Welcome to Tovetorp Research Station

Department of Zoology, Stockholm University

Before you arrive

Inform us of your arrival plans well ahead of your arrival, particularly if you plan to arrive outside of working hours.

Inform yourself about the 'Laboratory safety, regulations and practices at the Department of Zoology'. These regulations also apply to Tovetorp when applicable.

Everyone working in the laboratories and the field at Tovetorp is responsible to plan and conduct the work in a safe and clean way without causing danger or disturbing other people or environment in the laboratory or the field. This includes maintaining good order in working areas, handling equipment in a proper way and following the safety regulations in the laboratories and the field. Before starting a new experiment, safety and environmental aspects must be observed. Find out which rules apply and what protective equipment is needed and where it is located. Also, make a documented risk assessment for your experiments and send to the managers at Tovetorp. Any hazardous chemicals brought to the station has to be handled and stored in an appropriate way and the staff at Tovetorp has to be informed.

Bring your own sheets, duvet covers, and pillowcases, these **must be used** during your stay. In case you forget there might be some to borrow.

It is recommended to bring boots and raincoat (even if you do not plan to work outside), and indoor shoes.

During your stay

In the entryway to Mässen, there is a sign-up whiteboard where it should be noted whom is staying in each room and during which dates. Please write your cellphone number here so we can reach you. This is primarily for your safety.

Fire safety
Please inform yourself about fire escape routes. In the course and lab buildings, there are evacuation plans posted that denote the locations of fire extinguishers. The assembly point after evacuation is between the course building and the parking, near the boule court (see Map). Fire alarms are sent automatically to the fire brigade from the laboratory buildings and the course building. In all other buildings, fire alarms are local. ***In case of fire always: 1) evacuate, 2) warn others if it is safe to do so, 3) dial 112 and, when possible, inform a member of Tovetorp staff.***

Defibrillator can be found in the western entrance to the old lab as well as in the entrance to the course building. A sound is automatically started when the defibrillator is taken out of the box to attract help from people nearby.

Nearest emergency hospital is Nyköpings lasarett (30 km by car south on E4)

First aid kits can be found on the ground floor of Mässen, in the staff room and work shop in the old lab and in the office (Skrivhuset; in the broom closet).

Kitchen - Read information sheet in the common kitchen in Mässen!
Clean up after yourself. If you stay during more than one week, there is a kitchen schedule where you should book a week when you are responsible for a tidy kitchen (i.e., remind others what to do, and take some extra responsibility). Empty compost and recycling when full (see Map)

Before you leave

- Hazardous waste and chemicals used during your stay should be brought back to SU.
- Clean up lab space and workshop and leave it in the same order as when you arrived.
- Clean up the kitchen and living space in Mässen.
- Return any keys and key cards to staff.
- **Notify us when you leave to: tovetorp@zoologi.su.se.**

Good to know

Map – see final page for an overview map of Tovetorp
Kitchen – there are kitchen (refrigerators, freezer, coffee maker, stove/oven/microwave, pots/pans/knives/etc) and dining facilities (plates, bowls, cups, silverware) in Mässen and Villan.
Laundry – there is a laundry facility in the basement of Mässen. Bring your own detergent.
Showers – there are showers in Mässen, Villan, and Skrivhuset.
Internet – there is WiFi throughout Tovetorp with connections via SU (Stockholm University network) and eduroam. Temporary access to the SU network can be arranged.
Office space – Skrivhuset has basic office facilities. Desk space can be arranged in advance
Lab space – can be arranged in advance.
Guests – are allowed in your room if booked in advance (100 SEK/ night to Swish 123 399 6436). Please email tovetorp@zoologi.su.se, and inform in advance about eventual guest so we know who is visiting us.
Mail – can be delivered to Tovetorps forskningsstation, SE 646 94 Björnlunda, Sweden
Gym/sauna in course building –The facilities in the course building is primarily for courses and conferences, however, if not guests are booked in the building, the gym, sauna and showers can be use provided that you clean the facilities before you leave.
Workshop – located in the lab buildings and contains a variety of hand and power tools, etc. Before using the facility, you must contact staff for information about safety regulations. Some tools should only be used by staff.
Four-wheeler, tractor, lawn mowers and chain saws are restricted to be used only by certified staff members.
Getting around – there are bicycles available to borrow and bus access to shopping in Nyköping, Björnlunda and Gnesta by bus ('Furuborgs såg' is the nearest bus station).
Tovetorp van – can be booked in advance for shopping and research activities (max 1 passenger, 35 SEK / 10 km). Note distance, driver and who should pay in the logbook in the glove compartment, and note the name of the driver on the list at the key box in the old lab.
Charging of electric vehicles/bikes are not allowed. Unfortunately, we do not have any charging station for electric cars at present.

Pets – are only allowed in certain rooms which can be booked in advance, and are not allowed in any common areas. It is up to the pet-owner to guarantee that the animal does not damage the room and clean the room before leaving.
Parking – there is plenty of parking space at Tovetorp.
Vaccinations – ticks carrying tick-borne encephalitis (TBE) are present in the area around Tovetorp from approximately April – November. We recommend getting vaccinated against this disease, which requires at least two doses, separated by one month. (see fasting.nu). Ticks could also carry Lyme disease, thus always check your body and remove ticks properly. There is a pair of tweezers in the entryway to Mässen.

You are warmly welcome to the station, please contact staff (see below) if you have any questions about your stay at the station!

I hereby declare that I have read and understood the information in this document:

Date: _____

Signature: _____

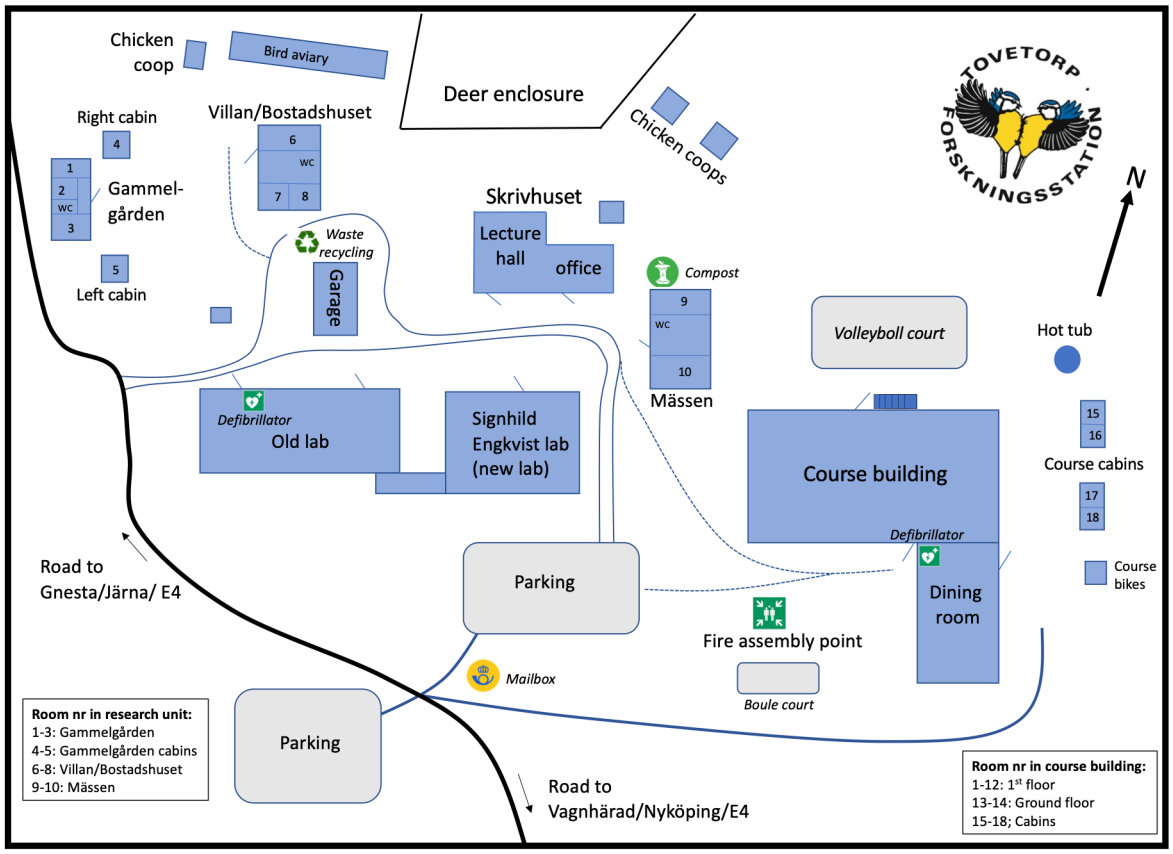
Name: _____

In case of emergency, contact my next of kin:

Name: _____

Cell phone: _____

Please sign and hand in to the staff at Tovetorp at the start of your stay at the station.



Staff at Tovetorp

Cilla Kullberg, director (accommodation, conferences and courses);
cecilia.kullberg@zoologi.su.se; 070-595 44 61

David Wheatcroft, director (research facilities and animals);
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Yvonne Silfverblad, animal care and cleaning;
yvonne.silfverblad@zoologi.su.se; 072-703 90 83

Anna Lagerqvist, chef (course building);
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Susanne Åhlund, chef (course building);
susanne.ahlund@zoologi.su.se; 073-141 10 47

Ingalill Södervall, cleaning, breakfast (course building) & animal care on weekends;
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Alexander Bleckert, animal care and cleaning on weekends/vacations;
alexander.bleckert@zoologi.su.se; 076-102 21 08