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**UNIVERSITÄT
BERN**

Institute of
Plant Sciences
IPS

Welcome to the Institute

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This document will be handed out
to all new members of the Institute
upon their registration
at the Institute.

1 Introduction

Welcome to the Institute of Plant Sciences. In order to make your stay at the Institute safe, productive and agreeable, we offer you this information booklet. It should help you to find your way around, and work and study safely and efficiently.

If you have any questions, do not hesitate to ask the secretaries, the superintendants (Hauswarte), the librarians or any of your new colleagues. If you have suggestions for improvements of this booklet, please tell Franziska Lanz (tel. 4912) so that we can include them in the next update.

Cris Kuhlemeier

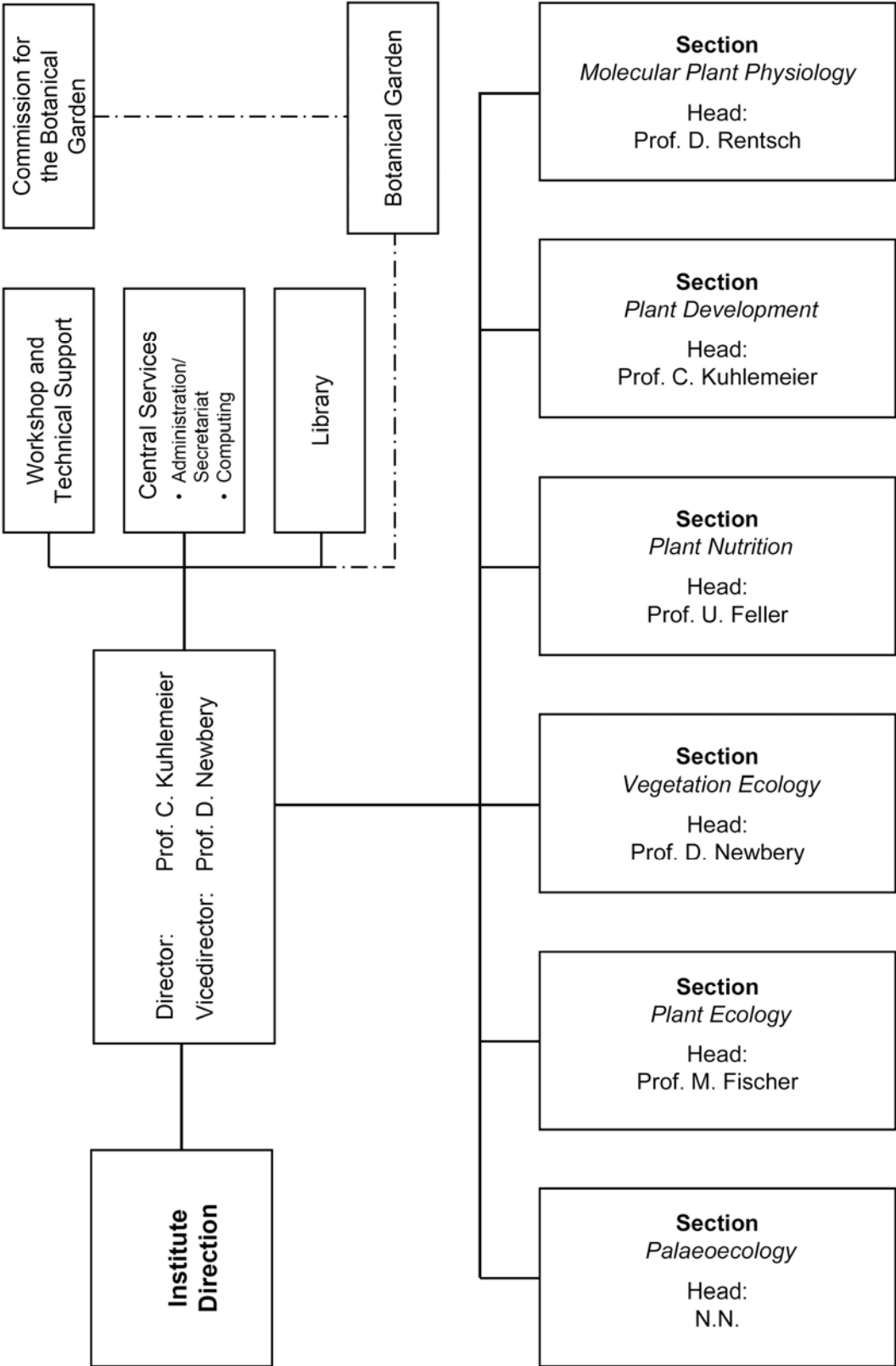
Links:

[*www.unibe.ch*](http://www.unibe.ch)

[*www.philnat.unibe.ch*](http://www.philnat.unibe.ch)

[*www.biologie.unibe.ch*](http://www.biologie.unibe.ch)

2 Organization flow chart



3 Environmental issues

3.1 *Saving energy*

- The lighting should be on only when light is also used.
- If new electrical equipment is purchased, such with low energy consumption is to be preferred.
- Rooms should be vented as follows: Open all windows fully for a short period of time and close them again. Always close the windows over night. Bottom hung windows should not be used during the heating period.
- If you leave offices, lecture halls or other rooms, make sure the PC(s), beamer(s), microscope(s) and other electrical equipment is switched off. Apart from saving energy this prolongs the equipment's lifespan.
- When leaving the institute, make sure the lighting in the corridors, toilettes and in the entrance area is shut off.
- Fridges and cold rooms (-20°C, -80°C) should be opened only for short periods.
- Fridges and freezers should be defrosted twice a year (defrost and clean them at the same time). Only ice-free equipment provides good cooling performance and uses little energy.

3.2 *Use of chemical substances*

- The use of chemical substances is to be kept as low as possible.
- Environmentally hazardous substances are to be replaced with harmless ones wherever possible.

3.3 *Environmental friendly working*

- Use recycled paper whenever possible. At the IPS at least 5 m³ (approx. 5 tonnes!) of paper is used per year for photocopies.
- Come to work by bike or public transport. It's cheap and good for your health.

3.4 *Disposal*

- **Glass** and **used paper** can be disposed in a special compartment in the cellar of building 21G (Brückentrakt).
- Used **batteries** can be disposed in a box at the entrance to the workshop.
- **Chemical substances** are collected in the room behind the workshop and should be handed over personally to the technical staff in charge.
- Empty **printer cartouches** can be handed over to the IT-services (Peter von Ballmoos). Take care when handling the cartouches; they are a source of particulate matter.

Willi Tanner

4 Laboratory safety

Safety officers:

Section Nutrition
Section Molecular Plant Physiology
Section Plant Development
Section Vegetation Ecology
Section Plant Ecology

Iwona Anders
Marianne Suter Grotemeyer
Therese Mandel
Marlyse Zimmermann
Florenca Oberli

For general questions
regarding lab safety:

Willi Tanner, building superintendent,
Tel. 4946
Fritz Zwahlen, Central Technical
Services Dept., Tel. 8222

**Be aware: safety cannot be delegated and is ultimately your own responsibility.
If you are not sure, ask!**

Please consider:

- Safety issues should already be considered during the planning of experiments. Do not start lab work without thorough knowledge of the hazards involved.
- Consumption of food and beverages is not permitted in the lab.
- Clearly label all materials and reagents.
- Use personal protection such as lab coat, goggles, gloves, chemical hood, whenever required. Consider the safety of your neighbors at the bench.
- Properly store flammable materials. **Never** store them in regular refrigerators, but only in the specially designated explosion-proof refrigerators.
- Equipment should be regularly checked for safety.
- Check positions of escapes, fire alarms, fire extinguishers, emergency showers, first aid and eye wash stations when you first come to the lab. Important telephone numbers can be found next to the telephones (fire department, medical emergency, Tox-Zentrum).
- Strictly follow the instructions of the safety officers and discuss potential hazards with them.
- In case of emergency: **stay calm**. As a first priority ensure the safety of the persons in the lab. Subsequently, inform safety officers, protect equipment and data.
- Report all accidents to the safety officers. They will enter them in the Institute safety log.
- Please advise others not following safety instructions.

Cris Kuhlemeier

5 Radiation safety

1. Working in the C-lab (basement) is restricted to authorized persons, exclusively.
2. Authorized persons can only work in the C-lab after instruction by the radio-safety expert.
3. The list of the authorized persons has to be posted at the entry of the C-lab. This list also includes the names and the phone numbers of the radio-safety expert and his substitute in case of emergency.
4. Before starting to work in the C-lab, the experimenting person has to give a signature together with the date of the experiment. A dedicated notebook or a table is placed at the entry of the C-lab.
5. All experiments with radioactive materials must be planned in advance with consideration of the following issues:
 - the isotope used (the nuclide has to be in the list of permitted isotopes)
 - the activity used
 - the type (solid, liquid)
 - the amount of waste that will be generated.
6. Experiments can only be carried out in the C-lab, if the radioactivity used is above the **authorized limit (LA)**.

Nuclide	Authorized limit (LA) ¹⁾	Radioactivity limits at the IPS ²⁾	Storage limits for the IPS ²⁾
H-3	100 MB(2700 µCi)	50 MBq	500 MBq
C-14	50 MBq (243 µCi)	50 MBq	500 MBq
S-35	7 MBq (189 µCi)	50 MBq	500 MBq
P-32	2 MBq (54 µCi)	50 MBq	100 MBq
P-33	4 MBq (108 µCi)	200 MBq	200 MBq

1) According to the "Ordonnance sur la radioprotection (ORaP)" (http://www.admin.ch/ch/f/rs/c814_501.html)

2) According to: „Bewilligung für den Umgang mit ionisierender Strahlung vom 21. Februar 2005 (BE-0322.06.001)“

Persons who are permanently manipulating P-32 in the C-lab (activities above 1 x LA) have to be checked with a badge (dosimeter).

7. Working below the authorized limit (LA) is allowed on all benches. Cautious handling and a proper separation of radioactive waste from other waste is required.
8. Check the surfaces and working instruments for radioactivity before starting to work as well as after finishing work. Wearing a labcoat, goggles and latex gloves are mandatory in the C-lab. Working with P-32 requires a Plexiglas[®] screen to protect the body from the β -emission. Working with γ -emitting nuclide (e.g. Cd-109) requires an appropriate shielding (e.g. lead).

9. At the end of the work in the C-lab, liquid and solid wastes have to be collected, removed from the bench, and each isotope stored separately with other grouped wastes in the C-lab. Labelled probes and radioactive samples, for storage at -4°C or -20°C , have to be labelled with the name of the isotope, the activity, the user name and the date. If necessary, they have to be protected from β - or γ -emission with Plexiglas[®] or lead, respectively.
10. When full, liquid and solid wastes stored in the C-lab have to be transferred to the storage room (opposite building). The radio-safety expert must be consulted for a check and for book keeping. The containers have to be labelled as radio-active waste including isotope, activity and the date. Only for H-3 and C-14, solid and liquid waste weight or volume must be specified in addition. For the management of H-3 and C-14 solid wastes, a list is attached to the waste containers. Each user has to write his name, the date and the activity (Bq or Ci) of the contributed radioactive wastes. The radio-safety expert is in charge of the final waste management.
11. In case of contamination
 - In any case **prevent a panic situation**. First check your body (the face, the hands, the shoes and the jacket) with the β - and γ -monitor (e.g. Berthold). In case of body contamination, try to remove as much radioactivity as possible (change gloves, wash hands and eyes, remove the jacket), check shoes before leaving the C-lab. Depending on the level of contamination, contact immediately or later the radio-safety expert or his substitute or the group leader. In case of contamination with P-32, remove the radioactivity by exchange with a saturated phosphate solution, for all other isotopes use basically water and soap.
 - Identify the isotope and the activity causing the contamination. Delimit precisely the contaminated zone and remove liquids with absorbing paper (i.e. Kleenex).
 - Proceed with decontamination, for P-32 and P-33 with a saturated phosphate solution, for C-14, H-3 and S-35 with water and for Cd-109 with a calcium solution. Check the decontamination process with the proportional β - and γ -monitor (Berthold). For H-3 contamination, take a sample and measure it using liquid scintillation counting. Repeat washings until full decontamination is achieved.
 - Inform the radio-safety expert.
12. Ordering radioisotopes

Before ordering radioactive compounds for a novel experiment, the radio-safety expert has to be informed. A record of the order has to be written in the dedicated notebook, including isotope, activity, date, and the name of the authorized user.
13. When you add labelled substrates (H-3/C-14) to the storage, fill in a new data sheet. Every removal has to be marked as well. It is important that we always know how much radioactivity is in storage and in waste.

Radio-safety expert: Urs Feller
Peter von Ballmoos

6 Biosafety regulations for handling genetically modified or pathogenic organisms

6.1 Legal bases

The biosafety regulations of the Institute of Plant Sciences rely essentially on the following legal bases:

www.bafu.admin.ch/biotechnologie/index.html

CO: Ordinance on the contained use of organisms

=ESV: Verordnung vom 25. August 1999 über den Umgang mit Organismen in geschlossenen Systemen (Einschliessungsverordnung, ESV) (SR 814.912) (Stand vom 22. Dez. 2003)

OOSB: Ordinance on the occupational safety in biotechnology

= SAMV: Verordnung vom 25. August 1999 über den Schutz der Arbeitnehmerinnen und Arbeitnehmer vor Gefährdung durch Mikroorganismen (SR 832.321) (Stand vom 23. November 1999)

In addition:

GTL: Federal law relating to non-human gene technology

= GTG: Bundesgesetz vom 21. März 2003 über die Gentechnik im Ausserhumanbereich (Gentechnikgesetz) (SR 814.91)

RO: Ordinance on the release of organisms into the environment

= FrSV: Verordnung vom 25. August 1999 über den Umgang mit Organismen in der Umwelt (Freisetzungsvorordnung, FrSV) (SR 814.911) (Stand vom 28. Dez. 2001)

CartO: Ordinance on the transboundary movement of genetically modified organisms

= CartV: Verordnung vom 3. November 2004 über den grenzüberschreitenden Verkehr mit gentechnisch veränderten Organismen (Cartagena-Verordnung, CartV) (SR 814.912.21) (Stand vom 30. Nov. 2004)

The regulations listed below are a practical guidance for working with genetically modified organisms at the IPS and have to be followed by everybody working at the institute.

However, the regulations mentioned above are legally binding. A more detailed description (in German) can be found at http://www.advd.unibe.ch/bt/AS/as_ekas.htm

6.2 General safety regulations at the IPS

- Handling of genetically modified or pathogenic organisms at the IPS must take place in contained systems (field trials etc. require special authorizations, see RO).
- Anyone involved in the contained use of organisms must take all due care to ensure that organisms, their metabolic and waste products do not endanger people or the environment (Art. 4 CO and RO).
- Anyone who wishes to carry out activities with genetically modified organisms must carry out a risk assessment in advance. This leads to classification of organisms into groups and activities into classes (level 1 to 4 each, with level 1 presenting no or a negligible risk to people and the environment).

- Each new organism must be evaluated for its risk to people and the environment and assigned to a group. Each new activity must be assigned to a class. The risk has to be evaluated again, if the activity changes substantially or if important new findings are available.
- All activity in class 1 that uses genetically modified organisms for the first time must be notified. The project leader is responsible for submitting this notification to the Coordination Centre for Biotechnology.
- Information about activities and organisms used in the experiments must be recorded (e.g. lab books, database on constructs etc). These records must be stored for five years after the activity ceased. On request these records have to be made available to the authorities.
- Activities of class 1 are allowed in the following areas of the IPS:
 - Laboratories of the group of U. Feller
 - Laboratories of the group of M. Fischer
 - Laboratories of the group of C. Kuhlemeier
 - Laboratories of the group of D. Rentsch
 - Student laboratories
 - Greenhouses
 - C-Lab
 - Growth rooms
 - Growth chambers
 - Cold rooms

6.3 Safety measures for handling genetically modified micro-organisms

(adherence to basic rules of good microbiological practice)

- Entrance to the labs is only permitted for instructed persons.
- A lab journal is obligatory.
- The waste has to be disposed according to the regulations (see below).
- Pipetting by the use of mouth suction is forbidden (use pipetting device).
- Syringe needles should only be used when absolutely necessary and have to be disposed appropriately.
- The production of aerosols should be minimized.
- Prohibition of eating, drinking, smoking, applying make-up and to store food in the labs.
- Wash hands before leaving the lab.
- Special clothing for the lab has to be worn.
- The laboratory should be kept clean and tidy.

Waste:

- All waste that contains or is contaminated with genetically modified organisms must be inactivated before disposal. Similarly, equipment and containers contaminated with genetically modified organisms have to be disinfected before recycling.
- Mixed wastes: For contaminated biological waste with chemical and/or radioactive risks there are no general rules. The greatest possible danger has to be considered. In general, autoclaving is forbidden. (Information on safe disposal of mixed waste can be obtained from the biological safety officer).

Transport:

- Transport between the different areas of the institute has to take place in closed, shatter-proofed containers.
- For transport within Switzerland and abroad the national and international regulations for labelling and packaging must be followed (see CartO).

6.4 Special regulations for experiments with transgenic plants

- Experiments with cell cultures or sterile young plants are performed essentially as described under experiments with microorganisms.
- In addition, for all transgenic plants a datasheet has to be completed indicating the genetic modification (e.g. construct) and including the different lines that are available as well as their fate. This information has to be stored in the respective groups in a central folder.
- (Transgenic) plants must always be labelled unequivocally.
- No seed shedding of (transgenic) plants! Please remove flowers and siliques or collect seed in tight containers (e.g. AraCon or paper bags).
- If necessary, the gardeners are taking measures against pests and bugs.

Disposal:

- Arabidopsis: transgenic lines (including soil), inactivate by autoclaving.
- Tomatos, tobacco, petunia etc.: Flowers and fruits of the transgenic plants as well as vegetative parts have to be removed and autoclaved before disposal, roots and soil are composted separately (ask gardeners).

Biosafety officer: Cris Kuhlemeier

Substitute: Doris Rentsch

7 Dealing with poisons

1. Pay close attention to the hazard labels and follow recommended handling instructions. A list of hazard labels can be found in most chemical catalogs (e.g. Sigma 2004/2005 p. 9-12).
2. Familiarize yourself with emergency procedures and locate the first aid station BEFOREHAND. Do not handle poisons unless you KNOW the risks involved.
3. Eating and drinking is not permitted while handling poisons. Wash hands thoroughly afterwards.
4. Properly label all containers including for temporary storage.
5. Always use smallest amounts. Pay special attention to keeping balances clean!
6. Poisonous waste is to be disposed immediately and in an environmentally correct fashion (Information: Chemical waste collection unit, Dept Chemistry and Biochemistry, Tel. 4386 / 4388 or 4301, Fax 4459).
7. Before ordering check within the Institute. There is a good chance that the substance is already available.
8. In case of accident: STAY CALM. Inform all persons in your vicinity and your lab head.
9. All accidents must be reported to the safety officer of your section of the Institute.

PS.

The permit for the ordering of all poisons is held by Urs Feller.

Cris Kuhlemeier

8 Coordinator of the studies in Plant Sciences (Studienkoordinator)

The curricula at the faculty of sciences of the University of Bern were adapted to the Bologna system to include a BSc (Bachelor of Science) and a MSc (Master of Science). Students, who started their studies in Bern in the winter semester 2005/06 or later, and students, who were at the beginning of the second year of the curriculum on October 1, 2005, study according to the rules described in the *Reglement über das Studium und die Leistungskontrollen an der Philosophisch-naturwissenschaftlichen Fakultät (Studienreglement Phil.-nat. Fakultät, RSL Phil.-nat.)* dated April 14, 2005. The actual curricula ("Studienpläne") for the BSc and the MSc studies in the Department of Biology are based on this "Reglement" (RSL05) and are written in German. The RSL05 and the curricula ("Studienpläne") together with the appendices are available electronically under the following web address:

<http://www.philnat.unibe.ch/lenya/philnat/live/studienbetrieb/reglemente.html>

Students, who are not yet subject to the "Reglement", mentioned above (earlier starting date for their studies in Bern), complete their studies according to the "Übergangsbestimmungen" in RSL05 within the time period allowed (before the end of the spring semester 2011) following the "Reglement" from June 10, 1999. Since these exceptions are only relevant for a few students and the courses are already offered according to the new curriculum, it is important to contact the "Studienkoordinator" early.

The BSc in Biology is possible with three alternative majors (Plant Sciences, Cell Biology and Zoology) and is regulated in the "Studienplan zum Bachelorstudium in Biologie". The first two years of the curriculum are identical for all students, while the third year is focussed on the major. The first two years are coordinated by the "Studienleitung Biologie". For the third year, students contact first the "Studienkoordinator".

Based on a Bachelor diploma, the Institute of Plant Sciences offers the possibility to enter one of three alternative MSc programs. Depending on the courses included in the BSc the MSc programs require some additional courses ("Zusatzleistungen"). The details are listed in the curricula ("Masterstudienpläne" together with the appendices). The three MSc programs are:

- MSc in *Ecology and Evolution*
- MSc in *Molecular Life Sciences*
- MSc in *Climate Sciences*

The details concerning the curricula and the exams are regulated in the appropriate "Studienplan". It is recommended to contact the "Studienkoordinator" in an early phase of planning in order to optimize the studies to one of the three programs.

Urs Feller

9 Master theses and PhD theses in the IPS

The basic regulations for a Master thesis or a PhD thesis can be found in the *Reglement über das Studium und die Leistungskontrollen an der Philosophisch-naturwissenschaftlichen Fakultät* (RSL) and in the appropriate "Studienplan" for the Master and PhD studies (see also under 8).

9.1 Master thesis

All students from the IPS, participating in a MSc program, complete a Master thesis under the supervision of a person with the appropriate permission according to the RSL. The requirements to start the work for the MSc thesis, the duration and the submission are specified in the RSL and in the "Studienplan". In general, students working on a MSc thesis are not appointed for a paid position. Exceptionally, an appointment as "Hilfsassistent(in)" with a small percentage and for a limited time is possible for contributions to the teaching program or for special duties outside the work of the MSc thesis. The appointment of PhD students has, in the same section, a higher priority than the appointment of MSc students. The participation in seminars colloquia or special lecture series during the MSc thesis is part of the program and obligatory (at least fulfilling the minimal requirements according to the "Studienplan"). Additional requirements are stated in the "Studienplan".

9.2 PhD thesis

The PhD thesis represents an original research work under the supervision of a person with the appropriate permission according to the actual rules of the Faculty of Sciences. The results should be published in highly ranked scientific journals with peer review. PhD students are encouraged to collaborate with other scientists from our institute and from other institutions. In the National Centers of Competence in Research (NCCR) such interactions are fundamental for the whole program. In accordance with the supervisor, PhD students should participate several times in congresses or scientific meetings during their thesis and present a poster or an oral contribution. The supervisor provides financial support within the possibilities of the budget. Scientific societies in Switzerland (e.g. "Schweizerische Botanische Gesellschaft", "Schweizerische Pflanzenphysiologische Gesellschaft", "Schweizerische Gesellschaft für Pflanzenbauwissenschaften") may contribute, after an appropriate application, financially to the participation of PhD student members in a congress. Once, during the PhD thesis, an oral presentation in a meeting with scientists from other institutions should be envisaged. The active participation of PhD students in seminars, colloquia and special lecture series at the IPS is expected and is, according to the "Studienplan", obligatory to a minimal extent. PhD students participate, during their thesis, in accordance with the supervisor in courses or seminars of the IIIème Cycle or of other organizations (including interdisciplinary meetings). These participations are valid as working time as long as they are related to Plant Sciences.

A PhD thesis lasts in general 3 years for full-time students and is embedded in a larger project. PhD students are usually appointed according to the rules of the Swiss National Science Foundation. For full-time PhD students appointed via the budget of the Kanton Bern, a "Hilfsassistentz" of at least 50% should be envisaged during the thesis. Since an appointment is only possible if a position is available, it is recommended that the contact between the candidate and the supervisor is initiated early. The contracts are made by the "Verwaltungsdirektion der Universität". General rules (e.g. concerning holidays, scientific absences, mothership) are available via the internet at:

<http://www.pers.unibe.ch/lenya/pers/live/metanav/stichwortverzeichnis.html>

It is expected from all PhD students, regardless of the financial source for their project, to contribute in an adequate manner to teaching and infrastructure duties. It is attempted to harmonize in the IPS the time spent for such obligations. In each case it should be possible that PhD students can work on their thesis on average, over each semester, at least 50% of the time available.

Urs Feller

10 Library

10.1 Access rights

All members of the IPS, the Botanical Garden and matriculated University students have the right to use the library. All other persons may have access on request.

10.2 Opening hours - daily attendance

The door of the library building is open from
Monday to Friday 7:30 am to 5:30 pm
on Saturday and Sunday it is closed

Attendance of staff:
mornings of Tuesday to Friday 9 – 11 am

At other times please contact by E-mail:
Either *biblio@ips.unibe.ch*,
christine.dolder@ips.unibe.ch, or
peter.vonballmoos@ips.unibe.ch

10.3 Acquisition of documents

Before ordering via NEBIS, it is required that you check whether the journal searched for might first be accessed online (<http://rzblx1.uni-regensburg.de/ezeit/>), or whether it either can be found in our library or at the FBB (Fachbereichsbibliothek B hlplatz). Access to both catalogues is available at IDS Basel-Bern: <http://aleph.unibas.ch/>, Example: "Expertensuche": zst=(journal of biological chemistry) and (wsl=b552 or wsl=B452). Copies in the FBB are free for all employees of IPS. Ask for the copying card no. 18.

Ordering via NEBIS may be handled individually under www.nebis.ch.

Each section has its own combination of user ID and password. Please write your email address into the field for notes in order to get the article without delay.

10.4 Lending

The IPS library is intended to be an academic reference library. No book nor journal should be taken out of the area of the Institute and Botanical Garden. They can be used in the rooms of the library and in the offices and labs of the Institute as well.

In order to have all the literature available to all users at all times, it is required that you leave a note when you borrow an item (special plastic pockets provided for the shelves). We count on you acting in a personally responsible manner and being thoughtful of everyone else.

Loan periods

- ❖ **for books:** **4 weeks**
exceptions can be arranged with the library personnel in special cases (dissertations, masters works, lecture scripts, etc.)

- ❖ **for journals:** **3 days maximum**
No borrowing of journal issues of the current volume is allowed.

- ❖ **reference works,**
- ❖ **textbooks,** and
- ❖ **bibliographical references**
(on the metal shelves in front of the compactus, *ground floor right*) **can not be borrowed.**
Please respect the inscription "Keine Ausleihe" or "Nicht entleihbar" which stands for "No Borrowing"

Lending procedure

- ❖ Refer to [http:// www.botany.unibe.ch/services/lib_lending.htm](http://www.botany.unibe.ch/services/lib_lending.htm). Precise instruction can be found in the library. Ask the library personnel.

10.5 Sites

The IPS library consists of:

- the office of the library personnel on the *ground floor to the left*,
 - the room on the *ground floor to the right* with the compactus and reading places,
 - the room on the *1st floor to the right*, with the shelves and reading places
 - the old compactus in the *Brückentrakt* (building next to the bridge 21G) on the ground floor and on the right,
 - compactus of the *Schweizerische Osteuropabibliothek (SOB)* at Hallerstrasse 6, and
 - further stocks in the library of the Botanical Garden.
-
- **In the office of the library personnel** (*ground floor on the left*)
 - You can find the help-desk and information on:
 - ⊙ searching literature databases and using library programs (literature searches, inter-library loans, procurement of journal articles),
 - ⊙ finding online articles,
 - ⊙ all matters concerning scientific literature, and
 - ⊙ ordering journal articles and other scientific literature (also from sources other than NEBIS and FBB).

This is also the site where you can find:

- newly bought books, and
- the current volumes of subscribed journals and book series of IPS, arranged alphabetically according to title. Please respect that there is **no borrowing** of these volumes allowed. **Use the photocopier** instead.
- a public workstation with the former LIDOS database (1989-2002), also ready for the access to literature databases in the internet.

- In the room **on the ground floor to the right** with the compactus and reading places you can find:
 - a public workstation with the former LIDOS database (1989-2002), also ready for the access to literature databases in the internet.
 - several card indices with our holdings until 1989 – also accessible online under <http://130.92.48.2/de/engine/alpha/searchform.asp?katalogid=6>
 - the compactus with all current journals and series subscribed to by IPS as well as long-term loans from StUB – all in alphabetical order
 - the compactus with books of IPS - please refer to the laid out lists entitled "*Klassifikation*" to find the exact location of books with the shelf mark you are looking for
 - the metal shelves in front of the compactus with reference works, textbooks, bibliographical references. Attention: "Nicht entleihbar" stands for "No Borrowing"
 - precise instructions on the lending procedures and lending forms
 - reading desks reserved for students from the 1st to 4th semesters, some of them equipped with drawers, and
 - a workstation dedicated for CDs and DVDs from the library collection

- In the room **on the first floor to the right**, with the shelves and reading places, you can find:
 - books of IPS
 - reading desks reserved for students from the 5th and 6th semester, some of them equipped with drawers, and
 - precise instructions on the lending procedures and lending forms

- In the old compactus in the ***Brückentrakt***, on the **ground floor to the right**, you can find:
 - old stocks (cancelled subscriptions of the former Institute of Geobotany)
 - stocks of the city library (StUB) on long-term loan
 - books with the shelf marks ANT/ANT Q (shelf-locked: key obtainable from the library personnel), and
 - the "Fuchs" collection

- The compactus of the ***Schweizerische Osteuropabibliothek (SOB)***:
 - Please contact christine.dolder@ips.unibe.ch. In stock here are old journals and booklets, cancelled subscriptions of the former Institute of Geobotany: shelf marks BR/BR Q, Helv, collection Lang, Z/Z Q)

Your library is happy to help you.

Please do not hesitate to contact us under biblio@ips.unibe.ch or personally in our office.

Christine Dolder
Peter von Ballmoos

11 Secretariat Office

11.1 Notice of Absence

- **For all absences** (vacation, sick leave, business-related leave, military service) longer than 1/2 day, please turn in a **yellow absence form** ("Abwesenheitsmeldezettel"). These forms can be found in the tray next to the old telephone booth, across from the mail boxes.
- **No oral notes, please!** However, if you are sick, please call in at your earliest convenience and turn in a yellow absence form as soon as you are well and back at work. It is needed to process your absence.
- There are two reasons for these requirements. First, it enables us to competently provide information on the whereabouts of our employees. Second, we are required by the University administration to keep track of the absences of our employees and to allow them inspection at any time.

11.2 Employment

Responsible: Lilly Häusermann

If you are employed by IPS for the first time, please report to Lilly Häusermann, and bring with you your social security card ("AHV-Ausweis"), as well as the account number of your bank account or your post account.

For information regarding University administration, please refer to chapter *11.9 University administration ("Universitätsverwaltung")*.

11.3 Workspace

If you are new to working at IPS, regardless of whether you are internal or external staff, please stop by both secretariat offices and introduce yourself. Also, please indicate:

- in which department you are working and where your office space is located
- what your telephone number and email address is

Please also give your new, direct phone number to your colleagues and friends.

11.4 Time Recording

Administrative and technical personnel record their hours worked with the designated form. Please refer to:

http://www.advd.unibe.ch/pers_uni/informationen/arbeitszeiterfassung.xls.

The form shall be signed by your supervisor by the end of each month and turned in at the secretariat office subsequently.

This tool does not excuse you from notifying the office administration (for more details see *chapter 11.1*).

11.5 Ordering / Purchasing

Please indicate to the company you are ordering from that you would like your name to be noted on the invoice and on the delivery note.

11.6 Office Material

Responsible: Rita Hintermann

Stationeries (letter paper, envelopes, writing pads, binders, etc.) can be found in the middle closet in the hallway near the stairs. The closet is open weekdays between 08:00 and 17:00. You are free to take the items you need.

Other basic office materials can be obtained from the office of Rita Hintermann.

Materials that is available from neither the self-serve closet nor Rita Hintermann (i.e. computer supplies) have to be ordered and paid directly for by each department. For small purchases of up to CHF 50, you can be reimbursed directly by Rita Hintermann. For larger purchases, please order on account.

Business hours for office material and cash purchase reimbursement from Rita Hintermann: Monday and Tuesday, between 14:00 and 17:00.

11.7 Bookkeeping / Invoices

Responsible: Lilly Häusermann

As soon as you receive your goods, please bring your invoice to the office of Lilly Häusermann.

11.8 Travel Expenses

Responsible: Lilly Häusermann

Reimbursements must be approved by your department head. For processing we need:

- detailed information about the destination, time, and reason of travel
- a detailed list of the individual expenses (transportation, meals, accommodation), including original receipts, if possible.

11.9 University Administration

All information regarding University Administration (Zentrale Dienste) can be found online at <http://www.unibe.ch/organisation/dienste.html> For example:

- **Finances**
Especially print and copy centre, for ordering printed matter
<http://www.advd.unibe.ch/fin/kop/aktuelles.htm>
- **Gender Equality**
<http://www.gleichstellung.unibe.ch/lenya/gleichstellung/live/index.html>
- **Human Resources**
All information regarding human resources (e.g. employment, working hours, vacation, sickness and accident regulations, military service, civil defense service, legal matters, index etc.) can be found online at <http://www.pers.unibe.ch/>
Ordering forms at www.pers.unibe.ch/lenya/pers/live/metanav/formulare.html
- **Legal Service**
e.g. law collection
<http://www.rechtsdienst.unibe.ch/>
- **University Sport**
Courses and programs also for University employees
<http://www.sport.unibe.ch/>

Lilly Häusermann

12 Information Technology (IT)

12.1 General

The *Directive Governing the Use of IT Resources at the University of Bern from 26.04.2006 (pdf)* and the *Regierungsratsbeschluss: Weisungen für den Umgang mit Passwörtern vom 17.06.1998 (pdf)* have priority. They can be found under <http://www.rechtsdienst.unibe.ch/rs/inform.html>.

12.2 IT at the IPS

12.2.1 Each section chooses a **person responsible for IT**

He or she has the following duties:

- acquiring PCs and peripherals as well as consumables and cables in arrangement with the head of the section and the IT-responsible of IPS;
- acquiring, installing and controlling software and licences in arrangement with the head of the section and the IT-responsible of IPS;
- maintaining PCs and their peripherals;
- consulting the IT-responsible of IPS about problems they could not solve themselves; and
- acting as contact of the IT-responsible of IPS.

12.2.2 The **IT-responsible** of IPS

- helps with the acquisition and installation of consumables, new hardware, software and new licenses;
- gathers information, material, data storage media and software licenses from the Computing Services (Informatikdienste, ID) of the university and circulates them at IPS in a suitable manner;
- supports users by putting software and hardware into operation;
- supports users with debugging and repairs, under the assistance of the suppliers;
- looks after the equipment that serves the whole Institute, especially the computer network, servers, networked printers and the computer pool;
- manages e-mail accounts, website addresses, network addresses in collaboration with the ID;
- plans the IT infrastructure of IPS and security measures in agreement with the director of the Institute and with the ID; and
- creates and maintains the website of IPS.

12.2.3 Rules for the use of the computer pool in the library

- In general, access is restricted to persons who have a personal e-mail account at the University of Bern. This account can be used to log on to the PCs. Members of IPS can also log on under their account on the central IPS server.

Opening hours for guests without a key:

Monday until Friday (except holidays)

7:30 am – 5:45 pm

- The room is intended to be a quiet working place. Avoid all disturbing activities.
- After use, After use, switch off PCs and remove all personal belongings.
- Limit print jobs to the minimum. Especially do not print lecture notes. For print jobs that are not directly related to studying or work at the Institute a fee of 20 Rp. per printed page has to be paid. Use the cash box near the copy machine, or give the money to the IPS secretaries.

The computer pool is open for the following tasks in decreasing priority:

1. Lessons of a lecture series of IPS;
2. Other lessons in arrangement with Prof. D. M. Newbery;
3. Exercises of a lecture series;
4. Maintenance (software, hardware installation);
5. Scientific duties as part of a job at IPS; and
6. Practising the use of the installed software, and for on-line searches.

Not allowed for users of the computer pool in particular are:

1. installing programs
2. jobs with commercial purposes, and
3. downloading or uploading data for private use (e.g. programs, music, pictures, films...)

For security reasons all internet traffic of PCs in the computer pool is logged by equipment of the ID.

David M. Newbery
Peter von Ballmoos

13 House rules

13.1 Opening hours

The main building (incl. the library) are open:

Mon - Fri	07.30 – 17.30
Sat + Sun	closed

The gardens are open: Outside area 07.00 – 17.30 (summer + winter)

Greenhouses

<i>summer</i>	08.00 - 17.00
<i>winter</i>	08.00 - 16.30

Outside the opening hours all entrances are locked. When locked, the buildings can be left via the main entrances and the gardens via the north exit, but cannot be entered again without key/batch. The entrances on both sides of Kuhlemeier's coffee room are permanently locked.

If events take place in the **evening**, the main entrance at the lecture hall is open half an hour before the beginning of the event. The garden gates will remain open a quarter of an hour after the event. If events take place on Saturday and Sunday, the organisers of these events are responsible for opening the doors shortly before the event. They are also responsible for locking the doors once the guests are in the building and after the guests have left the event.

The **library** is open during the institute opening hours. Outside these, users are responsible for making sure it is locked (see also chapter 10).

Office-, lab-, building-, and garden doors are to be locked outside the opening hours. Please make sure that windows and doors on the ground floor are open only when you are present.

13.2 Institute keys

The technical staff is responsible for the procurement, the hand-over and the withdrawal of keys and badges.

13.3 Behaviour in case of fire

Behave according to depicted guidelines or special directives of the heads of departments.

13.4 Parking

There are a limited number of parking spaces available for employees/associates of the IPS. To use these, a vignette is necessary. This vignette can be requested from the technical staff (see also: www.advd.unibe.ch/bt/fahrzeug/aussenplatz.htm). Vehicles of visitors and commercial vehicles are to be stationed on the spaces depicted as such.

13.5 Lost and found

Objects lost and found are kept by the technical staff for half a year.

13.6 Notice boards

Notice boards are located on the ground floor at the main entrances.

13.7 Reservation of rooms

Reservations of the practical rooms, the lecture hall and the seminar room 80 are to be arranged solely with the technical staff. Reservations for the guest-room are to be arranged with Lilly Häusermann or the technical staff.

The technical staff is responsible for the setup and/or installation of booked equipment as well as the setup of the video system. This equipment is to be operated only by the technical staff or the lecturers.

The tables in the seminar room 80 can be arranged as needed. Reservations for non-university use of rooms are to be directed to the technical staff. The secretariat will charge for this kind of use in accordance with the guidelines of the university.

13.8 Damaged equipment and theft

Please immediately report damaged equipment and stolen objects to the technical staff or the heads of departments.

13.9 Additional points

- Door to door sales are not permitted at the IPS.
- Bringing along pets is not allowed at IPS (exception: guide dogs)

Willi Tanner

14 Institute cars

14.1 Prerequisites for use of the cars

- The driver must have a valid driver's licence.
- He or she must be a university employee.

14.2 Instructions

- In order to achieve permission to drive with one of the institute cars, every person must arrange a **test ride** with either Willi Tanner or Ernst Bhend (with or without trailer).
- **Defects** or **damages** are to be reported to Willi Tanner or Ernst Bhend before and after use (car body, headlights, oil, tires). Damages not reported will be claimed from the last user.
- The **driven kilometres** are to be registered in the log book (to be found in the glove locker).
- The car is to be returned in a **clean condition** (inside and outside) and the fuel tank is to be at least $\frac{3}{4}$ full. Please clean the windscreen also.
- **Fuelling**
Please fuel diesel only. Use the MIGROL-card to pay for the fuel. The pin-number for the card can be found in the log book. The MIGROL-card is valid in Switzerland only.
- **Smoking is not allowed in Institute cars.**
- The **car keys** and the **schedule for reservations** are available in the workshop.
- **Private trips**
Private trips with institute cars are not allowed.

Willi Tanner

15 Important telephone numbers

Name	Tel. (external 031 631-....)	Mail / web / fax / others
Ambulance	144	
Anders Iwona	4959	iwona.anders@ips.unibe.ch
BAFU ¹⁾	031 323 55 99 / 031 322 93 11	contact.biotech@bafu.admin.ch
Caretaker	4946 / 4948	
Chemical waste recycling	4386	FAX 4459
Dolder Christine	8022	christine.dolder@ips.unibe.ch
EKAS ²⁾	8222	www.adv.d.unibe.ch/bt/AS/as_ekas.htm
Emergency numbers (general)		www.bern.ch/notfaelle
Emergency room Inselspital	031 632 21 11	www.insel.ch/notfallzentren.html
Feller Urs	4958	urs.feller@ips.unibe.ch
Fire alarm cancellation	031 321 16 22	(Anlage Nr. 221 408)
Fire department	118	
Fischer Markus	4943	markus.fischer@ips.unibe.ch
Häusermann Lilly	4911	lilly.haeusermann@ips.unibe.ch
Hintermann Rita	4912	rita.hintermann@ips.unibe.ch
Hospital (Insel) emergency room	031 632 21 11	www.insel.ch/notfallzentren.html
Kuhlemeier Cris	4913	cris.kuhlemeier@ips.unibe.ch
Library	8022	biblio@ips.unibe.ch
Mandel Therese	4954	therese.mandel@ips.unibe.ch
Medical emergency number	0900 57 67 47	
Newbery David	8815	dmccnew@ips.unibe.ch
Oberli Flor	4926	flor.oberli@ips.unibe.ch
Police	117	
Radio-safety expert	4958	urs.feller@ips.unibe.ch
Rentsch Doris	4916	doris.rentsch@ips.unibe.ch
Research gardeners	4920 / 079 770 42 26	
Secretariat	4911	lilly.haeusermann@ips.unibe.ch
Suter Grotemeyer Marianne	4918	marianne.suter@ips.unibe.ch
Tanner Willi, bldg. superindendant	4946	willi.tanner@ips.unibe.ch
Tox-Centre ³⁾	145	www.toxi.ch/ger/welcome.html
University administration	031 631 81 11	www.unibe.ch
von Ballmoos Peter	3586 / 4960	peter.vonballmoos@ips.unibe.ch
Zimmermann Marlyse	4934	marlyse.zimmermann@ips.unibe.ch
Zwahlen Fritz, EKAS	8222	fritz.zwahlen@bt.unibe.ch

1) Bundesamt für Umwelt = Federal office for the environment

2) Eidg. Koordinationskommission für Arbeitssicherheit = Federal coordination commission for occupational safety

3) Swiss Toxicological Information Centre

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