

Welcome to the Department of Bioscience Aarhus



Welcome to the Department of Bioscience, Aarhus

This welcome manual has been written to help new employees get the best start as possible when joining us. The document is continuously updated and available at: [Biosphere](#)

Science and Technology is a large faculty which includes many departments; one of the largest is the Department of Bioscience which is spread out at four locations: Roskilde, Kalø, Silkeborg and Aarhus.

You can find more information on the Department's intranet "Biosphere" (<http://bios.medarbejdere.au.dk/>)

If there are topics you would like to see mentioned in the manual, please contact either Sissel Rønning or Anne Mehlsen, as they update the manual regularly.

Enjoy and the best of luck!

Organisation

You can find a detailed description of the organisation of the Department here: <http://bios.medarbejdere.au.dk/organisation/>.

Below is a list of key people that you should know:

Heads of Department

Roskilde, Kalø, Silkeborg
Peter Henriksen pet@bios.au.dk
Tel. 871 58557
Mobile 30 18 31 49

Aarhus
Hans Brix
hans.brix@bios.au.dk
Mobile 28 99 20 31

Deputy Heads of Department

Each location has a deputy head of department in charge of daily management.

Roskilde
Mikkel Tamstorf mpt@bios.au.dk
Tel. 871 58684
Mobile 30 18 31 49

Silkeborg
Christian Kjær ckj@bios.au.dk
Tel. 871 58814
Mobile 29 24 83 23

Kalø
Flemming Skov fs@bios.au.dk
Tel. 871 58861
Mobile 23 34 32 74

Aarhus
Peter Teglbjerg Madsen
peter.madsen@bios.au.dk
Tel. 871 56501
Mobile 51 77 87 71

Head of Department Secretariat

The Department also has a Head of the Department Secretariat based in Aarhus.
Camilla Nissen Toftdal cnt@bios.au.dk
Tel. 871 56513
Mobile 22 20 99 29

Administrative Staff in Aarhus

Head of Department Secretariat	Camilla Nissen Toftdal	cnt@bios.au.dk
Department Secretary	Marianne Vedsoe	marianne.vedsoe@bios.au.dk
Administrative Employee	Sissel Rønning	sissel.roening@bios.au.dk
Section Secretary	Birgitte Dahl	birgitte.dahl@bios.au.dk
Section Secretary	Tove Nyholm Bager	tove.nyholm.bager@bios.au.dk
Administrative Employee	Charlotte Staal	charlotte.staal@bios.au.dk
Administrative Employee	Anne K. Mehlsen	anne.mehlsen@bios.au.dk

Sections

The Department has a number of sections. A list of staff sections in Roskilde, Kalø and Silkeborg can be found on Biosphere -> Organisation -> Sektioner (staff sections)

<http://bios.medarbejdere.au.dk/organisation/sektioner/>

Section Heads in Aarhus

All of the four locations have staff supervisors. Section Heads in Aarhus are:

Section Head	Peter Grønkjær	peter.groenkjaer@bios.au.dk	871 56114
Section Head	Kai Finster	kai.finster@bios.au.dk	871 56537
Section Head	Trine Bilde	trine.bilde@bios.au.dk	871 56565
Section Head	Jens-Christian Svenning	svenning@bios.au.dk	871 56571
Section Head	Tobias Wang	tobias.wang@bios.au.dk	871 55998

Committees

Several committees are established in the Department, and they meet regularly. Minutes from meetings can be found on the Department's intranet. You can read more on:

<http://bios.medarbejdere.au.dk/committees-and-forums/>

Emergency Response Plan – Defibrillator – First Aid – Fire

Alarm

It is important to know how to act in case of emergency situations. You must be familiar with the emergency response plan for our buildings. You can find information about safety and work environment here:

<http://bios.medarbejdere.au.dk/udvalg-raad-og-moedefora/arbejdsmiljoevalg/>

In case of cardiac arrest, help must be provided within minutes. A defibrillator is hanging on the wall in building 1540 by the lifts (ground floor).

IT-Systems

Intranet

You can find useful information and practical tools on [Biosphere](#). Here, among other things, you can be updated on the latest news within the Department, read minutes from committee meetings, management meetings, etc., and here you can also find miscellaneous manuals.

Biosphere includes a page called “Employee Handbook” which is a collection of links concerning administrative matters

Registering Absence Electronically - Outlook

All absence (internal and external meetings, travel, vacation, working from home, flex and sickness) must be registered in your electronic calendar, Outlook. If you are absent for several days due to e.g. a conference or vacation, remember to turn on your "Out-of-office-assistant" in Outlook.

If You Get Sick

Microbiology, Genetics, Ecology and Evolution, Ecoinformatics and Biodiversity

If you get sick, please contact Marianne Vedsø (tel. **871 56534**, marianne.vedsoe@bios.au.dk) as soon as possible.

Zoophysiology

Please contact Birgitte Dahl (tel. **871 55991**, birgitte.dahl@bios.au.dk) as soon as possible.

Aquatic Biology

Please contact Tove Nyholm Bager (tel. **871 54348**), tove.nyholm.bager@bios.au.dk as soon as possible.

Please fill in an absence form on the day you return to work. The absence form is available from here:

http://medarbejdere.au.dk/fileadmin/www.au.dk/fakulteter_institutter_mv_administrationen/afdelinger/personale-og_udviklingskontoret/skemasyg.pdf

Registering Purchases Electronically - IndFak

Remember to provide the correct EAN-number.

EAN = 5798000420045 (Bioscience Aarhus) and have the invoice sent to the Department's address with a reference name and project+activity numbers as a reference number. Please ask the section secretary or section head.

Electronic Library - BIBOX (specifically for scientific staff)

You can access journal databases by using the link

http://dca.au.dk/en/about_dca/my-library-foulum-kaloe/. Contact librarian Maj-Britt Rosenkilde (ext. 58 982, mbr@dmu.dk) for support and obtaining scientific publications. Aarhus University has on-line access to many journals from which articles can be downloaded free of charge. More information: Aarhus University Library, <http://library.au.dk/en/>

Registering Publications Electronically - PURE (specifically for scientific staff)

PURE <http://medarbejdere.au.dk/pure/> is used to register AU's publications and activities. If you are first author on a publication (e.g. scientific articles, reports, papers, etc.), you are obligated to and responsible for registering your product in PURE. Likewise, activities (e.g. participating in conferences, lectures, teaching, peer review etc.) can be registered in PURE. Feel free to contact one of the administrative staff members for help.

VPN-Access

You can access the Department's network and servers from home by filling in the form "Aftale om VPN-adgang for ansatte og studenter" ("Agreement on VPN access for employees and students"). Contact the ST-helpdesk about VPN – helpdesk@nfit.au.dk

Laboratories - and Field Safety, Working Environment

The Department of Bioscience has a common health and safety committee (LAMU).

The purpose of LAMU is to ensure a safe and secure working environment in laboratories, offices and in the field.

LAMU consists of two representatives from each work place.

Each work place has its own AMO (Work Environment Organisation) with representatives from the Sections.

Committee Members:

<http://bios.medarbejdere.au.dk/committees-and-forums/arbejdsmiljoevalg/>

All employees and students are required to get well acquainted with the health and safety regulations and adhere to them.

You can read more about this on the link mentioned above. Here you can also find the safety manual. On the link manuals and guidelines are available on general safety, including insurance matters during laboratory work and work during pregnancy. During pregnancy ask the Safety Representative for a print out from KIROS (record of safety data) regarding department chemicals that must not be handled by pregnant women.

Prior to initiating laboratory or field work, you **must** be introduced to the health and safety regulations and take a safety tour of the laboratories at the section where you are going to work. Contact your Safety Representative to get this! You will be introduced to the location of safety equipment and usage, as well as the Section's handling of waste, dishwashing etc.

On the link above you can read various guidelines, e.g. on field work in Greenland or Africa. Make sure you know the rules. Each updated manual can be downloaded via the link. If you have any questions, please ask your Safety Representative.

All near accidents must immediately be reported to a safety group member. In order to prevent accidents it is important to follow up on near accidents.

Laboratory Equipment

If you require field equipment for your project, please contact the relevant laboratory technicians. Generally, all equipment brought along in the field should be cleaned as soon as possible and returned in its place after your return.

Work in Chemical Laboratories

All chemicals must be registered in the Department of Chemistry's record of safety data (KIROS); <http://kiros.chem.au.dk/>. Here you will also find a supplier manual (SDS) and a supplement to the supplier manual (specifically for the sections), which describes the location of safety equipment, waste management handling etc. in the specific section. The supplier manual (SDS) and the supplement make up the APB (workplace instructions) for handling of clean substances.

Workplace instructions (APB) are mandatory in connection with work in chemical laboratories involving hazardous substances.

All chemicals must be stored in chemical vented cabinets. All toxic and carcinogenic substances must be stored in lockers. Always put the chemical back after use.

It is important that you, as head of the project, make sure that an APB is prepared and that you, as a laboratory technician, are aware that an APB exists.

According to AU safety guidelines and the Danish Working Environment Authority you need to be registered if working with carcinogens. You must fill out the form "Arbejde med kræftfremkaldende stoffer" (Working with carcinogens) on the link mentioned above. Hand it over to your Safety Representative afterwards. Registration of people is intended to help users of carcinogens to work in a safe and responsible manner.

Each section lays down the rules for work clothing.

Vejledninger og retningslinjer

	Generelt om sikkerhed
Ansvar	Beskrivelse af arbejdslederens ansvar
Alene-arbejde	Retningslinjer for alene-arbejde
Arbejds miljøpolitik	Sådan arbejder vi med arbejdsmiljø i AU
Arbejdsulykker & Forsikring	Retningslinjer ved arbejdsskader, herunder forsikringsforhold
Graviditet	Arbejdets tilrettelæggelse i forbindelse med graviditet og amning
Levende lys	Vejledning for brug af levende lys
Myndighedskontakt	Myndighedskontakt
Ryging	Rygepolitik

Kemikalier og kræftfremkaldende stoffer

Kræft risiko	Procedure for arbejde med kræftfremkaldende stoffer
Kræft risiko	Sådan registreres kræftfremkaldende stoffer
Kræftskema - Ny	Til udfyldelse inden brug af kræftfremkaldende stoffer
Kræftskema - Ophør	Til udfyldelse ved ophør af brug
Kræftskema - Tilføjelse	Til udfyldelse ved tilføjelse af personer for brug
Nanopartikler	Vejledning for anvendelse af nanopartikler i arbejdsmiljøet
Peroxid	Vejledning for anvendelse af peroxiddannende kemikalier
Transport	Vejledning om forsendelse og transport af kemikalier

Feltarbejde

Arbejde i Afrika	Vejledning om sikkerhed ved arbejde i Afrika
Arbejde i Grønland	Vejledning om sikkerhed ved arbejde i Grønland
Fugleinfluenza	Minimering af smitterisiko mellem vilde fugle og fjerkræbesætninger
Arbejde på skibe	Vejledning om sikkerhed på skibe >20 bruttoregister tons
Arbejde i både	Vejledning om sikkerhed i både < 20 bruttoregister tons
Arbejde i småbåde	Vejledning om sikkerhed i småbåde

Specielt for det enkelte tjenestested

Klik her og se links i højre side
[Kalø](#) [Roskilde](#) [Silkeborg](#) [Aarhus](#)

Beredskabsplaner

- › [For definitioner af LAMU/AMO](#)
- › [Forsikringer - notat](#)
- › [Har du ondt? Hjælp til selvhjælp](#)
- › [Industriens branchearbejds miljøråd - søg materialer](#)
- › [Krisehjælp](#)
- › [Kurser i Arbejds miljø og Trivsel](#)
- › [Videncenter for arbejdsmiljø](#)

Sikkerhedshåndbøger

- › [Kalø](#)
- › [Roskilde gl.](#)
- › [Silkeborg](#)
- › [Aarhus bogen er elektronisk](#)

APV

Genvejene herunder åbner filen eller guider dig det sted, hvor du kan finde den relevante fil eller det relevante link.

- › [APV arbejdet på AU](#)
- › [APV fysisk - skemaer til udfyldning](#)
- › [APV fysisk handlingsplan statistik og søllediagram pr. 30/8 2013 \(mere information kan fås ved din arbejdsmiljørepræsentant\)](#)

Employee Benefits

Coffee and tea

Coffee and tea are free of cost.

Mail

Microbiology, Genetics, Ecology and Evolution, Ecoinformatics and Biodiversity

You will receive snail mail in your mail box in the mail room (012 on the ground floor in building 1540). Incoming mail is normally distributed by Charlotte Staal; out-going mail should be left in the mail room for pick up no later than 14:00 on weekdays.

If you do not know how to go about sending goods by courier or forwarding registered mail, please see Charlotte Staal.

Zoofysiology

Mail boxes for employees (VIP & TAP) are located in building 1131, room 135. Mail boxes for PhD students are located in building 1130, room 102. Outgoing mail should be left in Birgitte Dahl's office no later than 13:15 on weekdays.

Aquatic Biology

Incoming mail is distributed in the mail boxes in building 1135, room 233, 2nd floor

Please put outgoing mail in either INTERN or EKSTERN.

Travel

Booking your ticket

All tickets must be booked through our travel agency, **Carlson Wagonlit Travel**, with whom AU has a contract. You are responsible for booking your own tickets. In order to be able to use the services provided by the agency, you must first create a personal profile. You will receive an e-mail informing you of how to log on to the gateway. You must apply for a credit card with company liability.

More information about travel and booking tickets can be found on Biosphere:

<http://medarbejdere.au.dk/administration/oekonomi/organisering/central-oekonomifunktion/regnskab/rejsegruppen/>

Travel Reimbursement

Upon your return from a business related trip, immediately, and at the latest 14 days following your return, your expense report must be entered into AURUS. Remember to save all documentation related to your trip (air-/train-/bus tickets (also electronic ones), boarding cards, taxi-receipts, etc.). All documentation must be scanned and attached to your electronic report. Support on Aurus: Birgitte Dahl and Sissel Rønning.

Travel Insurance Card

You need to get a travel insurance card to be covered on business travels. Please contact Marianne Vedsø in order to get a card and the required form to fill in.

Social Activities

The Exercise Centre Aarhus University

All persons employed by Aarhus University for at least 3 months excluding persons paid "by the

hour” may apply for membership. Spouses and partners of members living at the same address and PhD-students enrolled at Aarhus University may also become members. The Exercise Centre is placed at Katrinebjergvej 89. For further information and details please see www.motion.au.dk.

Christmas Party

Every year around Christmas, the sections take turns in arranging a Christmas Party for the staff and students in Aarhus. The festivities usually take place at Matematisk Kantine.

Department Cars

BIOS Aarhus have a number of department cars that can be used for business travel related to the Department e.g. meetings, field work etc. You can book a car via the outlook calendar. Each of the cars which belong to the Department in Aarhus has their own specific booking in the calendar. You are **NOT** allowed to take passengers with you who are not employed by the Department. If you damage a department car, please contact Ole Zahrtmann, mobile: 60 20 26 42 immediately. Please contact Tove Nyholm Bager about booking a car and using the petrol cards.

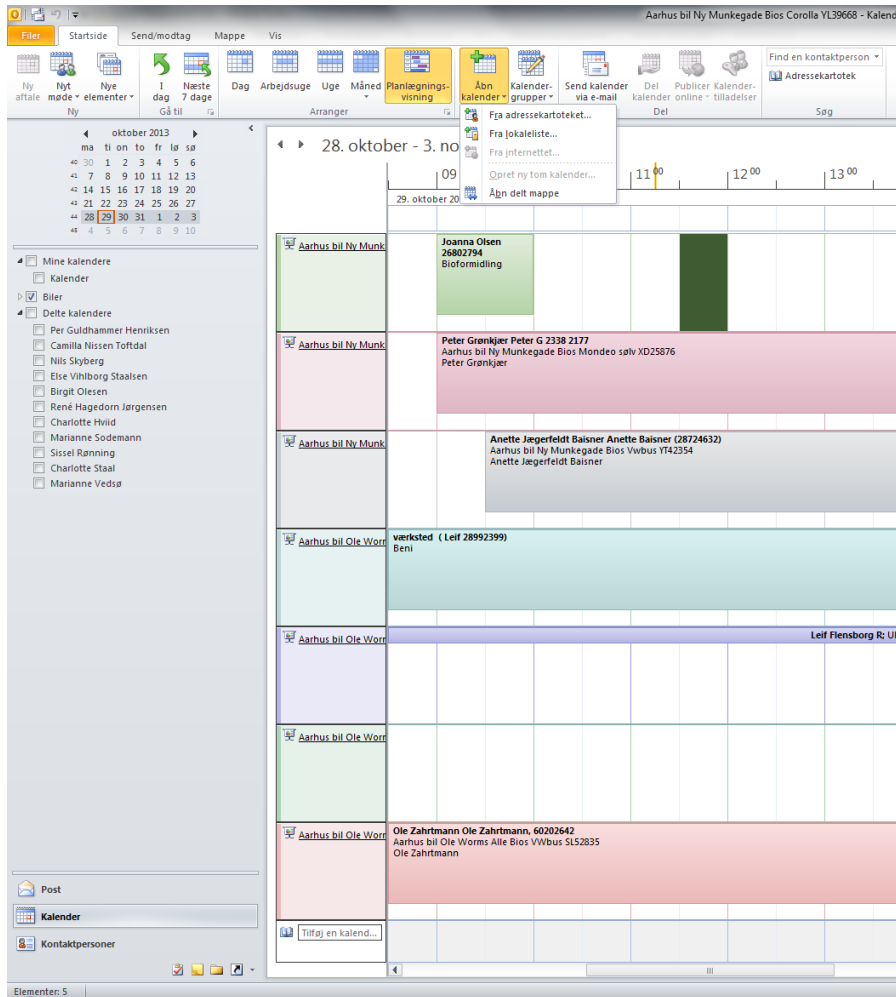
To read about rules and regulations on use of Department cars, go to <http://bios.medarbejdere.au.dk/en/faciliteter-en/8000-aarhus-c/guidelinesforusingdepartmentcars/>

Be particularly aware that due to tax legislation you are not allowed to take a department car home, even if you intend to take it for field work or a meeting the next day. In case you find yourself in such a situation, you must ask Ole Zahrtmann og Tove Nyholm Bager for permission.

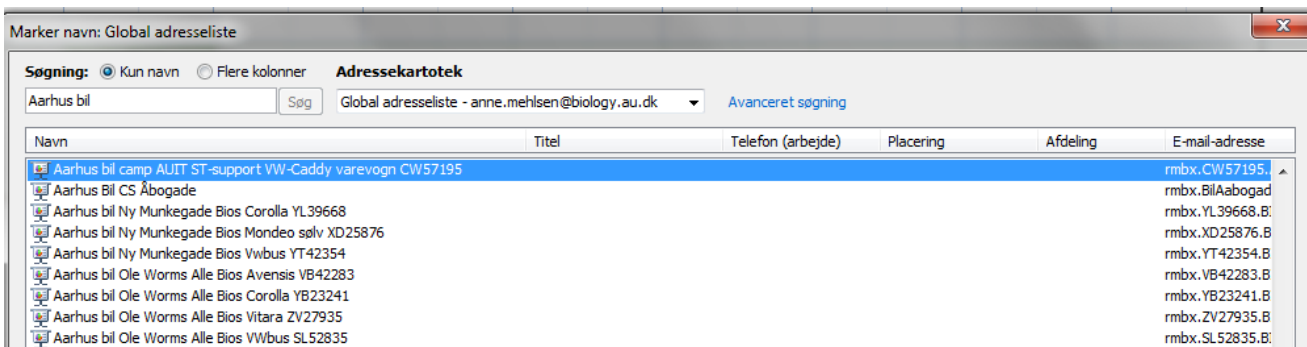
How to book a Department Car

Cars may be booked by students and staff members of the Department.

1. Go to your Outlook calendar
2. Click on the bottom “Kalender” on your bottom left hand side
3. In the calendar – click on the bottom “Åbn Kalender” in the top bar (see below)



4. In the dropdown click on “Fra adressekartoteket”
5. Now write “Aarhus bil” in the search field – a list of cars appears:



6. Click on the specific car you wish to book – a calendar for that specific car now appears
7. Select day and time of booking – double click
8. Now fill in the boxes and click on “send”
9. Your booking now appears in the car calendar

Other Useful Information

Office Supplies

Microbiology, Genetics, Ecology and Evolution, Ecoinformatics and Biodiversity

Office supplies are located in the ground floor in building 1540. If you cannot find particular supplies here, please order through Charlotte Staal (see contact information page 3).

A letter balance, electronic labeling and laminating machines are located in room 012, ground floor, building 1540.

Zoophysiology

Office supplies are stored outside room 130 in building 1131.

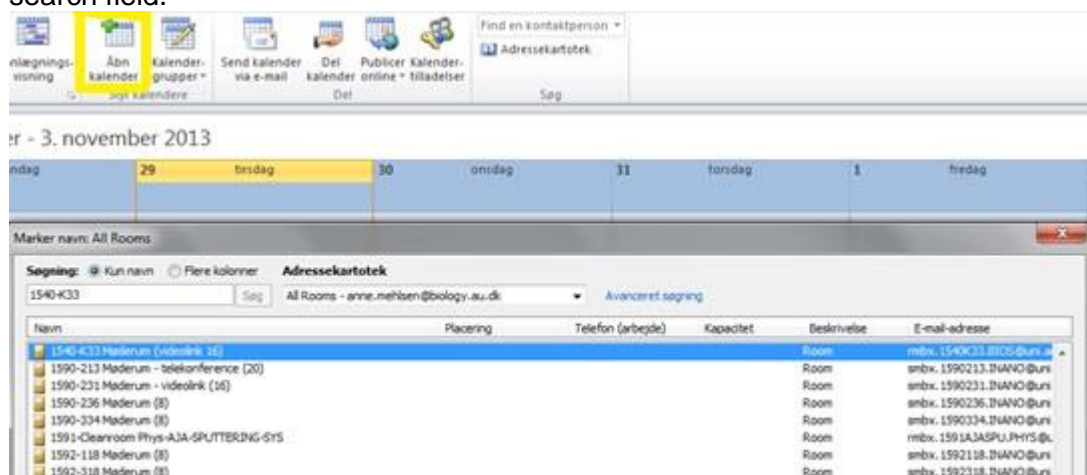
Aquatic Biology

Please ask Tove Nyholm Bager for office supplies.

Meeting Rooms

The Department has several meeting rooms of which one has capacity for video conferencing (Building 1540-K33). Aarhus BIOS 1540229@130.225.0.58.

All rooms must be booked using the calendar in Outlook. In the calendar, you can also see how many people are allowed in each room at one time. Look at the calendar for meeting rooms via your own calendar, choose “Åbn kalender” and click on “Fra lokaleliste”. Write the room number in the search field.



Keys to the Building

Microbiology, Genetics, Ecology and Evolution, Ecoinformatics and Biodiversity

You need to obtain a key and key card in order to enter the building. The key also gives you access to your office door. Please see Marianne Vedsø in building 1540 about keys.

Zoophysiology and Aquatic Biology

Key cards and keys can be obtained from Anne Olsen in building 1135, room 236.

Bulletin Boards

Bulletin boards are placed on each floor of building 1540 and around the biology complex (buildings 1130, 1131 and 1134). The bulletin boards have information relevant for both students and employees.

PC-Support

For everyday IT-support, please forward an email to helpdesk@nfit.au.dk – add Bios in the subject field and your specific problem.

Opening Hours and Christmas Closure

Microbiology, Genetics, Ecology and Evolution, Ecoinformatics and Biodiversity

In building 1540 usually no administrative staff is available during Christmas and New Year. This means that mail and parcels will not be distributed during this period. The Department will not receive mail and parcels before the first working day in the New Year.

Zoophysiology

Mail and parcels are received during Christmas and New Year. It will not be distributed, but may be picked up at Birgitte Dahl's office.

Aquatic Biology

Closed between Christmas and New Year.

IT Services will function normally; however, the number of supervisors will be reduced during this period.

Last but not Least

If you have not yet set up our intranet [Biosphere](http://bios.medarbejdere.au.dk/) page as your "favourite", it is a good idea to change it.

See Biosphere here: <http://bios.medarbejdere.au.dk/>

Make Biosphere your opening page like this:

