

THE ADMINISTRATION INFORMS



Department of Oncology-Pathology

ECONOMY

Central purchasing coordinators

You are welcome to make direct contact with our central purchasing coordinators regarding all types of issues concerning purchasing and procurement.

The purchasing coordinators can always provide guidance in procurement issues and will themselves focus on direct procurements between SEK 100,000 and the threshold value of SEK 615,000.

They can also assist in market research, guide in KI's various framework agreements and support in e.g. request for procurement support, etc.

For Campus North, you should primarily contact Josip Ravlic, josip.ravlic@ki.se, tel. 08 - 524 860 42, 070 – 21 05 857 and Madeleine Gråbergs, madeleine.grabergs@ki.se, tel. 08 – 524 860 08, 070 – 22 09 437. Apart from phone and email, you can also contact them via Teams where they can easily be identified via their names.

Framework agreements

KI has signed/renewed framework agreements for:

- Drug deliveries -Apoteket AB
- Flower arrangements: <http://ki.blomma.se>
- Personal computers
- Laboratory gas (cylinder/tube)
- Training in English for Employees-Acolad

Due to the war that Russia is waging against Ukraine, all **gas supplies of Helium** have been stopped from Russia. Linde gas, which imports Helium, will thus have problems with deliveries and price increases can be expected.

We welcome your comments and suggestions about the newsletter.

Contract information Sigma/Merck

As of 2022-01-10 Merck Chemicals and Life Science AB changed name to Merck Life Science AB and Sigma-Aldrich Sweden AB merges into Merck Life Science AB.

Contract information Illumina

New price agreement with illumina, 8 - 10% discount on selected products.

E-commerce

Use **e-commerce in UBW Web if possible**. Invoicing is faster and more reliable. A purchase number is created when the order is created. This number is automatically matched with the invoice when the item is marked as received. When ordering, first look in e-commerce if the current supplier is there or if another supplier has the item you want to order. If your group wants a quick review on how to use e-commerce, contact [Paula Mannström](#).

Staples Punchout in e-commerce is temporarily closed as it is not possible to retrieve the shopping cart. For the time being, instead email your order to: order@staples-solutions.com. Remember to enter the ref ZZ code.

More information about purchase and procurement can be found in the [Newsletters from Purchase and Procurement](#).

HR

Employee survey

Karolinska Institutet is now conducting an employee survey regarding several aspects of our work environment. This is a good opportunity for us to influence these issues. It is important that as many as possible answers this survey in order to get the full picture of what we at the department think of our work environment.

This is something very important, so please set aside the time it takes to answer this survey, approximately 10 minutes.

A link to answer the survey will be sent out on the 28th of March to those employed more than 40% at KI, who has been employed for more than 6 months and are physically located at KI. Physically located means that the person is sufficiently involved in the activity at KI to be able to answer the questions and contribute to business development. The survey will be open until the 10th of April.

WORK ENVIRONMENT

Pause exercise

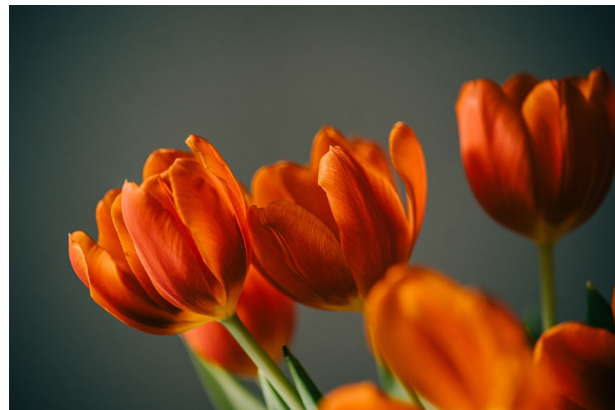
When the pandemic is finally over, we start up pause exercise in BioClinicum. For those who need to take a break from the lab bench / desk and move their body for a little while! Let's meet on Thursdays at 14:00 in the lunch room on the 6th floor for some pause exercise. **We start the 24th of March.**

CPR training

Three occasions for CPR training are booked in Swedish and English. As there is a limitation of 12 people/occasion 1 person /research group will be prioritized if many people sign up. Separate invitation be sent out by e-mail. Occasions:

In Swedish: 3 May at 9:00-11:00

In English: 5 May 13.30-15:30 and 30 May 13.30-15:30



Checklist for new employees and Check-out list

[Updated checklist for new employees and a check-out list](#) that can be used to support when someone is quitting can be found on OnkPat's website for employees.

We would especially like to remind you about the possibility of contacting the occupational health care company Avonova if you have work-related health problems.

We also want to highlight the importance of [reporting incidents via the KEY concept](#). All doctoral and undergraduate students could also contact [Mirco Martino](#), who is the student representative for the work environment, if there has been an incident to and from work or at the workplace.

Instructions for the use of anesthesia gas

KI's safety unit has created a new document [Instructions for the use of anaesthetic gas](#). The document can be read in its entirety on the Staff Portal under Chemical Safety and Documents.

ENVIRONMENT AND SUSTAINABILITY

-80 Freezers

Remember to defrost/brush off snow from the -80 freezers. The freezers will keep the temperature more stable and use less energy. Contact [Paula](#) or [Katja](#) if you need instructions for defrosting the freezers in BioClinicum.

Give away week

Week 13 (March 28-April 1) there will be a "Give away week". If you have equipment/consumables etc. which you do not need, take the chance to clean up the lab / office! Put the material in the vacant lab on floor 5 in BioClinicum (U230 05 4500). If you want to give away chemicals, list them with name and contact person and put the list in the lab NOTE! no phase-out chemicals, give them instead to [Anna](#) who will help out with disposal.

Action plan 2021–2024

[The Environment and Climate Action Plan 2021–2024](#) has been now finalized and is well-described in bullet points and can also be found as a PDF file in the bottom of the page. The action plan concretizes KI's climate strategy and is part of KI's environmental management system.

[OnkPat's own Activity Plan for Environment and Sustainable development for 2022 can be found here.](#) Send your suggestions and ideas to [Katja](#).

RESEARCH INFRASTRUCTURE

Changes in the OnkPat core facility in BioClinicum from April 1, 2022

A service agreement for the common QS7-PCR needs to be signed, therefore we will start charging a user fee of 100 SEK / hour. Booking and charging will be moved to iLab – [OnkPat core facility](#).

User fees for our instruments in the FACS facility will be increased from 200 to 300 SEK. Prices and limits for the other facilities and instruments will remain unchanged.

FACT lab – new time–share cell lab in BioClinicum

Two time share cell labs have opened on floor 10 in BioClinicum. One lab is for the use of primary cells and gene manipulations and the other for work with lentivirus and adenovirus vector systems. [Booking and more information can be found in iLab.](#)

MISCELLANEOUS

The OnkPat administration will move to new premises on the 25th of April. The new location will be D2:04, Anna Steckséns gata 30A with the entrance right across the street from Rolf Luft auditorium.



The administration consists of:

Maria von Witting, Head of administration (maria.von.witting@ki.se, 0736739183)
Anders Ekman, financial controller (anders.ekman@ki.se, 524 862 14)
Agneta Hultbro, administrator (agneta.hultbro@ki.se, 524 862 09)
Sara Jalali, financial controller (sara.jalali@ki.se, 524 862 27)
Anne Jensen, HR manager (anne.jensen@ki.se, 524 862 16)
Louise Kvick, HR administrator (louise.kvick@ki.se, 524 862 21)
Monica Manske, administrator (monica.manske@ki.se, 524 862 07)
Karin Petell, accounting supervisor (karin.petell@ki.se, 524 862 08)
Ann-Charlotte Redebo, financial controller (ann-charlotte.redebo@ki.se, 524 862 15)
Erika Rindsjö, administrator, communications officer (erika.rindsjo@ki.se, 524 862 06)
Michael Rosendahl, archivist (michael.rosendahl@ki.se, 0700900291)
Hanna Sillén, administrator, Head of Department secretary (hanna.sillen@ki.se, 524 862 19)
Jan Sylvan, IT administrator (jan.sylvan@ki.se, 524 823 02)

[Read more about the administration](#)