

Here is a collection of general information concerning everybody working at the Department. It is not complete but we have tried to gather the most important things.

Important phone numbers

All phone numbers to Åbo Akademi University has the form 215 ABCD, where –ABCD is the **internal** number that can be used calling another phone within the University.

Important numbers for you:

Professor Jarl B. Rosenholm	215 4254
Professor Matti Hotokka	215 4295
Christina Luojola	215 4253 (The secretary office)
Terveystalo	020 581 6510 (Occupational health care)
short number for appointment reservations	2350

Internal short numbers is to be found in the phone booklet of ÅAU for internal numbers. This booklet should be found in every office at the department.

Keys

You can get a key to the offices and laboratories from Christina Luojola at the secretary office for a deposit of 10 €. As a student you can get a key to the outer doors from the ÅA Cashier's Office. If you are a researcher, Christina will get you a key. She also has the keys to the lockers.

Travelling

If you are planning a visit to another country, i.e. attending a conference or visiting a foreign university, you should apply for the journey on the form *anhållan om tjänsteresa* found on ÅAU web pages (www.abo.fi/personal/blanketter). As an ÅAU employee you are ensured during an official business trip. More on this matter can be found on the web pages www.abo.fi/personal/tjansteresa.

Subsidies for conference trips

If the project you are working within does not have means for conference trips, grants can be applied from

- a) The Åbo Akademi Foundation
Application all around the year on a special form found at www.abo.fi/stiftelsen/forskning
- b) The rector for Åbo Akademi University
Application all around the year on a special form found at www.abo.fi/personal/blanketter
- c) The funds of ÅAU for different use.
Can be applied for once a year, deadline in the middle of February. More information is found at www.abo.fi/student/Content/Document/document/3796
- d) Other foundations in Finland. Information on the notice boards and in the daily press.

Absence

You are allowed to be absent from work due to illness but it is your duty to report your absence to Christina as soon as possible. After three days you will have to attest your illness. If the illness lasts 3-5 days, an attest by a nurse is needed and if the illness lasts more than five days an attest by a doctor is required. (www.abo.fi/personal/sjukledighet)

Accident at work

If you have an accident at work, or on your way to or from work, seek medical care if needed. Send a report to the "Occupational Safety Board" (John Lassus, phone no -4434). This also includes small injuries. Forms for reporting can be obtained from the salary office (or from the secretary office at the department). All employees are insured and the insurance is valid for 24 hours for injuries related to work.

Please get familiar with the safety regulations at the department, such as where first aid cabinets and safety showers are located, and how to leave the building in case of a fire alarm.

Computers

A user name and password is required for using the computers at the Department. Please contact Matti Hotokka for further information concerning these issues.

Matti Hotokka och Dan Holm from the Computing Centre at Åbo Akademi University are responsible for the software at the Department. It is also possible to contact technician Veikko Pekola concerning hardware issues.

Seminars

Mondays at 14:15 is the standard time for seminars at the Department. A list of the presenters is placed on the notice board outside the secretary's office. A short abstract should be sent to Matti Hotokka on Wednesday the latest the week before the seminar. The abstract is presented on the Department's web-page. It is recommended that all employees attend the seminars.

The Library

The library is located behind the large coffee room, in the end of the west corridor. Journals as well as books are easily found by using the notation on the short-side of respective shelf. It is absolutely forbidden to remove journals from the library other than for copying. After the copying, the journals should be returned to the right place on the shelf. However, it is allowed to borrow books if a loan form is filled out and placed in the respective place on the shelf. For ordering of books from other libraries it is recommended to use Åbo Akademi University's library data base Alma, which can be found on the web pages of the library. Forms for distant loans can also be found from the library. Older volumes of the journals (-1980) are stored in the library in Axelia and can be ordered through Alma. For further questions concerning the library, please contact Academic lecturer Gun Hedström at the Department or Anita Forss at Axelia's library.

It is also possible to access a large number of journals in electronic form. The library at Åbo Akademi University has access to several of these journals and full papers can be printed as pdf-files.

Some important sources for finding scientific literature are listed below:

- www.abo.fi/student/en/bibliotek (ÅAU:s library web-page)
- pubs.acs.org (American Chemical Society's journals, free access)
- www.sciencedirect.com (Elsevier's journals, limited access)
- www.rsc.org (Royal Society of Chemistry's journals, limited access)
- www.academicpress.com
- portal.isiknowledge.com (search engine for scientific articles)

A great deal of electronic material can be found in the Nelli Portal, which is reached through ÅAU:s library. It is also possible to have the search engine SciFinder installed on the personal computer.

Coffee

Everyone pays for the coffee that they drink at the Department. The whole monthly coffee consumption is paid at once to the person in charge of the coffee cash box. The price for one cup of coffee per day during one month is 2 €. It is allowed to make coffee anytime when the seminar room is free. A coffee maker is also available in the small coffee room.

A "compulsory" coffee break is held every Monday at 9 a.m. at the Department. This coffee break also serves as a general information gathering, why it is expected that every employee should attend. Every week, a group of three persons functions as "coffee responsible persons". The assignment of these persons is to make coffee to the Monday coffee break, to do the dishes in the seminar room during the whole week, and to generally keep it clean in the seminar room. A list of the "coffee responsible persons" is present in the seminar room. The order in the small coffee room is kept by the persons using it.

Laboratory practice

Always maintain caution and cleanliness in the lab! For each lab there is at least one designated person who is responsible for that the lab is cleaned and in order. The names of the designated persons are listed on the doors of the different laboratories. These persons also have the right to order you to clean your lab desk.

- Always wear safety goggles, gloves, and a lab coat in the lab. Note that the opposite is required when you are in the coffee room or in your office.
- Always wash and clean after you when you are finished with your lab work, because someone else might need the working space after you. The same is required for both fume hoods and sinks.
- Glass ware is stored in the "Washing room" (316) or the storage room (307A). These can be used when needed. Afterwards the glass ware is washed and returned.
- Never borrow things from the labs without permission! There might be someone who needs these things. Neither glass ware nor chemical can be borrowed from the student lab!
- Note! In the lab you are not allowed to eat or drink anything!
- If you are the last to leave the lab, please lock the door!
- Note! It is not allowed to carry out lab work when you are alone at the Department, especially at evenings and week ends.

Instruments

As with the labs, there are designated persons who are responsible for the instruments at the Department. The names of these persons are listed next to the instruments. Before starting to use a new instrument, you should receive instructions from the responsible person.

Ordering of chemicals

The Department has its storage room for chemicals next to the toilet outside the secretary's room. A large amount of chemicals is also stored in the laboratories. Always check if the required chemical is already available at the Department, which can be done in the chemical database (<https://tpk.abo.fi/cgi-bin/kemdb31/kemdb31.py>), before ordering a new one. You also need approval from your supervisor before you order. In practice, the ordering of new chemicals can be done like this:

1. Decide on how much of the chemical you need. The price per gram often decreases when purchasing larger packages. However, since we already have too much left over chemicals, it is important to try to keep the volume as low as possible.
2. Search for the chemical in the catalogues that are available in the balance room or on the internet. Compare the price of several providers, because it may vary a lot.
3. When you have decided on which provider and which amount you prefer, you place your order in the form on the web or e-mail it to Marjatta Virtanen at the Chemical storeroom in Axelia. In some cases it is easier to order the chemical directly from the provider. Remember to include all the information that is required.
4. The chemical is then delivered to the Department.

Note! A chemical storeroom is located in the corridor between Axelia 1 and 2 (ground floor) where you can find the most common chemicals. The same procedure is used to order new laboratory equipment (glass ware, gloves, etc.)

Handling of chemicals

Chemicals are an important part of your work at the Department. When you have received your new chemical, the bottle should be marked with your name and when it was opened in order to know how to dispose of the chemical when it has expired.

New chemicals should also be registered in the chemical database. This is done by sending an e-mail to Matti Hotokka with the following information: Full name of the chemical, purity, manufacturer, amount, and where it will be placed.

A materials safety data sheet is normally included in the delivery and which should be read carefully. Please observe if the chemical is poisonous, inflammable, or explosive. Make a copy of the data sheet and put it in the folder "materials safety data sheets" located in the balance room.

The chemicals should be stored properly. The bad smelling and volatile chemicals are stored inside ventilated cabinets. Strong mineral acids (chromic, sulfuric, hydrochloric, and nitric acids) should be stored separately and are located in a designated fume hood in Room 317. Hydrofluoric acid (HF), which is extremely poisonous, is also stored in this fume hood.

It is only allowed to pour pure ethanol and acetone into the sink. Afterwards, flush with a large amount of water, because acetone makes the sewage pipes melt.

Normally, you are not allowed to throw away your solutions. **Instead** you collect them in plastic containers, which can be found in the ventilated cabinet in the Washing room (316) and in the fume hoods in the labs. Please follow the instructions! Also the solid problem waste should be collected in the ventilated cabinet in the Washing room.