for further information. Rasma and Sissel will also receive training and function as backups. Since the Sekulic group moved out, the workload has decreased significantly.

Item 5-1/25

First aid course

The first aid course scheduled for January was canceled. New course dates will be agreed upon in May. We will avoid days between holidays. Mondays and Tuesdays will also be avoided due to many meetings those days.

Item 6-1/25

Modules 5 and 6 for Management in English

The Health, Safety, and Environment (HSE) courses for leaders, Modules 5 and 6, are now available online in English. There are currently no registrations for the course. This will be discussed at the group leaders' meeting, and a deadline of February 28 will be set for completing the course.

Item 7-1/25

Hot-lab

There is currently no one working with radioactivity at NCMM, and it is unlikely that there will be a need for this before we move into the Life Science Building. We have been informed that if there is a need, it is possible to rent space from chemistry through Jon Petter Omtvedt. It was therefore decided to close down the hot-lab at NCMM. Sissel will check with Nuclear Chemistry and Åge Sjøberg to gather information and prices for declassification.

Item 8-1/25

Pandemic plan

We have been instructed to update the continuity plan for NCMM in case of a new pandemic. Ingrid and Sissel have revised this, and there are some changes since some groups have left, new ones have joined, and NCMM generally is somewhat reduced. The plan was briefly presented to LAMU. This is a plan outlining which functions are critical to maintain and who will handle them. The documents will be archived in Elements along with the others from Med.Fak.

Item 9-1/25

Short term visitors/ students and fire safety.

It is important that students and other short-term visitors also receive training in fire safety at NCMM. They do not need a full introduction but must receive a brief overview and be shown escape routes, etc. Perhaps this can be done simultaneously with the issuance of keys and tags?

Item 10-1/25

Miscellaneous

Life Science Building

Rasma is currently working on lists with the instruments that have to be moved. There will be possibilities for new inspections of the building. The IT group will be informed.

Janna informed about the Single Cell facility that will be located in the middle of the building next to the sequencing unit. A working group has been established with Janna and Fei from NCMM and Dag Undlien, and Hilde Nilsen from OUS, among others. The plan is to make this a core facility in the future. Kjetil Jacobsen from IBV has been mentioned as a possible manager, but he is soon retiring.

Adverse events

We have had several undesirable incidents with the yellow hazardous waste boxes. In one case, the lid was not properly closed, and the box was laid horizontally on the waste trolley, causing the contents to spill out. To prevent this, posters will be put up on how to handle the boxes, and stickers to put on the boxes will be made where everyone must fill in their name and the contents of the box.

The fire alarm was triggered due to a birthday celebration with indoor fireworks. This will be addressed at the next institute meeting.

Other topics:

Since the door to the office corridor in E3 is now locked, the freezer room will remain unlocked. This makes it easier to access when the alarm goes off.

There have been complaints about noise from Omnivision in the corridor in C4, particularly between 12-13 when they go for lunch and chat loudly.

Ingrid will contact Omnivision regarding this, and posters with reminders to be quiet will be placed on the doors.