

DEPARTMENT OF
Biochemistry

Welcome & Induction Pack



@CamBiochem

October 2024

Your induction to the University is an important part of your first few weeks at Cambridge and you can access a selection of resources in the Online Learning Centre to support your induction. These resources offer a flexible approach, enabling you to learn about the University and what it is like to work here. This information can be found at www.admin.cam.ac.uk/offices/hr/ppd/ but you will need a Raven password (see below).

This pack contains the following general information

Section 1) Welcome letter from the Head of Department

Section 2) Support services information (Department & University)

- A) Mandatory and Work Specific Training
- B) Application for e-mail & Raven accounts (**Action:** all new starters to sign and return)
- C) Access/ID Cards – Terms and Conditions (**Action:** all new starters to sign and return)
- D) General Facilities and Services
- E) Induction Information & Checklist for New Entrants
- F) Useful Contacts, Facilities and Services
- G) BioPath Stores
- H) Accounts
- I) Studying Biochemistry at Cambridge - Summary of Course Structure
- J) Undergraduate Teaching Information
- K) Glossary of Teaching Terms and Commonly Used Acronyms
- L) Useful Services Available to University Staff
- Library Information Booklet
- IT Support Information Booklet
- Multimedia Lab Price List

Section 3) Safety Information

Included in the pack are

- A) Health and Safety policy from the Head of Department
- B) Memorandum- Departmental Safety Manuals and Safety Induction Dates
- C) (i) Guidance on using the Personal Safety Training Record
(ii) Personal Safety Training Record Card
- D) Safety Checklist, Contacts and Acknowledgement Form

Section 4) Building Directories

- A) Hopkins Building
- B) Sanger Building

October 2024

A Welcome to the Department of Biochemistry!

Dear Colleague

It is a great pleasure to welcome you to our Department of Biochemistry. We are delighted that you have chosen to join our community and trust that you will enjoy your time in Cambridge.

We are striving for excellence in research and teaching of the fundamental principles of life. Starting at the atomic level we are working on many living systems across all scales. We are committed to providing a working environment where all individuals feel valued and supported. In line with University values and frameworks, we are proactively working to achieve an inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.

We are a community of more than four hundred individuals. This includes university teaching officers (UTOs), independent research fellows, postdoctoral fellows, postgraduate students, professional support staff, academic visitors and apprentices. In addition, we host undergraduate part II/III (3rd and 4th year) students and undergraduate visitors.

This year (2024) we are celebrating our 100-year anniversary. There is a lot in our history we are proud of, perhaps you will explore some of it! However, due to our history we are distributed across four neighbouring sites along Tennis Court Road: the Hopkins Building and part of the Craik Marshall Building (both on the Downing Site), and the Sanger Building (on the Old Addenbrookes Site). Different sites but one community.

To help you get started please find enclosed our Welcome and Induction Pack with useful information and contacts. This also includes our safety and compliance procedures: these are, of course, essential for working in the department. You may also want to refer to our website (www.bioc.cam.ac.uk) for further information and you will receive our regular newsletter via email in due course.

I hope to meet you in person very soon!

With my very best wishes,



Professor Eric Miska

Head of the Department of Biochemistry

The University provides a range of training courses that are available to staff and students. You can find all courses here;
<https://www.training.cam.ac.uk/>.

Department Health & Safety Induction

You **must** attend a Departmental Safety Induction session soon after your arrival. You will be invited to attend a session by email. If it is identified that GMO, HTA, Biofacility, Radioactivity etc. will be relevant to your work here, the Safety Technician will issue you with any other safety information required for your work/studies. You should discuss this with your Supervisor and identify the areas you need to register for and be trained in.

Fire Awareness (to be completed every 2 years)

All members of staff must complete online fire awareness training every two years. Please follow the registration instructions given on the University Training page.

<https://www.training.cam.ac.uk/event/4390169>

University Online Induction

www.training.cam.ac.uk/cppd/course/cppd-self1

Equality and Diversity Essentials and Unconscious Bias

www.equality.admin.cam.ac.uk/training/equality-diversity-online-training

Data Protection Online Training

www.training.cam.ac.uk/cppd/course/cppd-dataprot

Cybersecurity Awareness

<https://www.vle.cam.ac.uk/course/view.php?id=137361>

Display Screen Equipment

Staff working at a desk/PC for a significant amount of time must complete an individual assessment of their work station:

<https://www.oh.admin.cam.ac.uk/oh-forms/display-screen-equipment-self-assessment-checklist>.

You can also find information about discounts for eye tests and prescription glasses <https://www.oh.admin.cam.ac.uk/oh-policies/computer-health-dse>

Manual Handling

You may find that in your role there is need for manual handling to take place. There is University training available for guidance on this, <https://www.training.cam.ac.uk/course/ohss-safety8>

Work specific training

Risk assessment

Throughout your time at Biochemistry, you will be required to complete your own risk assessments for various tasks and procedures. These assessments must be clear, concise, and well thought through before submitting. To assist with the completion of these there is a half day 'Risk Assessment' training course which can be booked using the below link.

<https://www.training.cam.ac.uk/course/ohss-safety4>

Working in Containment Level 2

Anyone working in Containment Level 2 facilities must complete the 'Using containment facilities and microbiological safety cabinets' training course before work commences. Area specific training must also be issued by the lead Technician or nominated person of the CL2 lab you will be based in. <https://www.training.cam.ac.uk/course/ohss-safety38>

Working with Radioactivity

Anyone who is new to the Department of Biochemistry who is planning on working with unsealed radioactive substances is required to complete 'An introduction to suitable and safe use' radioactive substances course as part of your registration process.

<https://www.training.cam.ac.uk/course/ohss-safety7>

Purchasing and Recruitment

Dependent on your role within the department you may benefit from, or be required to complete, training in areas of finance or recruitment. Please contact Accounts, accounts@bioc.cam.ac.uk or Personnel, personnel@bioc.cam.ac.uk if this applies to you.

Department of Biochemistry

APPLICATION FOR E-MAIL & RAVEN ACCOUNTS

Please complete the follow information to apply for an e-mail account

Title:

Forenames:

Surname:

Date of birth

(DD/MM/YYYY)

Gender:

Status:

(i.e., Staff/Visitor)

Start Date:

Finish Date:

Supervisor:

Please return the completed form to Personnel personnel@bioc.cam.ac.uk

For office use:

Date received:

BIOCH 63



Department of Biochemistry University of Cambridge

University of Cambridge, Tennis Court Road, Downing Site
Cambridge, Cambridgeshire
CB2 1QW

Telephone: Reception: 01223 333 600

ACCESS/IDENTITY CARDS – TERMS AND CONDITIONS

- All Access/ID Cards/Temporary Cards remain the property of the University of Cambridge.
- The card may be used only by the authorized cardholder and its use is subject to the Conditions of use published on the University of Cambridge Card Service website <https://help.uis.cam.ac.uk/service/security/university-card>
- Cards are not transferable and must not be lent to others.
- When a cardholder leaves the University, they must return the card to the Receptionist in either the Sanger or Hopkins Building.
- To assist with security and as a deterrent to crime, the Department requires all employees and students to display a University ID card whilst in the buildings.
- The Department may collect data on swipe card access to buildings and this may be used for security or disciplinary purposes. Data may only be obtained from the software with approval from two of the following:
 - o Head of Department
 - o Departmental Administrator
 - o Deputy Head of Department (Research)
 - o Deputy Head of Department (Teaching)
- All such data requests will be anonymised and reported to the Departmental Management Committee.
- Under the Data Protection Act (1998) you have the right to object to the use of data if you can show that it might cause you damage or distress.
- For details of the Data Protection Act see website: <https://www.information-compliance.admin.cam.ac.uk/data-protection>
- Lost/stolen cards must be reported as soon as possible to: personnel@bioc.cam.ac.uk, telephone: 33617.

I agree to the above Terms and Conditions:

Signed:

Date:

Print Name:

Dr Katherine Wallington
Departmental Administrator and General Manager
October 2024

Who's who

Details of Department members, and contacts for general services or emergencies, can be found in this document.

Teaching and Research

The Department has an extensive and successful research record and teaching programme which are detailed on the departmental website <http://www.bioc.cam.ac.uk/>

Reception

Hopkins and Sanger Receptions are open between 08.30-17.00 Monday to Thursday and 08.30-16.00 on Fridays. Both Receptions close for lunch 13.00 – 14.00. Hopkins: (3)33600, Sanger: (7)66001. A small stationery store is available in the Sanger Reception, items can be purchased from here, a charge code will be needed. Please contact Reception if you wish to make an international call. <https://www.bioc.cam.ac.uk/members/reception-and-secretariat>

Post Arrangements

The Reception team sort the post and place it in the appropriate pigeon holes in each building. Research Group Heads/Principal Investigators have their own pigeonholes, as do core support facilities such as Accounts, Domestic, Maintenance and Catering. All other members of the Department share pigeonholes according to their surname.

Incoming Mail:

Royal Mail post is delivered to both buildings between 10.00-11.00. UMS (University Messenger Service) mail is delivered to the Hopkins building at 11.00, there is no delivery to the Sanger building. Couriers deliver to the Sanger and Hopkins, Biopath Stores and Central Delivery.

University Mail Service (UMS):

Mail between the two buildings can be sent via Reception. UMS mail is collected from the Sanger Building at 09.30 and the Hopkins Building at 11.00.

Suspect Packages – Postal security and action to take: <https://www.safety.admin.cam.ac.uk/system/files/hsd102m.pdf>

Scanner, Photocopier, Printer

Multi-functional devices (MFD's) are currently located in the following areas:

Hopkins Building:	Ground Floor, Room 215 First Floor, RNA lab corridor, next to Room 328 Basement, Stores Office (staff use only)	Sanger Building:	Level 1, outside Room 1.35 Level 3, Atrium landing
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The MFD's are linked to the University wide DS Print service. You will need a CSRID, a Raven account and a University card to access the printer. See DS Print instructions <https://help.uis.cam.ac.uk/service/printing>.

Please contact itsupport@bioc.cam.ac.uk to add credit to your account. Credit is charged to a general ledger or grant code. This information must be provided with your request.

Charges for using the departmental MFD's are displayed at the printers.

Communication - Electronic & Paper Notice Boards, Intranet and E-mail

Departmental notice boards are in the Common Room in the Hopkins Building and in the Common Room in the Sanger Building. Safety notice boards are located on each floor in both buildings.

Most of the Department's internal communication is by email and a weekly bulletin; an application form for an email account is included in this pack, you will also receive a Raven password which is required for accessing some of the University webpages.

Departmental information is also provided on the Intranet: <https://www.bioc.cam.ac.uk/members>

Access Cards

University Cards are issued by the University Card Office. These cards are required to gain access to the University Libraries, Colleges and Departments, where a card swipe or proximity system is in place. Students will receive their card from their College; all other cards will be sent to the Department. The Reception team will program your card and let you know when it arrives. Should you have any issues with your card, please contact the Personnel team.

A Temporary Access card may be obtained from either Reception until you receive your University Card. This will require a refundable £10.00 cash deposit.

Security/Insurance

Please note that University insurance does not cover loss, theft or damage to cycles, cars, clothes, laptops, personal items etc whilst on University property. You are, therefore, advised that appropriate personal insurance should be arranged. Please lock handbags, wallets, laptops, etc. away and close doors, and windows when leaving at night. In addition, do not let anyone into the building without checking their University card or that they have a legitimate reason for being there. The University provides travel insurance cover if travelling on University business with an approved travel risk assessment in place. Please check the cover included on the University Insurance Section webpage, <https://www.insurance.admin.cam.ac.uk/>

Building Services - Maintenance, Electronics and Workshops

Any requests for maintenance or repairs should be submitted through the Maintenance page on the intranet: <https://www.bioc.cam.ac.uk/members/buildings>

IT Support

Any requests for IT support should be made through the IT Support ticketing system by emailing itsupport@bioc.cam.ac.uk
Further information relating to the full range of IT Services available are included in this pack and can also be found on the intranet: <https://www.bioc.cam.ac.uk/itsupport>

First Aid Rooms

First Aid rooms can be found in the basement of the Hopkins Building, Room 114, and Room 0.12 in the basement of the Sanger Building. The rooms may also be used by nursing mothers (a fridge is available in each room), and as prayer rooms.

Catering Provision

The kitchens in both buildings offer a wide selection of hot and cold food and drinks, including fresh sandwiches, paninis, soups and salads, as well as in-house made hot and cold food choices. Details on opening hours can be found here: <https://www.bioc.cam.ac.uk/members/catering> Food carousel and drinks vending machines are located in the Hopkins Common room. In the Sanger building they are in the Central Atrium.

Absence recording for holidays and sickness

Holidays

Assistant and Research Staff:

Annual leave is booked through an online form found here: <https://www.bioc.cam.ac.uk/members/human-resources>. Leave must be approved by your supervisor before being taken. Please contact the HR Office via email personnel@bioc.cam.ac.uk for more information.

Sickness:

All sickness must be reported to the HR Office by email: personnel@bioc.cam.ac.uk and copied to the line-manager. For all self-certified sickness absences please complete a CHRIS62 form on your return to work so that the HR Office can update the CHRIS system records. <https://www.hr.admin.cam.ac.uk/forms/chris62-sickness-self-certificate> These are available from the HR Office. For absences over seven calendar days, you will need to obtain a GP's fit note and send it to the Departmental HR Office. In all instances, please let the Departmental HR Office know when you return to work.

Please ask your supervisor if you are unsure of any of the following.

General

- Introduction to group members and main PSS contacts
- Post arrangements, telephone, e-mail registration and IT
- Toilet/washing facilities and emergency (handheld) showers
- Arrangements for tea/coffee breaks and location(s)

Safety

- Location of fire extinguishers, fire exits and assembly point for own building and other buildings likely to visit.
- Any standard operating procedures and Risk Assessments for your Group/Section
- Emergency contacts for out of hours working. During office hours, please contact Roger Biamonti (Hopkins 33609), Mark Tomlin (Sanger 33675), Katy Pitts (33619) or Katherine Wallington (33616).
- Safety practices and procedures for Research, Maintenance, Domestic and Administrative Staff
- For all students and staff using laboratories: Good Laboratory/Workshop Practice is as follows,
 - No eating, drinking, smoking, chewing (food or nails), application of cosmetics, taking of medication etc. in lab or workshop
 - Wear suitable protective clothing and sensible clothes to work in
 - Good personal hygiene
 - Clear up spillages promptly (pipette tips or liquid spills on the floor are a major hazard)
 - Know the appropriate emergency procedures
 - Alert people around if doing something potentially hazardous
 - Report any problems to the relevant person
 - No gloves or lab coats to be worn outside the lab
 - Complete "leave on overnight" notices for any equipment left running overnight

Disposal arrangements for

- sharps and syringes (non FERA)
- chemically and contaminated waste
- glass (uncontaminated)
- non-hazardous waste
- equipment
- biological (non FERA)
- FERA
- Clinical
- Radioactivity
- HTA

See waste disposal posters displayed in each lab/workshop/stores

Location of all COSHH Assessments, Biological Risk Assessments and GMO Assessments and Radiation Risk Assessments applicable to your Group/Section and receive copies/write those relevant to the work before commencing work on the project(s). Send copies of completed signed risk assessments to the Safety Secretary, safety@bioc.cam.ac.uk

- General safety advice in the Laboratory - the Research Group Supervisor, the Senior Safety Technician, and Floor Supervisors/Technicians.
- Note names and location of First Aiders (see list on telephones, and Safety Noticeboards) and in the safety manuals (intranet)
- Safety Courses
- Complete self-assessment of Display Screen Equipment (DSE) use. See section 2A.

NOTE: The University operates a no-smoking policy, and it is illegal and a disciplinary offence to smoke in any of the buildings or the external doorways, near windows, ventilation intake vents etc. Smokers are asked to respect non-smokers who do not wish to inhale smoke or see spent cigarette ends scattered around the floor on access routes to the building used by visitors and members of the Department.

CHECKLIST		DATE COMPLETED
1.	Complete Application form to obtain Email and Raven accounts and return to Reception in the Hopkins Building	
2.	Arrange to have your photograph taken	
3.	Read departmental Safety Manual(s)/University Safety Policy and new members Safety Checklist/Acknowledgement online.	
4.	Registration for use of radioactive substances - if relevant, initially to RPS Administration (Dan Hill) who will then check with Area RPS if any queries	
5.	If relevant - Project Licence applied for/obtained	
6.	DSE use: Chair, screen etc. in correct location/position to comply with DSE Code of Practice for staff who continually work with DSE's all day: https://www.oh.admin.cam.ac.uk/oh-forms/display-screen-equipment-self-assessment-checklist (Copies also available from safety@bioc.cam.ac.uk)	
7.	Training courses: A variety of courses are provided by the University Safety Office, please see their website - http://www.admin.cam.ac.uk/offices/safety/training/ In addition, there will be - University Safety Course (for new PhD's) - Departmental Safety Course (for all staff, PhD students and Part II/II's) - University Chemical Safety course (for all new Researchers & PhD students) - Annual fire awareness training Places on courses will be drawn to your attention by e-mail during your time in the Department.	
8.	Research Note Books: The Department Stores supplies printed hard backed laboratory notebooks which are approved by, and now in use, across the University. These books should be used by ALL researchers and students and the content discussed regularly with the Supervisor. These notebooks are printed in a format to ensure consistency of good laboratory practice and record keeping and have comprehensive guidelines on the use of the books. The guidelines printed in the book are as follows: 1) Use date and signature boxes 2) Always use ink 3) Fix attachments permanently. Any data which cannot be secured in notebook should be cross referenced and filed carefully 4) Work directly in the Notebook - not on loose sheets or another notebook as a 'rough copy' 5) Always include full details and conclusions for each experiment 6) Do not leave blank spaces 7) Do not tamper with entries 8) Do not permanently remove notebooks from the Department 9) All notebooks are owned by the University of Cambridge and should be handed in when leaving/transferring	

Supervisor responsible for your induction

The Supervisor for each Research Group or Support Staff Section is responsible for the induction of all new entrants to their Group/Section. He/she may nominate someone from within the Group to help you settle in, but initially you should approach the Group/Section Supervisor to expand on the information below. In Section E there is a checklist which should be completed once actions taken.

Contacts	Role	Examples of Service
HEAD OF DEPARTMENT'S OFFICE		
Professor Eric Miska HoD@bioc.cam.ac.uk (Sanger Building)	Head of Department	<ul style="list-style-type: none">- Departmental leadership- Academic and research advice- Guidance on applications for promotion
Fiona Goodman PAHoD@bioc.cam.ac.uk (Sanger Building)	PA to Head of Department	
ADMINISTRATION STAFF AND SERVICES		
Dr Katherine Wallington (Hopkins Building) da@bioc.cam.ac.uk	Departmental Administrator & General Manager	<ul style="list-style-type: none">- Overall operational control of the department.- Directly manages Maintenance, Facilities, Teaching, Accounts, Research Grants and and HR.- Reviews and authorizes grant applications on behalf of the department.- Line manager to all Professional Services Staff team leaders.- All general administrative and support queries.
Dr Katy Pitts (Hopkins Building) kep56@cam.ac.uk	Technical & Scientific Operations Manager	<ul style="list-style-type: none">- Research and technical staff recruitment and appointments.- Laboratory, scientific and technical provision oversight.- Holiday authorisation for technician staff.- Equipment purchasing and servicing advice.
Role/Contact		Examples of Service
Accounts (Hopkins Building) https://www.bioc.cam.ac.uk/members/accounts accounts@bioc.cam.ac.uk		<ul style="list-style-type: none">- Accounts and expenses processing.- Accounts/invoice problems.- Opening times: 09:00 – 12:30, 14:00 -16:00

<u>Facilities, Catering and Domestic Team</u> https://www.bioc.cam.ac.uk/members/catering-services facilities@bioc.cam.ac.uk catering@bioc.cam.ac.uk	<ul style="list-style-type: none"> - Supervises cleaning and catering teams. - Fixed assets. - Space and occupancy. - Car parking queries.
<u>IT Support</u> https://www.bioc.cam.ac.uk/itsupport itsupport@bioc.cam.ac.uk	<ul style="list-style-type: none"> - All computer and software purchases, computer security. - Network management (for Hopkins & Sanger). - All computer hardware, some software and all network, printer problems.
<u>Maintenance</u> https://www.bioc.cam.ac.uk/members/buildings maintenance@bioc.cam.ac.uk (Hopkins) 33609 (Sanger Building) 33675	<ul style="list-style-type: none"> - Refurbishment and general building works (daily contact/progress chaser). - Maintenance support for air conditioning, gas, and cooling and plumbing services. - Equipment breakdown and repair, spectrophotometers, centrifuges, scintillation counters, fridge/freezers etc. - Pressure vessel testing. - Building/projects advisers. - PAT testing
Role/Contact	Examples of Service
<u>Human Resources (HR)</u> (Hopkins Building) personnel@bioc.cam.ac.uk 33617	<ul style="list-style-type: none"> - Recruitment procedures. - Hand over P45, bank details and contracts (Assistant Staff). - Issuing contracts for all (contract) staff. - Deals with absence, sickness reporting, holiday information, working time records, pensions, maternity, work permit matters and work experience arrangements. - Pay and grading assimilation and re-grading. - Promotions and pay reviews. - Staff Review/Appraisals. - Visitor Agreements. - Overtime and payroll queries
<u>Multi-Media Lab</u> (Sanger Building) https://www.bioc.cam.ac.uk/Multimedia_Lab multimedialab@bioc.cam.ac.uk	<ul style="list-style-type: none"> - Photograph for departmental record and card access. - Maintenance and assistance with all AV equipment in meeting and teaching rooms - Production of posters and handbooks.
<u>Research Grants</u> (Hopkins Building) https://www.bioc.cam.ac.uk/members/research-grants-office research@bioc.cam.ac.uk 33636	<ul style="list-style-type: none"> - Research grant applications and awards. - Management of grants. - Research grant expenditure queries. - Research grant statistics. - Fellowships & Post docs contracts. - Doctoral training accounts management. - Summer student bursaries/costs.
<u>Communications & Engagement Co-ordinator</u> (Sanger Building) Francis Neary communications@bioc.cam.ac.uk	<ul style="list-style-type: none"> - Communications, public engagement, outreach. - Social media & website. - Digital resources (scientific videos, educational resources, blogs etc.) - Research group and departmental news: <p>Please send me details of all news (new publications; new starters/leavers; viva passes, thesis submissions etc.; grants/awards; details of internal/external talks or poster presentations; outreach work; pictures of lab social activities)</p>

<p><u>Secretariat / Reception</u> https://www.bioc.cam.ac.uk/members/reception</p> <p>secretariat@bioc.cam.ac.uk reception@bioc.cam.ac.uk</p> <p>Hopkins Building Reception 33600</p> <p>Sanger Building Reception 66001</p>	<p>Reception</p> <ul style="list-style-type: none"> - Point of contact for any general queries. - Programming of University cards and Temporary Access cards. - Intranet access - Email circulation lists - Courier service inland and abroad. - Meeting room bookings. - Weekly Bulletin and Signage Board - DNA sequencing requests (Sanger Reception only). <p>Secretariat</p> <ul style="list-style-type: none"> - Secretarial support to Research Group Heads. - Concur Expenses - Travel bookings - Support committees and departmental meetings - Tea Club and Friday Seminars
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Role/Contact	Examples of Service
<p><u>Stores</u> (Hopkins Building) https://www.bioc.cam.ac.uk/biopath-stores stores@bioc.cam.ac.uk</p>	<ul style="list-style-type: none"> - Stores purchase i.e., ordering and payment. - Consumables purchase. - Laboratory coats, safety gloves etc. - Waste solvents/chemicals storage and disposal. - School vehicle pool hire. - Equipment purchase. - Procurement procedures and EU tenders. - Order processing. - Opening times: <p>Hopkins Counter 09:00 – 12:00 (Basement Corridor) 14:00 – 16:00</p> <p>Pathology Counter 09:00 – 16:00 (External Access)</p>
<p><u>Undergraduate Teaching Administration</u> (Hopkins Building) https://www.bioc.cam.ac.uk/teaching/contact-information ug-admin@bioc.cam.ac.uk</p>	<ul style="list-style-type: none"> - First point of contact for undergraduate students - Preparation and distribution of information packs for undergraduate students. - Administration for teaching & examinations: waiting lists, timetables, room bookings, examination dates etc. - Administrative support to Examiners, Course Organisers, Assistant Director, and Director of Teaching. - Substitute teaching and demonstrator payment processing
<p><u>Postgraduate Teaching Administration</u> (Hopkins Building) https://www.bioc.cam.ac.uk/contact-information pg-admin@bioc.cam.ac.uk</p>	<ul style="list-style-type: none"> - First point of contact for postgraduate students. - Preparation and distribution of information packs for postgraduate students. - Administration of postgraduate admissions and current students. - Administrative support to Deputy Head of Dept for Postgraduate Education

SAFETY	
HTTPS://WWW.BIOC.CAM.AC.UK/MEMBERS/HEALTH-SAFETY	
Safety safety@bioc.cam.ac.uk 33342	<ul style="list-style-type: none"> - Safety induction & manuals. - licencing queries. - Safety advice, information and risk assessments. - Safety glasses, VDU risk assessments. - Registration of specific work substances. - Radiation administrator. - Safety subcommittee secretary. - General safety & accident reporting. - Safety visits and inspections.
Fire safety@bioc.cam.ac.uk	<ul style="list-style-type: none"> - The Fire Managers ensure that the Department complies with current fire safety legislation and take control in the event of an emergency.
Biological Safety safety@bioc.cam.ac.uk	<ul style="list-style-type: none"> - Registration, assessments and approvals. - Advice and/or reporting problems. - GMO. - HTA (Human Tissue Authority). - See Manual 3
Chemical Safety safety@bioc.cam.ac.uk	<ul style="list-style-type: none"> - Departmental chemical database. - Advice and/or reporting chemical problems. - See Manual 1 and 2.
Radioactive Safety safety@bioc.cam.ac.uk	<ul style="list-style-type: none"> - Assessments and approvals. - Advice and/or reporting radioactivity problems. - See Manual 4.

RESEARCH FACILITIES & SERVICES	
Teaching Laboratory (Hopkins building) 33344	<ul style="list-style-type: none"> - Manages and provides support to the teaching laboratory classrooms.
Cryo-EM Facility (Sanger Building)	https://www.bioc.cam.ac.uk/facilities/cryo-electron-microscopy
Proteomics Facility (MRC Tox Building)	https://www.bioc.cam.ac.uk/facilities/proteomics
NMR Facility (Sanger Building)	https://www.bioc.cam.ac.uk/facilities/nmr
Biophysics Facility (Sanger Building)	https://www.bioc.cam.ac.uk/facilities/biophysics
DNA Sequencing Facility (Sanger Building)	https://www.bioc.cam.ac.uk/facilities/dna-sequencing
Crystallography Facility (Sanger Building)	https://www.bioc.cam.ac.uk/facilities/crystallography
Vehicle Pool (Hopkins Building)	https://www.bioc.cam.ac.uk/facilities/vehicle-pool

The Stores serves both the Biochemistry and Pathology Departments.

Stores has three main roles, the purchase of consumables as requested, the stocking and issuing of popular general consumables and the procurement of equipment.

The Stores also runs the School of Biological Science vehicle pool, further information is available via the web link on the Biochemistry web page <https://www.bioc.cam.ac.uk/vehicle-pool>

Purchase of Consumables

Any request for an item to be purchased must be requisitioned. An online Purchase Order request form is available via the Biochemistry Stores link of the Biochemistry web page: <https://www.bioc.cam.ac.uk/biopath-stores>

Please ensure all the required information is accurate with special regard to unit sizes, charging codes and VAT status.

Staff in the Sanger Building can expect same day deliveries of their requested BioPath Stores stock items (subject to availability) if the order is received by 11.00.

Purchase Guidelines

All orders are generally processed within 1-2 days, however there are “set” days for certain items:

- a. Radioactive Chemicals are purchased once a week and corresponding requisitions must be received by the Radiation Supervisor (Dan Hill and/or Deputies) no later than 1400hrs on a Wednesday.
- b. Products that are shipped in ice are not normally ordered on a Friday.

The Stores office has a small range of catalogues and can advise on discount structures that exist with many of the suppliers.

When goods are received into Stores you will be phoned and advised that they have arrived, prompt collection, by appointment, is essential as storage space is limited and there are no facilities for storing dry ice shipments.

If you need to purchase anything from local shops, you must first obtain an official order from the Stores and having collected the goods give the receipt/delivery note/invoice to the Stores upon your return.

If you require an item or service from another department, you will still require an official order from the Stores. Unless the Stores are advised to the contrary, we will assume you have received the goods and corresponding invoices will be debited against your source of funds.

Procurement Thresholds

Should your external request total more than £1000, then there are different procurement procedures that apply.

If the item is available from the University iProcurement Marketplace (iProc), then we are able to proceed with the order at the iProc price.

If the item/s are not available from iProc then for values of £1000-£25,000 you must have three written quotes, (these can be emailed quotes), copies of these quotes must be attached to the requisition or passed to us for our records.

Items with a value of over £25,000 will require 3 competitive proposals and you are advised to seek the help of the Principal Assistant or the Procurement Manager when procuring these items.

In exceptional circumstances only, there may be instances when it is not possible to obtain 3 quotes, such as when the company is the sole supplier of the item/s required. In these cases, you will need to complete an application for Dispensation and if this dispensation is approved it will give you consent not to follow the regulated competition procedures.

Please contact the Accounts team to find out about completing the Dispensation form. When a dispensation has been approved you will receive a dispensation number, which will need to be included on your requisition for us to complete your order.

If you are unsure about anything to do with completing a requisition or applying for a dispensation, please call us on (3)33596 or (7)61611 or email stores@bioc.cam.ac.uk and we can clarify this for you.

NB. All requests for large items of equipment will be reviewed by the Technical & Scientific Operations Manager to ensure enough space and facilities are available.

BioPath Stores

The BioPath Stores has two counters, one accessible via the Hopkins Building the other via Pathology and the Car Park - see web page for further information and appointments.

Withdrawing items from BioPath Stores

We hold two types of stock within the Stores, one belongs to the Department and the other is consignment stock which belongs to the supplier but is stored within the Stores.

(i) BioPath Stores Stock

The Stores Stock has in excess of 2500 items, a listing of all these items can be found in the BioPath Stores Inventory', accessed at http://www-int.bioc.private.cam.ac.uk/camonly/stores_search.php

Any item, with the exception of poisons, can be verbally requested at the Stores counter, you will need to advise the stores assistant at the time of issue the source of funds and if you are paying VAT.

You will also be requested to sign for the goods.

Dry ice for normal laboratory daily use is currently available free of charge and you are advised to familiarise yourself with respective safety procedures.

All empty gas cylinders must be returned to the Stores gas cage, we are charged on a daily basis and this rental charge is reflected in the actual Stores selling price.

Centrefeed paper towels are available free of charge but must be signed for.

(ii) Suppliers' Stock held in BioPath Stores (Consignment Stock)

The Stores currently holds in excess of 2000 products belonging to, Lifetech, NEB, Sigma, Agilent, Qiagen, Anachem, NBS, Bioline, Bio-Rad, Promega, Roche, Thermo, Melford Laboratories, Merck-Millipore, GE Healthcare, Corning, Vivascience, and Eppendorf. A list of these products can be viewed on the Stores web page.

If the item you require is from one of the freezers you should bring a suitable container with wet or dry ice as appropriate.

Assistance

All stores staff can assist with purchasing queries, availability, pricing and general information. stores@bioc.cam.ac.uk

Located in the basement of the Hopkins Building, next to the Stores counter, the Accounts Office is open 09.00 – 12.30 and 14.00 – 16.00.

The Accounts Team can be contacted via the accounts email: accounts@bioc.cam.ac.uk

If we are unable to assist you, we will direct you to the correct contact within the Department or University. For any grant code (PHZJ/, PHAG/, etc.) queries please contact the Biochemistry Research Office: research@bioc.cam.ac.uk - 33618.

The Accounts Team will assist you with any financial matter, the main areas being:

- Supplier invoice queries
- Supplier statements
- Setting up new suppliers
- Petty cash reimbursement
- Employee expenses
- Departmental recharging & debtor invoicing
- Credit Control
- Monthly GL reports
- VAT issues

Expenses:

At some point you may wish to claim reimbursement for costs incurred on behalf of the University. Full details on the procedure to be followed can be found on the accounts intranet page.

The University uses an expenses system called Concur. Any expenses claim for members of staff must be submitted through this system. Please be aware that to comply with University and HMRC guidelines, all claims should be supported by valid receipts and a signed and dated claim form.

On the intranet page you can find guidance pages, standard forms and a Frequently Asked Questions section:

<https://www.bioc.cam.ac.uk/accounts/overview>

Detailed guidance on The University's Financial Regulations and Financial Procedures can be found on the Finance Division website: <http://www.admin.cam.ac.uk/offices/finance/>

Assistance

If you are unsure about any accounting matters, please contact us so we can assist you with your query.

The course structure for those studying Biological Sciences at Cambridge is quite unusual. Students cannot apply to study an individual subject such as Biochemistry but apply for the Natural Sciences Tripos (Biological).

They can graduate with a degree in Biochemistry having taken a variety of different first and second year courses. Many biochemists enter via the biological sciences route, but some come via physical sciences.

Part 1A (First year)

Most Biochemists will take Biology of Cells and Chemistry as experimental subjects plus one other of their choice, depending on their interests and previous study. The three experimental subjects have to be chosen from the list below. The only clash is Biology of Cells and Computer Science, which cannot be taken together.

- * Biology of Cells
- * Chemistry
- * Computer Science
- * Earth Sciences
- * Evolution and Behaviour
- * Materials Science
- * Physics
- * Physiology of Organisms

Everyone has to take a Maths course; the choice depends on what Maths they have studied at school.

- * Mathematics - for physical scientists
- * Mathematical Biology (MB) - for biological scientists

Part 1B (Year 2)

Students planning to study Biochemistry in their final year have to take Biochemistry and Molecular Biology. Biology of Cells is recommended for those entering this course. Students choose 2 other courses by personal preference. There are some timetabling restrictions, and they cannot take more than one subject from any one group.

Part II (Year 3)

This is the year students specialise in Biochemistry. The only prerequisite is Part IB Biochemistry and Molecular Biology or Cell and Developmental Biology

Students can graduate with a B.A. at this point (Cambridge only awards B.A., not B.Sc.)

Some medical students also elect to take Part II Biochemistry before going to clinical school

Part III (Year 4)

If they achieve an upper second in Part II students can stay on to do a Masters in Biochemistry or perhaps Systems Biology.

The course brochures for Biology of Cells, Biochemistry and Molecular Biology and Part II and III Biochemistry are available separately.

Links to all course websites can be reached from <http://www.cam.ac.uk/about/natscitripos/students/advice.html>

UNDERGRADUATE TEACHING IN BIOCHEMISTRY

2J

We teach students in four undergraduate years, in the Natural Sciences Tripos (NST), the Medical Sciences Tripos (MedST), and the Veterinary Sciences Tripos (VetST). Courses in the Faculty of Biology increasingly flow across departmental boundaries, where there is scientific common ground, in terms of personnel and planning.

In the NST first year (Part IA) we teach a quarter of the Biology of Cells course, which leads naturally to our second-year course. Also, we lecture on “early events in evolution” in the Evolution and Behaviour course and participate in Mathematical for Biology. The Department also provides the Molecules in Medical Science course in Part IA, for students studying MedST and VetST

In the NST second year (Part IB) we run the Biochemistry and Molecular Biology IB course and contribute to the Cell and Developmental Biology IB course. Either or both of these courses leads in the NST third year to more advanced study of Biochemistry in Part II.

In the fourth year Part III Biochemistry caters for students who expect to continue with post-graduate research, this leads to a Master of Natural Science Degree (M. Sci) as well as the usual BA which all Cambridge undergraduate science courses lead to. We also make a major contribution to teaching the Part III course in Systems Biology.

Part II and III courses all involve a research project, when an undergraduate joins a laboratory for 8-18 weeks, depending on their course.

We welcome interest from PhD and Postdoc members of the Department to help with demonstrating, outreach and Science Day activities. Post-doctoral workers who are keen to be involved in departmental teaching are encouraged to consider applying for the Honorary Postdoctoral Teaching Associate Scheme. Details are circulated annually.

Links to all course websites can be reached from
<http://www.bioc.cam.ac.uk/teaching-biochemistry> and
<http://www.cam.ac.uk/about/natscitripos/students/advice.html>

All teaching related enquiries should be directed in the first instance to the Undergraduate Teaching Administration office at ug-admin@bioc.cam.ac.uk

A selection of teaching terms are below, more can be found on:

<https://www.thestudentroom.co.uk/university/student/cambridge-slang>

1st - 8th Week:	The eight weeks in a full term, a system frequently used in place of calendar dates. A Cambridge week starts on a Thursday and finishes on a Wednesday. Term dates vary with the lunar calendar and can be found here http://www.cam.ac.uk/univ/termdates.html
Class: (Teaching session)	Generic term for teaching session where there is some student interaction: length varies.
Class: (Exam results)	The grade of a degree.
Class list:	The exam results for a particular course.
Demonstrator:	Postgraduate student or post-doc who helps with practical classes.
Senior Demonstrator:	Academic in charge of a practical.
Dissertation:	Extended piece of writing either describing a research project or analysing the scientific literature pertaining to a specific topic.
Journal Club:	Two-hour teaching session where students are introduced to how to read a scientific paper.
Lectures:	Hour long presentation of material
Moodle:	Virtual learning environment
Parts:	Cambridge courses are divided into Parts and students have to pass examinations at the end of each part to be allowed to proceed to the next. Different Triposes are divided in different ways. For the Natural Sciences Tripos the division is Part IA: first year Part IB: second year Part II: third year, after which can graduate with B.A. Part III: fourth year, students doing this will have B.A. and M.Sci. These students are all classed as undergraduates.
Postdoc(toral):	Post-docs already have a Ph. D (or D. Phil if gained in Oxford), work under supervision of a research group head and are generally on fixed short-term contracts.
Research Fellows:	Junior Fellows have raised their own salaries and run research, usually affiliated with a UTO group in the department. Senior Research Fellows are independent.
Postgraduate:	A student who already has a Bachelors degree and is working towards an M. Phil or a Ph.D.
Practical:	Teaching session where students get to do experiments.
Seminars:	Term often used for research talk followed by questions.
Supervisions:	Small group teaching organised and paid for by colleges.
Tripos:	General term for Cambridge degree course.

Michaelmas,
Lent and Easter: The three teaching terms that make up the academic year.

Commonly used acronyms across the University:

UTO:	University Teaching Officer, academic staff employed by university.
BOGS: (BGS)	Board of Graduate Studies, coordinates postgraduate courses and admissions, now part of Student Registry.
CamCORS:	CamCORS is the Cambridge Colleges' Online Reporting System for Supervisions. CamCORS is owned by the Colleges and each College is responsible for its own user and student records on the database.
CamSIS:	CamSIS is Cambridge's system for handling student information, records and transactions, from initial contact and application all the way through to graduation. It is a single shared system, with one record per student.
CAO:	Central Cambridge admissions office, dealing with undergraduate admissions - refer all admissions queries to them or a college admissions office.
CTO:	College Teaching Officer, academic staff employed by a college.
DRC:	Disability Resource Centre.
NST:	Shorthand for Natural Sciences Tripos
PDTA:	Honorary postdoctoral teaching associate. A scheme run by Biochemistry. Post docs will receive a letter soliciting applications.
ROO:	Research Operations Office.
UIS:	University Information Services.
CUFS:	University Finance System.
X5:	Grant Costing System.

University Human Resources:

The University's Human Resources website will allow you access to the following information:

- HR Services
- HR for Staff
- Pay and Benefits (including CAMbens employee benefits and the Cycle to Work Scheme)
- Policies and Procedures i.e., maternity and paternity leave
- Contact information

<http://www.admin.cam.ac.uk/offices/hr/>

Employee Self-Service (ESS):

Self-service gives you direct access to some of your data held in the University HR/Payroll system. This will allow you to:

- Add emergency contact details
- View and download on-line payslips and P60
- Review your personal information periodically to keep it up to date
- View absence data

<http://www.hrsystems.admin.cam.ac.uk/systems/systems-overview/employee-self-service-ess>

IT matters @ Cambridge

The University provides comprehensive IT facilities to support your working life here as well as the day-to-day IT needs met by the Department. For information, please see link below:

<https://help.uis.cam.ac.uk/new-starters>

Returning Carers Scheme:

In order to assist the career and professional development of returning carers, a scheme has been established to make funds available to support those going on or returning from a period of long term significant caring responsibility which has affected the applicant's ability to carry out research (this may include but is not restricted to maternity leave, adoption leave, or leave to care for a dependent). For information, please see the link below:

<http://www.admin.cam.ac.uk/offices/hr/policy/carers/>

University Childcare Office:

The Childcare Office oversees the facilities and assistance offered to University staff and students with children.

<http://www.admin.cam.ac.uk/univ/childcare/>

University Counselling Service

The Service is staffed by a team of trained and accredited counsellors and therapists. The counsellors are all experienced in helping people from many different backgrounds and cultures, and with a wide range of personal and work issues.

Employee Support Helpline: (0800 0727072)

<http://www.counselling.cam.ac.uk/>

Career Pathways:

Career Pathways is a University-wide skills and attributes framework that can be used alongside Staff Review and Development (SRD or appraisal) to produce your Personal Development Plan (PDP). Your PDP details the training and development activities that will help you to carry out your current role and develop you in readiness for your next career role.

Personal and Professional Development (PPD):

There are training and development opportunities for all staff, from those new to working at Cambridge to those who are more established on their career pathway. For information about provision targeted at particular staff groups please follow the link: <http://www.ppd.admin.cam.ac.uk/>

Equality & Diversity (E&D) including Athena SWAN, WiSETI, Cake & Career Events:

The E&D section is a specialist advisory section that sits within the University's Human Resources (HR) Division and Unified Administrative Service (UAS). It is responsible for supporting equality and diversity policy development and implementation

<http://www.equality.admin.cam.ac.uk/>

Dignity@Work including Bullying and Harassment:

The University of Cambridge is committed to protecting the dignity of staff, students, visitors to the University, and all members of the University community in their work and their interactions with others.

<http://www.admin.cam.ac.uk/offices/hr/policy/dignity/>

Disability & Resource Centre (DRC):

The Disability Resource Centre (DRC) provides a confidential, professional, and accessible service for disabled students and those staff supporting them.

<http://www.disability.admin.cam.ac.uk/>

University Accommodation Service:

The Accommodation Service helps staff, students and visitors coming to the University to find suitable accommodation in the Cambridge area.

<http://www.accommodation.cam.ac.uk>

Occupational Health & Safety Service:

Occupational Health specialist medical staff provide services that focus on the prevention of ill health and the promotion of health and wellbeing at work

<http://www.admin.cam.ac.uk/offices/oh/>

School of Biological Sciences - Facilities & Training:

The School houses a number of research facilities, libraries and support services, details of which can be found the link below:

www.bio.cam.ac.uk/facilities

For more specific information relating to Bioinformatics training please go to:

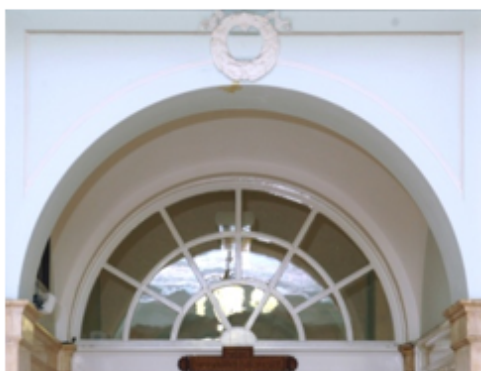
www.training.cam.ac.uk/bioinformatics

Environment & Energy:

The Environment & Energy work alongside Department's to help encourage and improve sustainability within the University. They provide support from everyday recycling to providing funding for equipment purchases.

<https://www.environment.admin.cam.ac.uk/>

Colman



Library

Hopkins Building

Department of Biochemistry

library@bioc.cam.ac.uk

01223 333600



@CamBiochem

October 2024

HISTORY

The Department of Biochemistry in Cambridge was established in November 1914 under the chair of Professor Sir Frederick Gowland Hopkins. However, it was only in 1924 that the department was able to move into its own building, the construction of which was financed by an endowment to the university of £165,000, part of the bequest of Sir William Dunn.

In 1916 'a small but very useful library' had been established for the department (*Annual Report 1916-1917*), financed by a grant of £200 from the Board of Education. However, despite donations from several individuals, money was short and for the first few years the library struggled to survive. On the opening of the Sir William Dunn building on Tennis Court Road the Chairman of the Dunn Trustees, Sir Jeremiah Colman, Bart, M.A., provided £2,000 for the establishment of the Biochemistry library that to this day bears his name.

The Colman Library remains in its original location on the ground floor in what is now called the Hopkins building. Fitted, oak bookcases line the walls from floor to ceiling known as the Reading Room.

OVERVIEW

The Colman Library has several study spaces available in the Reading Room. On occasion, the space can be booked as a meeting room, teaching and for exams, so during these times, please observe the "Meeting/Teaching/Exams in Progress" sign.

In line with many other University Library spaces, a Click and Collect service is also available.

This booklet provides details on the use of both the Colman Library study spaces and the Click and Collect service as well as some information on other resources which continue to be available.

OPENING TIMES

Members of the Department	24 Hours	
Non-Members	Monday – Thursday	08:30 – 17:00
	Friday	08:30 – 16:00

COLMAN LIBRARY STUDY SPACE

We are pleased to be able to make the Colman Library available for staff and students. Please note that there are very limited power sockets available.

We ask that you do not move the furniture without the agreement of the Department.

Personal items must not be left unattended. Items left will be retained in the Hopkins Reception and can be collected during the hours noted below.

CLICK AND COLLECT SERVICE

Who can make use of the click and collect service?

Members of the Department	All members of the Department of Biochemistry
Undergraduates	Undergraduates taking the Medical, Veterinary and Natural Sciences Tripos
Other University Departments	Members of other Cambridge University Departments whose work and study requires them to use holdings in the Library
Others	Visiting scientists and students by arrangement with Reception

How to use Click and Collect

Please complete the form using this link: https://cambridge.eu.qualtrics.com/jfe/form/SV_a9mrt2eNjwTky1

When asked which Library you would like to borrow the item from, please select **Biochemistry – Colman Library** from the drop down selection

When can I collect my items?

Once you have received confirmation that your requested item(s) is available it can be collected from the Reception desk of the Hopkins Building. The Reception desk is open during the following hours (closed between 13:00 and 14:00 for lunch):

Monday – Thursday	08:30 – 17:00
Friday	08:30 – 16:00

How long can I have the book on loan?

During this time, whilst the Reading Room is not available, we have revised our timeframes for the return of a book on loan as follows:

Classified Books:	Up to five items may be borrowed at any one time. The loan period is for one week.
Part I Reference:	Up to two items can be borrowed at any one time. The loan period is for one week.

Return of items

Please return your loaned items to the Hopkins Reception within the timeframe of the loan period.

RESOURCES

Journals/Serials held in the Colman Library

The majority of the library resources are journals and serials. The Colman Library defines journals as those periodicals that are published on a regular basis throughout the year and are received in paperback format. Serials are defined as periodicals that are received in a hardback format and which are published irregularly or annually.

All journals and serials are on the iDiscover Library Catalogue. To do a search for something in the Colman Library, type the title in the 'Search', click on 'All libraries' and scroll down to 'Biochemistry: Colman Library'.

<http://idiscover.lib.cam.ac.uk/>

Electronic Resources

The most comprehensive list of electronic journals, for which full text is available, is the University Library's eResources libguides:

<https://www.libraries.cam.ac.uk/eresources>

Access methods vary but the most common are:

- ID/Password controlled: Cambridge University Library and the University Computing Service have been operating a local service of authentication using RAVEN to provide access to electronic services.

Information on RAVEN services can be found at: <https://raven.cam.ac.uk/>

- IP address recognition: the provider will check that your IP address matches those on the site-licence
- Domain recognition: the provider recognises your computer as being in the cam.ac.uk domain

Electronic journals to which the library does not subscribe can generally be accessed to view tables of contents and abstracts. Much of this content can be acquired by interlibrary loan:

<http://www.lib.cam.ac.uk/collections/departments/inter-library-loans>

Inter-Library Loans/Photocopies:

Inter-Library Loans and photocopies of articles can be obtained by the Secretariat (library@bioc.cam.ac.uk) from certain other libraries. This facility is only available for members of the Biochemistry Department and Part II/III Biochemistry students.

Information and Research Skills

Cambridge University Libraries provide training in a range of information and research skills:

<https://www.training.cam.ac.uk/cul/event-timetable>

Examination Papers

Reference copies of the past examination papers are available on your course Moodle Site. Any queries relating to examinations paper should be directed to the Teaching Office at UG-admin@bioc.cam.ac.uk

Part II/III Information

Copies of past Part II/III projects are available in the Library.

Printing, Photocopying or Scanning

The Department of Biochemistry has a number of Multi functional devices (MFD) linked to the University wide DS Print service.

You will need a CSRID, a Raven login and have available credit. Credit can be applied by following the instructions on the My DS-Print webpage (<https://www.ds.cam.ac.uk/mydsprint/>)

Please contact the Secretariat Team (dsprint@bioc.cam.ac.uk) if credit is to be charged to a general ledger or grant code. They will process this as requested.

Charges for using the departmental MFDs can be found at this location: <https://www.ds.cam.ac.uk/dsprint/site/Bioc>

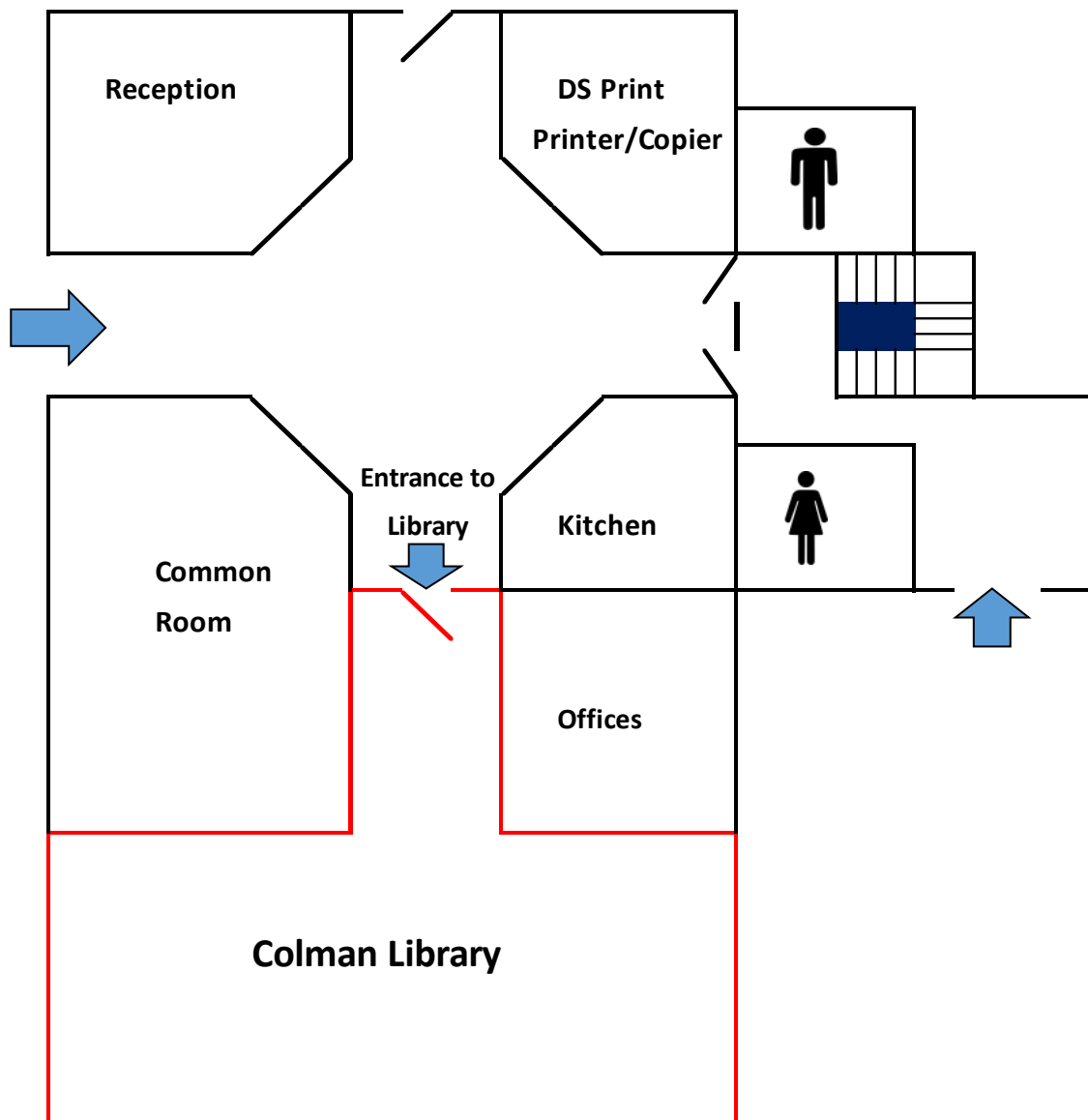
Dependent on your existing configuration you may need to add the DS Print services to your machine. Please take a look at the instructions found here:

- <https://help.uis.cam.ac.uk/service/printing/desktop>
- Choose either Windows or Mac version as required.

Step by step instructions will be displayed. At the point where the DS Print Set up routine displays the printer choices please select Biochemistry and the Bioc FindMe. Once complete Bioc_FindMe will be seen when you select "Print" from your applications.

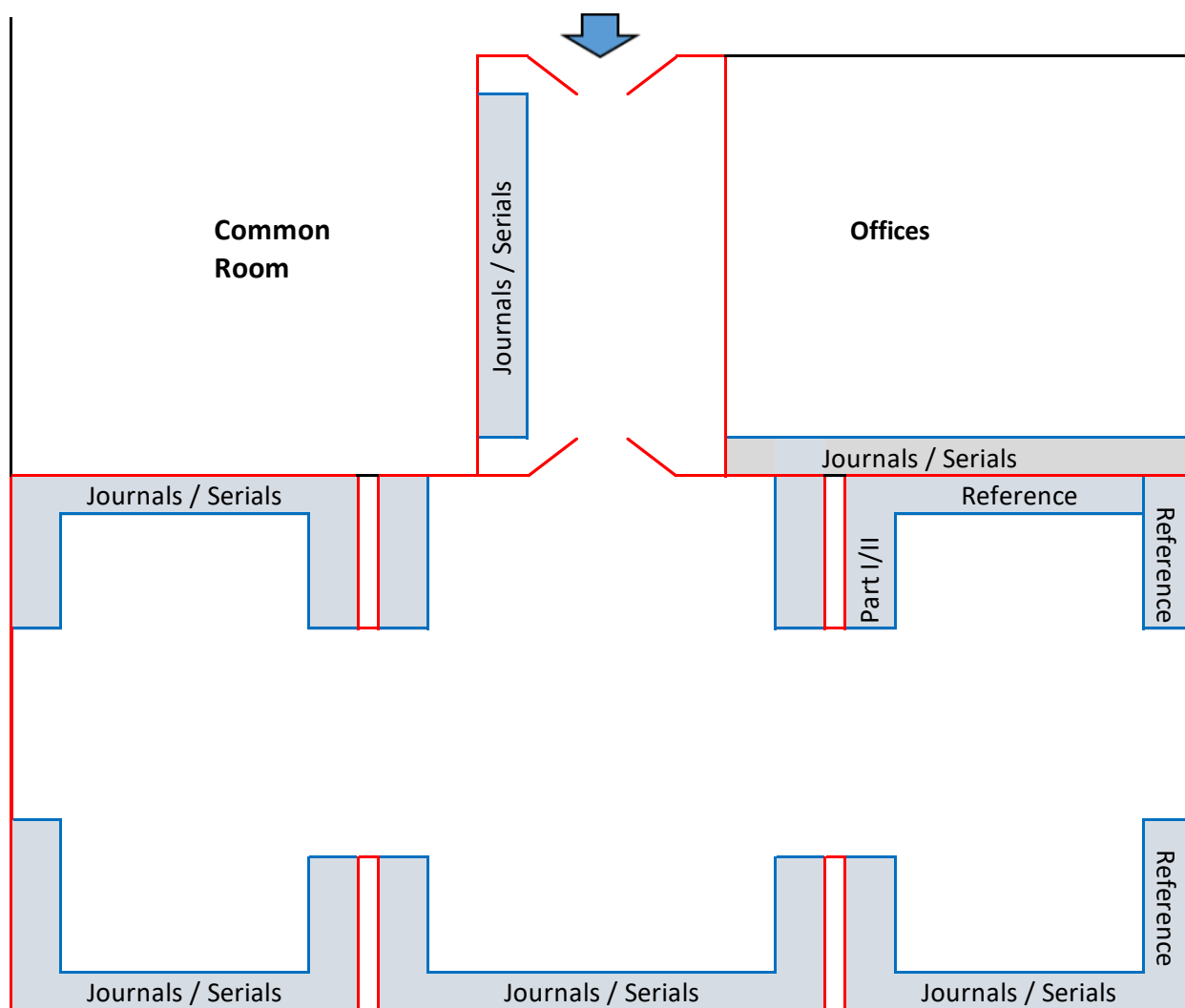
Further information on photocopying, including Copyright Regulations, is available in the Library and displayed at each MFD location.

HOPKINS BUILDING – PLAN OF THE GROUND FLOOR



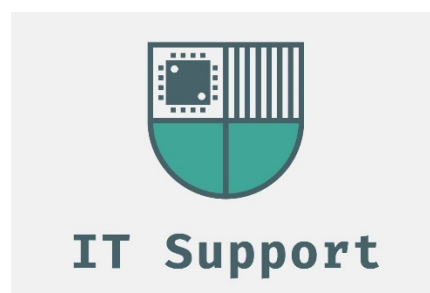
Colman Library – Reading Room

PLAN OF THE COLMAN LIBRARY



- Journal / Serials are located around the walls of the Reading Room
- Most recent editions of Journals are now online and QR codes are provided to access these

IT Support



<https://www.bioc.cam.ac.uk/itsupport>

CONTACT US

IT Support provides local assistance to Biochemistry staff and students. Contact us for the following examples of requests for support:

- Support for your IT problems with computers, laptops, tablets and phones. We also support private equipment in use for your research within our means.
- Purchasing of IT equipment and software. Please provide the specification of your needs or link example items on online stores.
- Dept. funded small stock items: Mouse, Keyboard, Network/HDMI/DVI/VGA cables.
- Providing network-cabled access for your new equipment or movement of equipment.
- Checking suspicious links or cyber threats.
- Raven password resets.
- Setup of Printers and Antivirus.
- Shared mailboxes.
- Data storage advice and discounts.
- Consult for maintaining your group servers/storage solutions.

Email your requests to: [**itsupport@bioc.cam.ac.uk**](mailto:itsupport@bioc.cam.ac.uk)

Contact us via phone at: **66114 (Hopkins) / 66032 (Sanger)**

Hopkins presence: **Basement (Room 129)**

Sanger presence: **Level 3 (Room 3.12)**

Regular working hours: **08:30-17:00**, this could include remote working

IT emergency nr: **07 539 412 729**

We welcome messages on Teams for quick queries or availability checks. Emergency-related requests should not be sent to individual team members on Teams or in personal emails as they might be unavailable to follow up on your message. We suggest a group chat message to the IT Manager and the two Computer Officers instead or contact us on our phone number.

The IT team

The Biochemistry IT team consists of:

- Matthijs van den Bergh - IT Manager
- Graham Eliff - Computer Officer
- Nick Guillod - Computer Officer
- Pablo Marin Felices – IT Apprentice

UIS – University Information Services

UIS provides centralised support for many services. In related cases, you could be referred to contact the UIS ServiceDesk directly: <https://www.uis.cam.ac.uk/>

When in doubt, you are welcome to reach out to our local IT team first. The UIS provides University-wide solutions, including:

- WiFi & Guest WiFi
- Raven accounts
- Microsoft Email & Office
- HR & Finance systems
- Telephone & VPN systems
- Moodle & CAMSIS systems
- Protection of the Cambridge Data Network and the internet connection
- A UIS status page is available at <https://status.uis.cam.ac.uk/>

Audio & Visual related matters

Biochemistry has a specialised Multimedia Lab to support your graphic/printing needs. The team also maintains our audio-visual setup in the lecture theatre and teaching classrooms. If you have an AV question, contact them via their site: https://www.bioc.cam.ac.uk/Multimedia_Lab.

IT Support can assist as a backup for the Multimedia lab team when they are not available.

HPC Services

Researchers might make use of the High-Performance Computing services. Visit their website

<https://www.hpc.cam.ac.uk/> to find contact details, guides and FAQ. IT Support assists with purchasing HPC storage to apply discounts. Please reach out to us with your request via our regular contact mailbox.

General storage advice for all staff is also available here: <https://help.uis.cam.ac.uk/individual-storage>

Teaching at Biochemistry

Teaching also uses and supports various software packages and resources.

A dedicated website is available with their online learning and teaching tools: <https://cambiocteach.com/> highlight:

- Advice on how to make the materials you create more Accessible
- General How-to resources
- Working with Meeting Owls
- Panopto
- Moodle

PURCHASING IT EQUIPMENT AND SOFTWARE

If you need IT equipment: Laptops, MacBook's, Printer Cartridges, Cables etc. Please contact us at ITSupport@bioc.cam.ac.uk.

We would need the details of the item you would like to order (for example, a link to a laptop you have seen online, or specifications) and your funding details:

- Research grant code: (example ABCD/123)
- Are you medically exempt from VAT? (Yes/No)
(IT will additionally check per item if it's applicable for medical exemption)

If you alternatively use a GL, please provide us with the cost centre and source of funds (ABCD.ABCD).

We can only acquire items through University Suppliers that support orders via a Purchase Order. We typically achieve discounts vs. commercial web shops. For example, discounts vs. Dell.com and Apple.com.

If you want to look for IT accessories like hard disks, headsets and cables, we recommend you visit the XMA store <https://store.xma.co.uk> and look for in-stock items only. For MacBook's visit the Academia store <https://cam.store.academia.co.uk>.

UIS (and its partner, Academia) provide software to all staff and students in the university. UIS pages for Microsoft 365: <https://help.uis.cam.ac.uk/service/collaboration/office365>

- Anti-Virus software: <https://help.uis.cam.ac.uk/service/security/antivirus>
- Google G-Suite: <https://help.uis.cam.ac.uk/service/collaboration/workspace>
- Look at the Academia site for: Biorender, Adobe, Dropbox, Endnote, Matlab, Labview, Atlas.ti, Nvivo, SPSS

The School of Biological Sciences also provides specialised software licence discounts for our field. Please send a request for your desired software to ITSupport@bioc.cam.ac.uk with your CRSID, Full name, @cam address and your Research group name for the following packages (price might change slightly over time):

- Affinity Graphics Suite FREE (offers same features as Adobe suite)
 - SnapGene \$111/yr
 - GraphPad Prism \$80/yr
 - Grammarly for \$67/yr
 - Readcube Papers for \$60/yr
- Prices ex VAT

INFORMATION FOR NEW STARTERS

When you start as a new university staff member, you will receive a Microsoft (MS) Account known as Raven, email address, Identity Access card, and a DS print account. An IT onboarding email will be sent by UIS (the centralised information services), with general IT provisions for all students and staff.

Microsoft account (Raven)

University staff and students will receive a Raven account. This account is central to many services like your email address, HPC, Teams, Moodle and in some cases used as your laptop account. HR will make sure that new staff receive this account during induction. After you perform your first-time setup, your account is created, and it will synchronise overnight to all applicable University systems. Your account will be protected with multi-factor authentication requiring either an app on your phone, SMS verification or the use of your work desk phone. We ask all staff to set up two methods.

With your MS account, you will access your email and transfer required personalised data to any applicable web services you log into. We strongly suggest setting a unique password only to be used as your raven password. It is important that this password is well protected as external malicious parties are actively targeting the University to acquire accounts. It's advised to go for a complex password and use a password manager. For example, use the

password manager inbuilt in Firefox or Google Chrome with the benefit of autofill. When using a password manager for all your passwords, you do need to ensure that either the computer password or the manager's own password is strong and not used elsewhere as well.

IT Support also advises setting up the optional Self-Service, allowing you to reset your password when needed immediately. If you have not done so, IT Support can reset your password when needed. We go through an identification process to establish that you are how you say you are and then provide a reset token and instructions.

Getting Microsoft Office, Teams & OneDrive

The University offers web-based access to Office for Students and Visitors and for staff the ability to install the full Office suite on computers. You can log into Office.com with your CRSid@cam.ac.uk and your MS password to access the Web programs. For Staff, this website will also have a download link in the top right corner to install Office 365 on your computer as well. You are allowed to use your university account to install this on private computer as well, but we discourage working with your University account on private computers if not used for work purposes. For example, avoid registering your private Netflix account to your @cam email address.

Identity Access card

The university cards for our department are managed by Personnel and Reception. HR will ensure that one is requested for you. Reception will contact you when the card is ready to be collected.

Please contact [Reception](#) if you lose your card so they can disable your old card and provide a temporary access card whilst you wait for a new university card.

Your Data on the University Lookup and Microsoft products

You can find all University staff at <https://www.lookup.cam.ac.uk/>

Your data will also be on this site, initially filled with data provided by HR. In the top right corner, you can find a link to [your own profile page](#). On this page, you can edit your details with the Edit button mid-page. For example, you can set your preferred Display name, which can differ from what is printed on your passport. It is recommended to upload a picture here to help your colleagues find you. Likewise, ensure that your role and telephone number are filled out correctly and choose Biochemistry for the applicable Institute. Data from the lookup will synchronise to Microsoft products. Only your profile picture would need to be uploaded manually.

You can find more detailed information. Including a picture and room number for Department staff at: http://www-int.bioc.private.cam.ac.uk/support/bioonly/staff_search.php

DS Print Services

Multi-functional devices (MFD's) are currently located in the following areas:

Hopkins Building:	Ground Floor, Room 215	Sanger Building:	Level 1, outside Room 1.35
	First Floor, RNA lab corridor, next to Room 328		Level 3, Atrium landing
	Basement, Stores Office (staff use only)		

The MFD's are linked to the University wide DS Print service. You will need a CRSid, a Raven account and a University card to access the printer. See DS Print instructions <https://help.uis.cam.ac.uk/service/printing>.

Please contact itsupport@bioc.cam.ac.uk to add credit to your account. Credit is charged to a general ledger or grant code. This information must be provided with your request.

Charges for using the departmental MFD's are displayed at the printers.

Wireless – Eduroam

To access the University Wi-Fi network, we recommend that you obtain your unique token for eduroam service from University Information Services (UIS) and configure your laptop and mobile devices to access the Wi-Fi through this. Eduroam has the added advantage that it is available in academic institutions around the world, and you will be connected to their network automatically when travelling.

Details on setting up your access via Eduroam can be found here: <https://help.uis.cam.ac.uk/service/wi-fi>

Wireless – guest

Visitors and guests of the University can connect to our guest wifi using their email address or social media accounts, such as Facebook. Visitors and guests can:

- get free wireless connectivity where the University Wireless Service is available
- sign in using email, Amazon, Facebook, GitHub or LinkedIn
- connect in outdoor public spaces, such as Jesus Green, Parker's Piece and The Mill Pond
- connect in University of Cambridge museums, including Fitzwilliam Museum, Kettles Yard and Scott Polar Research Institute
- connect up to 3 devices each
- use the same wifi guest session for up to 7 days, at which point you will need to sign in again

IT support can also generate Guest tokens for events or for long-term visitors.

Virtual Private Network (VPN)

To access some of the University services and, for example, scientific journals while not within University network, UIS provides a VPN service to all members of staff and students free of charge. Using the VPN not only is your device connected to the UDN, but it appears to actually be located on the UDN (by making connections to services, it appears to be coming from a UDN IP address). For details how to access this, please follow this link:

<https://help.uis.cam.ac.uk/service/network-services/remote-access/uis-vpn>

Searching for colleagues

Visit http://www-int.bioc.private.cam.ac.uk/support/bioonly/staff_search_ng.php to search for your colleagues in the Department and find their location and contact details.

LEAVING THE DEPARTMENT

When your contract at the University ends, you will receive one warning from UIS about your MS account (Raven) closing on a future date. For example, your Raven account enables the Cambridge University VPN and you're @cam email address. This notification is in place for you to check that your contract end date is correct in the system. (You and your supervisor are responsible for monitoring your contract end-date yourself and arranging for extensions etc., when needed). Any extension or role change paperwork must be completed before you lose access.

IT Support cannot extend access to your Raven account or email. This is based on your contract status. However, your PI can arrange a visitor agreement via HR Personnel to serve as a temporary extension, pending approval from the HoD.

If you become a visitor your MS account licence will degrade to Web-based only, meaning you can no longer work with Office and Teams on your computer but must use the web-based version on Office.com, including webmail. Your OneDrive storage limit will also be reduced to 100GB, there is unfortunately no way to increase or buy more storage on your @cam OneDrive account.

Any equipment bought via a grant or by the Department stays at the Department as a default. For example, a laptop bought on a grant for a Research Associate becomes available within the Research group to support students and further Research by the PI. Equipment no longer needed by the group is reallocated to other staff if needed. PI's seeking to donate equipment to leaving staff need to check in with Accounts and Research grants to cover legal obligations. PI's seeking to leave the Department with their group should always discuss their instruments and IT equipment with the Operations Manager to cover what equipment will move with the PI and what must remain in the Department.

Please work together with your PI to ensure that you have a copy of the data that you can take with you and that your account to group servers and email lists is cleaned. Your PI will decide on how your equipment will be reused by the group. If no longer needed, we request that your equipment is handed over to the Department for re-use purposes or if applicable, proper Electronic Waste procedures.

Visit the UIS leaving page: <https://help.uis.cam.ac.uk/service/accounts-passwords/leaving> for more information



MULTIMEDIA LAB

Poster Printing in The Sanger Building

multimedialab@bioc.cam.ac.uk
01223 (3)33606

Price List

Semi-Gloss Paper		
Size	Cost	Express
B0	£84.91	£88.25
1x1M	£60.64	£66.60
A0	£60.64	£66.60
A1	£35.25	£43.95
A2	£23.32	£31.95

Encapsulated Posters		
Size	Cost	Express
B0	£75.75	£88.25
1x1M	£54.10	£66.60
A0	£54.10	£66.60
A1	£31.45	£43.95
A2	£20.80	£31.95

Please add £3.60 if you require an A3 Proof

Canvas Posters		24 Hour Drying Recommended
Size	Cost	
B0	£75.75	
1x1M	£54.10	
A0	£54.10	
A1	£31.45	
A2	£20.80	

Premium Photo Posters	
Size	Cost
B0	£88.25
1x1M	£54.10
A0	£54.10
A1	£31.45
A2	£20.80

All prices Ex VAT

We can deliver 'Standard Service' posters to clients on the Addenbrooke's site, free of charge (excludes express posters).

We can also provide custom sizes: prices upon request.

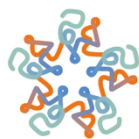
Our Canvas posters are perfect for flights or train journeys: the quality is excellent, just like our regular posters, and can be folded to fit in your luggage for easy transport.

We can offer discount on single orders of 10 or more posters, please contact for a quote.

- 3A Health and Safety Letter from Head of Department
- 3B Memorandum - Departmental Safety Manuals & Safety Induction Training
- 3C (i) Guidance on using the Personal Safety Training Record
(ii) Personal Safety Training Record Card
- 3D Safety Checklist, Contacts and Acknowledgement Form

It is mandatory to have read the Departmental Safety Manuals, these are available on the Health and Safety webpage on the Biochemistry Intranet: <https://www.bioc.cam.ac.uk/members/health-safety>

Hard copies are kept in all laboratories, classrooms and Reception.



DEPARTMENT OF
Biochemistry
The first 100 years 1924–2024

Professor Eric Miska PhD FMedSci
Head of Department
Herchel Smith Professor of Molecular Genetics

October 2024

To: All Staff, Postgraduate, Part II and Part III Students
Department of Biochemistry
University of Cambridge

Dear Colleague,

Departmental Policy for Health and Safety at Work

Please find online (<https://www.bioc.cam.ac.uk/members/health-safety>) the updated Department manual(s) detailing policy, regulations and procedures as appropriate to you. Please read, then sign and return the acknowledgement form to safety@bioc.cam.ac.uk. You cannot work in the Department until you have read and signed this document.

Health and safety at work is one of the highest priorities for the Department of Biochemistry and, for this reason, the Policy and Procedures are reviewed and updated annually. In addition, Departmental Management, Safety and Staff Committees all meet at least three times a year at which time they review and assess the Department's performance in teaching, research, finance, administration and safety.

The risks arising from disregard for and/or careless attitude towards health and safety procedures can be life-threatening and have severe consequences for you and other colleagues in the Department. I therefore require you to carefully read all safety document(s) and follow standard operating procedures rigorously. Such procedures, together with compliance assessment methods, are reviewed regularly and changed when necessary. The Safety Manuals, updated annually, reflect any such changes. A safe environment for research is only possible if every one of us makes a special effort.

The Department of Biochemistry is committed to providing safety training and safety information at all levels. This includes:

1. The Departmental Health & Safety Induction talk, located on Moodle.
2. The design and training format of the various assessment procedures and compliance forms to cover Biological, Radioactivity, COSHH (Control of Substances Hazardous to Health) and general risk assessment.
3. In-house training provided to new members of the Department by their Group's/Section's colleagues/Supervisor.
The regular distribution to the Department by e-mail of information on safety courses provided by the School Safety Office and/or University Safety Office.

I urge you to attend courses or discussions on topics, which will help you understand and be aware of our safety procedures.

I take this opportunity to remind you that we are monitored continuously by the Health & Safety Executive, the Environmental Agency, APHA, FERA, the Human Tissue Authority, and the Home Office. As Head of Department, I bear, together with the relevant University bodies, the responsibility of ensuring that procedures are followed. Failure to follow procedures could lead to various sanctions and the possibility of prosecution of the University and would also trigger serious disciplinary action for any employees and students, would have adverse effects on research output, and could jeopardize any contractual arrangements with sub-contractors and suppliers.

I both request and require your cooperation in all matters related to safety.

Yours sincerely,

A handwritten signature in green ink, appearing to be 'E. Miska', written in a cursive style.

Professor Eric Miska
Head of the Department of Biochemistry

BIOCHEMISTRY DEPARTMENT**M E M O R A N D U M**

To: All newcomers to the Department
From: Departmental Administrator
Date: October 2024
Matter: Departmental Safety Manuals and Safety Induction Talk

The Department has completed the annual review of the safety documents.

Manual (1)	Policy, People and Regulations
Manual (2)	Guidance Notes and Procedures
Manual (3)	Biological Safety
Manual (4)	Local Rules for Radioactivity (Users)

The current Safety Manuals are available for reading on the intranet page: <https://www.bioc.cam.ac.uk/members/health-safety>
If you have any safety queries, please contact the Safety & Compliance Co-ordinator or email safety@bioc.cam.ac.uk.

You **must** attend the Departmental Health & Safety Induction talk, located on Moodle, which is mandatory for all members of the Department including visitors. To log into Moodle and participate in the Health and Safety Information course, go to: [Moodle](#). Once you have listened to the H&S video, which lasts for approximately one hour, please complete a Confirmation of Attendance Form (also on Moodle) and send a copy to the Safety team via: safety@bioc.cam.ac.uk.

Information relating to training can be accessed online at: <https://www.bioc.cam.ac.uk/members/health-safety>

What safety training is required?

The Management of Health and Safety at Work Regulations require the University to provide adequate health and safety training on induction when there is exposure to new or increased risks and to repeat the training periodically where appropriate.

Members of the University are required to attend any health and safety training which the University or their institution decides is needed to enable them to become competent in the health and safety aspects of their work.

Who should use the Record?

- ◆ The Personal Safety Training Record is primarily intended for those who work in laboratories, workshops or similar areas where practical work is undertaken.
- ◆ It is intended for staff, including maintenance staff, office staff, assistant staff, academic and academic related staff as appropriate, long-term visitors and students.
- ◆ Departments may also wish to extend the use to those whose work may take them into such areas.
- ◆ The Induction Checklist issued by the Personnel Division can be used for those whose work does not involve a wide range of safety issues.

What is the function of the Record?

It is intended as a record of safety training, instruction and information that has been received by an individual both initially on starting the work and subsequently.

- ◆ The holder can use it to identify any shortfalls in safety training, instruction and information if they are asked to carry out new work.
- ◆ It can be used during appraisals when considering training needs for staff development.
- ◆ The holder can also use it if they do similar work in a different department as evidence that they have already received training and instruction, but they must also be familiar with any local rules or procedures.
- ◆ It may also be acceptable to future employers as evidence of safety training.
- ◆ The Group Leader/Academic Supervisor can use the Record to ensure that everyone who they supervise has received the necessary training and instruction to work safely.
- ◆ Departments should include the Record as part of their training records system.

What to do with the Record

- ◆ The individual keeps the original of the Personal Safety Training Record.
- ◆ After initial training, instruction and information has been provided and recorded, a copy of the document should be given to the Group Leader/Academic Supervisor.
- ◆ Further training and instruction should be recorded on the Record.
- ◆ When the individual leaves the department, a copy of the Record must be returned to the Departmental Safety Officer, the Departmental Administrator or another person.

How to adapt the record

The Record is available as a Word document.

- ◆ The first section, General issues, is common to all departments.
- ◆ The subsequent sections can be adapted to suit the work carried out in a particular department.
- ◆ The hard copy of the Record should be provided in a durable format.

Personal Safety Training Record – Department of Biochemistry

Please use this document during your time in the Department to record that you have read or completed all safety documentation, safe-operating procedures (SOPs) or risk assessments relevant to your work. Also record all training you have received. This document will assist you and your supervisor/Head of Group to monitor your training and so ensure that all staff and students have received the necessary instruction and training to enable them to work safely.

Employee/Student Name	Group Leader	Date Work Commenced

Safety Manual, Department Safety Policy and Statement of Safety Organisation				
First Aid arrangements				
Reporting accidents and incidents				
Fire and security procedures				
Expectant mother policy				
Electrical safety, including inspection and testing				
Lone and out of hours working				
Use of ladders				
Use of computers, display screen equipment and posture				
Manual handling				
Laboratory Safety				
Waste disposal routes				
Selection and use of PPE				
Handling and spillages of chemicals				
Use of fume cupboards				
Carcinogens				
Toxins, poisons and controlled drugs				
Use of microbiological safety cabinets				

Technique / Subject	Received & read documentation, SOP or risk assessment (signature)	Received relevant training (signature)	Date and nature of training <i>e.g. University course / personal supervision etc.</i>	Supervisor's signature
Dangerous pathogens				
Genetically modified (GM) organisms				
Use of animals (state Module of Home Office Training attended)				
Disinfection and fumigation				
Phlebotomy				
Gel electrophoresis				
Use of centrifuges				
Use of autoclaves				
Liquid nitrogen and other cryogenes				
Compressed gasses and gas cylinders				
Vacuum and pressure equipment				
Machine tools				
Radiation	<i>(See Laser Officer or Radiation Protection Supervisor for Local Rules)</i>			
Lasers				
Sealed radioisotopes				
Un-sealed radioisotopes				
X-ray equipment				
Ultraviolet sources				
NMR				
Other Techniques				

DEPARTMENT OF BIOCHEMISTRY - SAFETY CHECKLIST, CONTACTS AND ACKNOWLEDGEMENT FORM FOR NEW MEMBERS OF THE DEPARTMENT

3D

Name in Block Capitals:

Research Group/Section:

Employee/Student/Visitor:

Job Title (if applicable):

Date Commenced:

A) I acknowledge I have read and completed:

Delete as appropriate

Induction Information and Checklist (Section 3) of things to do/people to see		Yes/No
Personal Safety Training Record Form		Yes/No
Manual (1)	Policy, People and Regulations	Yes/No
Manual (2)	Guidance Notes and Procedures	Yes/No
Manual (3)	Biological Safety	Yes/No
Manual (4)	Local Rules for Radioactivity (Users)	Yes/No

B)

University General Safety session (Part III and Postgraduate only)	Yes/No
University Chemical Safety session (Part III and Postgraduate only)	Yes/No
University safety course (optional sessions) (Part III and Postgraduate only)	State the name of the course: Yes/No
Biochemistry Departmental safety matters (all students)	Yes/No

C) Follow up actions needed

Contact

- All staff or PhD students planning to use radioactivity must register with the Department Safety Technician **before** you start any work involving radioactive substances.

Mr Dan Hill
- Read and understand relevant existing safety assessments covering their project, and if necessary, prepare a new safety assessment for approval by the Biological/GM Safety Sub-Committee.

Dr Anthony Jackson
- You have to write/read and sign a Risk Assessment before commencing your project, together with a COSHH (Chemical) Assessment where necessary.
You may need a meeting with the Chemical Safety Adviser.

Dr Katy Pitts
- All Part II/III: for Radioactivity, please check your supervisor has registered you.

Part II/III Supervisor
- If you are likely to work under HTA arrangements please arrange to meet the HTA advisor.

Dr Alecia-Jane Twigger

- D) I have received a copy of the Personal Safety Training Record Card, 3c (ii), and understand I am required to update this during my time in the Department.**
- E) I have read the contents of the Safety Manuals and agree to abide by them.**

Signature

Date:

Please return the completed form via email to safety@bioc.cam.ac.uk.

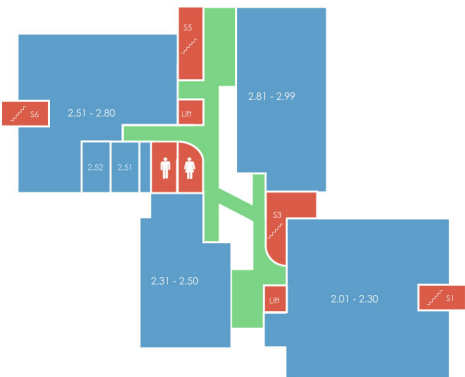
Prof Marko Hyvonen	3.05
Dr Claudia Bonfio	3.11
Biophysics Facility	3.31 - 3.35
Dr Katherine Stott	3.35
Dark Room	3.36
Prof Luca Pellegrini	3.59
Prof Florian Hollfelder	3.84

3



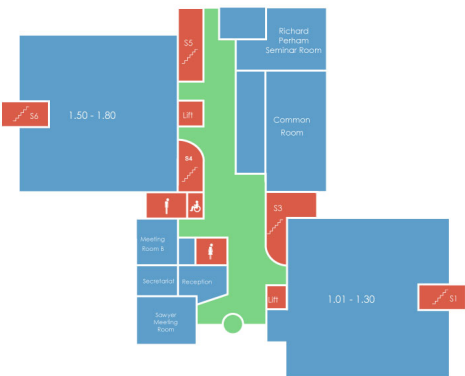
IT Support	2.05
Dr Marc de la Roche	2.12
Dr Evgeny Zatulovskiy	2.16
Prof Nick Gay	2.32
Fiona Goodman - PA to HoD	2.51
Prof Eric Miska - HoD	2.52
Hot Desking Space	2.53
Prof Jussi Taipale	2.57
DNA Sequencing	2.84
Dr Darerca Owen	2.86
Dr Helen Mott	2.86

2



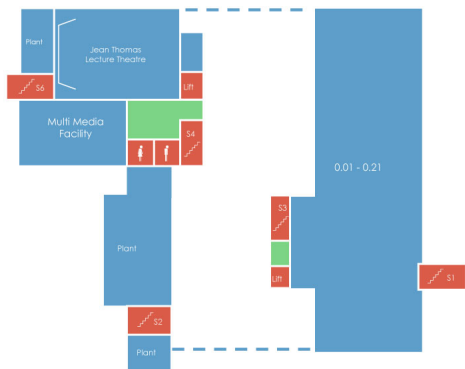
Prof Laura Machesky	1.06
Prof Daniel Nietlispach	1.17-1.18
Dr Bill Broadhurst	1.13
Secretariat	1.31
Crystallography	1.56 & 1.81
Cryo-EM Management Staff	1.52
Prof Ben Luisi	1.54
Meeting Room B	
Richard Perham Seminar Room	1.84
Common Room	1.87
Sawyer Meeting Room	

1



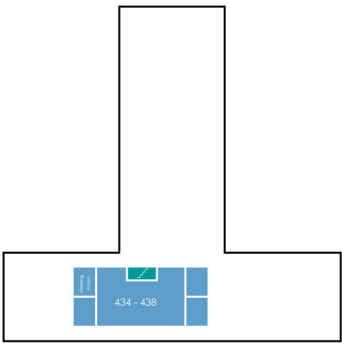
Glass Wash Facilities	0.04
Autoclaves	0.03 & 0.07
First Aid Room	0.12
Maintenance Workshop	0.20
Jean Thomas Lecture Theatre	0.51
Multi Media Facility	0.53 - 0.56

0



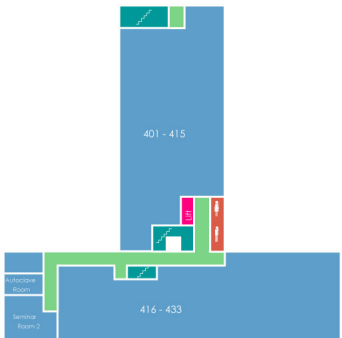
Dr Antony Jackson	434
Dr Alecia-Jane Twigger	435
Prof Sarah Lummis	437
Dr Eyal Maori	438

2nd floor
mezzanine



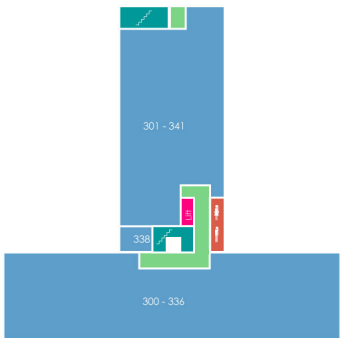
Dr Camilla Godlee	402
Prof Martin Welch	414
Seminar Room 2	423
Autoclaves	424

2nd floor



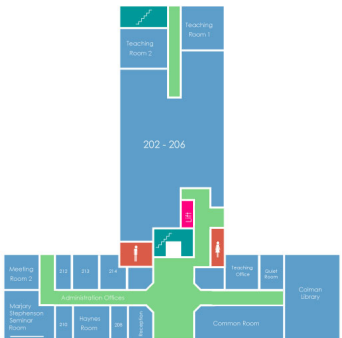
Prof Christopher Howe	301
Prof Paul Dupree	304
Prof Chris Smith	325
Prof Dee Scadden	331
Prof Juan Mata	335
Emeritus Professors' Office	338

1st floor



Prof Mark Carrington	202	Facilities Superintendent	212
Teaching Administration Office	205a	Departmental Administrator	213
Dr Jeanne Salje	205b	Research Grants Administration	214
Quiet Room	205c	Prof Ross Waller	223
Colman Library		Haynes Room	
Technical & Scientific Operations Manager & Safety Officer	208	Meeting Room 2	
Human Resources	210	Marjory Stephenson Seminar Room	

ground floor



Teaching Laboratories	110,111
First Aid Room	114
BioPath Stores	118-120
Accounts	117
Building Services Workshop	133-134
Safety Technician Office	126
IT Support	128,129

basement

