

Contents

General information	3
Address	3
CMM organization	3
CMM Board of Directors	3
CMM Steering Group	4
CMM Service Center	4
Building access	5
Key card	5
Keys	5
CMM account and IT services	5
CMM account	5
Network, VPN, back up, booking system	5
IT-related issues	6
Meeting rooms, seminar rooms and lecture hall	6
CMM core facilities and other research-related services	6
Core facilities	6
Deionized water and Milli-Q apparatus	7
Central CO ₂ gas system	7
Emergency freezers	7
Poster printing	8
Dishwashing and autoclaving services	9
Dishwashing	9
Autoclaving (steam)	9
Power supply	9
Building maintenance and repairs	9
Cleaning, work environment, safety and security	10
Cleaning	10
Waste disposal and recycling	10
Common duties	10
Mail and deliveries	10

Parking bicycles	11
Lockers and showers	11
Smoking	11
CMM Infrastructure Group	11
Thefts	11
Basic Laboratory Safety	12
Chemicals and risk assessment.....	12
Defibrillator	12
Emergency showers and emergency eyewash stations	12
Fire safety	12
First aid kits	13
Ventilated work benches	13
Resting room	13
Scientific coordination and communication	13
Organizing seminars and scientific meetings	13
Staff email, CMM-STAFF@EMAILLIST.KI.SE.....	14
Newsletter – CMM News.....	14
CMM website – www.cmm.se.....	14
Art works	14

Welcome to CMM!

The Center for Molecular Medicine (CMM) is a foundation instituted by the Stockholm County Council (Region Stockholm) for the purpose of building and managing a translational research center close to the hospital clinics. The building, completed in 1997, has been financed mainly by donations. The vision was to create a center where basic research on the function of genes would be integrated with the experiences and questions collected from the clinical work with patients. Today, the research center gathers over 500 researchers, clinicians and other staff members from Karolinska University Hospital and Karolinska Institutet.

Most of the people working at CMM are employed by Karolinska Institutet or Karolinska University Hospital and not by the CMM foundation. All questions regarding employment etc. are thus handled through the Karolinska Institutet departments or Karolinska University Hospital clinics.

The CMM laboratory building was designed to be efficient, safe and flexible for those who are working in it, and at the same time simple to manage. The special managing concept normally means short response times when changes are needed due to new techniques in the research work.

Today, CMM is a concept, not merely a physical establishment, providing a nexus for intellectual stimulation and innovation. Thus, there are research groups at Karolinska Institutet that are CMM members even though they work physically in another building.

General information

Address

Visiting address:

Center for Molecular Medicine
Visionsgatan 18
171 64 Solna

Delivery address:

Karolinska Universitetssjukhuset Solna
Your name and unit
CMM L8:xx via Varumottagningen
Karolinska vägen 8
171 64 Solna

Postal address:

Your name and unit
CMM L8:xx
Karolinska Universitetssjukhuset
171 76 Stockholm

(xx = floor number)

CMM organization

CMM Board of Directors

The CMM Board is responsible for the quality of the research performed at CMM. To aid the Board in these matters we also have a Scientific Advisory Board (SAB), consisting of internationally recognized and prominent scientists. The CMM Board normally meets 4-6 times per year.

The CMM Board has the responsibility to ensure that the activities of CMM follow the original intentions as stated by the by-laws of the foundation, including monitoring and managing the foundation's budget and financial planning.

The main task of the CMM Foundation and its Board of Directors is to promote thorough and boundary-crossing research within the areas mentioned in the by-laws of the foundation. This includes assuming the utmost responsibility for the continuous evaluation of the CMM building and its activities; and that the evaluations lead to concrete actions.

Please see the CMM website for an updated list of the members of the [CMM Board of Directors](#).

CMM Steering Group

The Steering Group is responsible for the overall research activities at CMM, ensuring their performance in a successful manner. It acts as a supportive and advising organ to the Director, who makes the formal decisions.

The Steering Group ensures continuous discussion between the researchers, CMM service center staff, the management and the Board. All researchers at CMM are welcome to contribute to and are important in discussions regarding policies, recruitment and research focus in a simultaneous top-down and bottoms-up process. Relevant issues are discussed during regular meetings, and the Steering Group makes recommendations to the Director regarding actions. The Steering Group is responsible for the execution of decided activities.

Major issues, e.g. issues regarding organizational structure, are presented to the CMM Board for decision making but the Steering Group is responsible for the execution of such decisions.

Questions within the scope of the Steering Group:

- Organizational development
- Strategies for the scientific development of CMM
- Recruitment of scientists and groups
- Termination or relocation of research groups
- Support for research groups
- Division of space
- Common instruments and core facilities

Please see the CMM website for an updated list of the members of the [CMM Steering Group](#).

CMM Service Center

The CMM Service Center works with the day-to-day running of CMM and is located in the CMM L8 building, floor 05 (L8:05) room 023A.

For inquiries to the CMM Service Center, please send an email to helpdesk@cmm.se

Drop-in service: workdays 10:00 -11:00.

To book a time for IT service, please send an e-mail to helpdesk@cmm.se
Phone to CMM IT: +46 8 712 72 22

To contact the CMM Scientific Coordination and Communication office, please send an email to communication@cmm.se

Please see the CMM website for an updated list of staff working at the [CMM Service Center](#).

Building access

Key card

A key card and CMM account are needed to enter the CMM Building. CMM key cards and CMM account information are provided by the CMM Service Center/IT at L8:05. Please bring a filled in form "[Checklist for new arrivals at CMM](#)" signed by your group leader to state access areas etc. All key cards are personal – not to be lent or shared with others.

For entrance to the building outside office hours (07.00-18.00), a personal pin code is needed which is programmed with the key card. When leaving the building through doors that are electronically locked – use the button on the wall on the left side of the door. Flipping the latch on the door will send an alarm signal to the security guards. The lab corridor on L8:00 has an extra alarm outside working hours.

Keys

Keys to offices, personal lockers and desk drawer units are handed out by the CMM Service Center on L8:05.

All keys and cards should be returned to the CMM Service Center for deregistration when the holder no longer works in the building. Keys may be returned in person to the CMM Service Center or left in the mailbox outside the CMM office on L8:05 023A.

CMM account and IT services

CMM account

A CMM account is required for work in a research group connected to CMM. You need it to access resources such as building access card, network, printers, booking system (for booking of core facilities, meeting rooms, lecture hall), core facilities, file storage, compute and backup services. To apply for a CMM account please talk to your group/team leader.

Network, VPN, back up, booking system

A CMM managed computer connected to the CMM network can save data on the CMM file server, which is backed up every evening. You can reach your data on the file server through a VPN connection from anywhere outside of CMM. Any computer connected to the CMM network must be approved by CMM IT.

Everyone with a CMM account can book CMM facilities, such as meeting rooms and core facility instruments, using the CMM resource booking system. The booking system is accessed through the web address <https://booked.cmm.se>.

IT-related issues

Drop-in service: workdays 10:00-11:00.

If you need help outside the drop-in time, please send an e-mail to helpdesk@cmm.se or call CMM IT: +46 8 712 72 22 to book an appointment with one of our IT technicians. Most issues can also be solved remotely.

Meeting rooms, seminar rooms and lecture hall

On each floor in the CMM L8 building there are rooms that can be booked for meetings and seminars, using the CMM resource booking system, <https://booked.cmm.se>. In addition, one portable projector, camera and speakerphones are available at the CMM Service center and can be booked in the resource booking system.

Try to always book meeting rooms that are of appropriate size for the number of meeting participants. One-person online meetings are best held in offices or the café area in L8:00. Please avoid booking large meeting rooms for just one person. Note that it is not allowed to book meeting rooms as private workspace.

The CMM Lecture Hall seats up to 50 people and is located on floor 00. It is equipped with a tailor-made camera/projector/speaker/microphone/lights-system adapted for hybrid seminars/meetings. Training in using the system in the lecture hall can be booked by emailing helpdesk@cmm.se. Note that food and drinks (except water) are not allowed in the CMM Lecture Hall.

Please note that the CMM Lecture Hall (L8:00) is reserved for CMM dissertations and CMM events on Fridays 08:00-14:00. To book a CMM dissertation or other events on a Friday 08:00-14:00, please send a request to helpdesk@cmm.se.

NB! Please make sure to turn off the lights/projectors and clean the tables before leaving meeting rooms or the Lecture Hall. Note that windows must remain closed, forced ventilation can be used to increase ventilation during meetings.

CMM core facilities and other research-related services

Core facilities

A CMM core facility is an instrument or utility that is available to all groups at CMM whereas it is housed within one group. Usually, the CMM foundation invests in the equipment, and the running costs are covered by user fees. Instruments purchased by individual groups can also be offered as core facilities on a case-by-case basis.

CMM provides different types of core facilities such as fluorescence microscopy imaging instrumentation, GPU and CPU compute nodes, flow cytometry, and instruments for genetic analysis and spatial biology. All core facilities are listed on the [CMM website](#) and in the booking system.

Specific training may be required before operating the core instruments and user fees may be charged. See the section about core facilities on the CMM website for more information and for contact details <https://www.cmm.se/service-facilities/core-facilities/>.

The users of a core facility book their time slots through the CMM booking system: <https://booked.cmm.se>. In order to log in to the system a CMM account is required.

Deionized water and Milli-Q apparatus

Deionized water is available in laboratories at CMM. At times the deionized water must be turned off for plumbing repairs/installations or for system maintenance such as membrane filter replacement (the system is serviced twice yearly and cleaned every 2-3 years). Notifications of shutoffs are posted on all entrance doors – note that the system should not be used during shutoffs to avoid air entering the system. After such operations, sanitization may be necessary and when the system is in order again the deionized water quality improves after 3-5 days.

In addition, there is a Milli-Q water purification deionization apparatus on each floor. During ongoing deionized water shutoffs take these precautions for the Milli-Q apparatus:

1. Turn off incoming water
2. Leave power on
3. Let stand on “pre operate”
4. Do not use water

Central CO₂ gas system

CMM provides a CO₂ gas system in the building, mainly for cell culturing. This system is automatically regulated throughout the building, so it is important not to touch any CO₂ regulators on the floors. Report any issues to helpdesk@cmm.se.

Emergency freezers

There are three -80°C emergency freezers on floor U2 in the L8 building (room 003) that are intended only for the event of freezer breakdowns. All groups are allowed to use the freezers, but it is important that you follow these rules carefully to make sure that you or others do not lose important samples.

Samples must be marked and may be stored in the freezer for a **maximum of 60 days**, however it also depends on how long the repair or replacement is expected to take. All unlabeled samples will be discarded during an inventory.

The emergency freezers are not meant for long-term storage. Groups must have their own low-temperature freezers or freezer storage space.

When samples need to be moved to the Emergency Freezers:

1. Call Remote center at + 46 10 480 88 08 to get access to the locked emergency freezer. Meet up with their technician in U2 who will unlock the freezer.
2. Contact CMM Helpdesk and provide the following information:
 - Malfunctioning freezer's alarm number
 - Group leader's name
 - Contact person name and phone number
 - Number of racks or boxes
 - Estimated date for moving out

When samples are moved out of the Emergency freezer:

1. Call Remote center at + 46 10 480 88 08 to get access to the locked emergency freezer. Meet up with their technician in U2 who will unlock the freezer.
2. Please send an email to helpdesk@cmm.se to let us know that you have moved your samples out of the freezer.

Reminder: call Remote center at + 46 10 480 88 08 to avoid unnecessary alarms and emergency calls if you need to work in or defrost a low-temperature freezer for a long time.

Poster printing

Poster printing services are offered at the dishwashing facility (located on L8:01). Please contact Helpdesk helpdesk@cmm.se

1. To use the CMM poster print service the head author of the poster has to have an active CMM account.
2. Include the CMM-logo: <https://www.cmm.se/service-facilities/communication/cmm-logotype/>
3. Save in PDF-format.
4. Please send the poster well in advance (>48 hrs.) as planning is essential for us and many posters needed the very same day are hard for us to manage.
5. Send your poster to helpdesk@cmm.se including CMM Group Leader zz-code and project number or CMM customer number.
6. The poster is printed in the standard format A0 (approx. 84 cm x length of your poster) and costs 200 SEK.
7. Bigger sizes than A0 require lots of manual work and costs more, 500 SEK.
8. Different sizes than A0 might require you to manually cut the paper as the default paper roll is 84 cm in width, the price might vary as well (200 or 500 SEK).

Dishwashing and autoclaving services

Dishwashing

Dirty glassware is collected every day from each floor in CMM by Edna Fagerstedt, who is responsible for the dishwashing facilities. Clean goods are returned to each floor by her. All goods are to be marked with a colored dot or floor marking; one color is representative for each floor.

To avoid injury to staff in the dishwashing facility, bottles with covers screwed on will not be accepted for dishwashing. Soiled laboratory dishware should be rinsed after use before leaving for washing to protect personnel and to avoid machine damage.

Autoclaving (steam)

All items for autoclaving are to be left and picked up in the assigned cupboard on floor L8:01 (IN/OUT), at the wall opposite the dishwashing room. Please mark all items with *floor number and name*, e.g. *Adam L8:03*. The autoclaves are running at 10 am.

Power supply

CMM has an uninterrupted power supply (UPS) to cover power cuts in the external power supply. In the CMM building there are special UPS sockets, which are red sockets marked with UPS. The UPS capacity is limited so it is imperative that connections are strictly restricted to certain critical apparatus only. Send a ticket to CMM helpdesk if you have any questions.

A monthly power supply test is carried out in the CMM building (currently at 13:05 the first Friday of each month – please check www.Locum.se for an updated schedule). These tests are carried out by Locum (a service unit within Region Stockholm). ALL ELECTRICITY WILL BE TURNED OFF during the test. Usually this lasts for a few minutes only. Switch off computers and equipment not connected to a UPS outlet to avoid damage.

Building maintenance and repairs

If anything is broken in the building, please send a report to helpdesk@cmm.se.

Inquiries regarding building maintenance, rebuilding as well as allocation of lab and office space should also be sent to helpdesk@cmm.se.

The CMM property manager coordinates all building-related works and specific issues may be delegated to a technical service and installation company contracted by CMM.

For L8 building-related emergencies (e.g. water leak, CO₂ and low temperature freezer issues), please call Remote center directly at: + 46 10 480 88 08.

Cleaning, work environment, safety and security

Cleaning

Cleaning of each floor is provided by the company that has been procured by the Karolinska University Hospital. The cleaning staff should only clean the floors, lavatory rooms and empty garbage bins with combustible and organic waste. They should never handle chemical spills and laboratory waste which must always be handled by laboratory staff.

Waste disposal and recycling

Laboratory waste should be disposed into specifically assigned bins or boxes for risk waste. The research groups on each floor are responsible for ordering biological, chemical and other risk and laboratory waste collection.

On each floor there is a waste- and recycling room and the research groups on each floor are responsible for coordinating the emptying of the waste and bringing the items for recycling to the recycling station in the culvert.

The culvert is an underground system around the hospital area. There are several facilities located in the culvert, e.g. the hospital goods reception, recycling and bulky waste disposal station.

- The goods reception (*Varumottagningen*) is open Monday to Friday 7:00-14:30.
Phone: 08-585 81 000. E-mail: servicecenter.navet@karolinska.se

Common duties

Each floor share common duties such as dishwashing, kitchen cleaning, mail service, recycling handling etc. Please check floor specific information regarding these matters.

Laundry of lab coats and lab purchases are not included in the services provided by CMM. Purchases of lab reagents, chemicals, gas, office supplies, etc. are handled within each research group.

Mail and deliveries

There are mailboxes for each floor on L8:U1. A key is needed to access the mail cupboards. Each floor has its own routine for handling mail distribution. Please check floor specific information regarding these matters.

The internal distribution of delivered goods is handled by *Varutransporten*. Deliveries that come through *Varutransporten* are placed at the designated "Delivery spot" on each floor.

Deliveries that come from a courier are usually handed directly to the person who placed the order.

CMM Delivery address:

Karolinska Universitetssjukhuset Solna
Your name and unit
CMM L8:xx via Varumottagningen
Karolinska vägen 8
171 64 Solna

CMM Postal address:

Your name and unit
CMM L8:xx
Karolinska Universitetssjukhuset
171 76 Stockholm

(xx = floor number)

Parking bicycles

It is not allowed to park bikes on the ramp leading from street level up to the main entrance. The ramp should always be cleared of items in case there is a need to evacuate the building. The ramp is for people with physical disabilities and for delivery of heavy equipment and supplies. Bicycle, e-bike, scooters and e-scooter parking and charging are not allowed inside the building.

Lockers and showers

Lockers are available on each floor. There are a few extra lockers on L8:05 if no lockers are available on your floor. Contact the CMM Service center (helpdesk@cmm.se) for keys.

Two showers are available on L8:05, one on L8:02 and one on L8:00. Please make sure to wipe up excess water from the floor and remove your personal belongings after use.

Smoking

Smoking is not allowed indoors. The whole hospital area is a non-smoking area. However, you can find designated smoking areas outside. It is forbidden to smoke outside the CMM entrance door or on the terrace of L8:05.

CMM Infrastructure Group

CMM has an infrastructure group with representatives from each floor in CMM L8. The group meets a few times per year to discuss topics of shared interest among staff working in the CMM L8 building including the building's general functionality, health and safety protocols, common infrastructure usage, and the exchange of best practices.

Thefts

Many people move around the hospital area, which makes the area attractive to thieves. The CMM building has an open main entrance, and unfortunately, we have experienced thefts at times. To avoid thefts there are some precautions to take:

- Always be watchful if unknown people are at the entrance. Ask them who they are meeting and always escort them
- Keep your valuable personal belongings in a locked drawer or locker
- Keep your laptop locked to a safety wire.

Basic Laboratory Safety

At CMM we must all contribute to keeping a safe environment for all. Some basic safety precautions to keep in mind, to minimize the risk of contamination:

- **Never** wear your lab coat in the kitchen area, lunchroom or office.
- **Never** wear gloves in the kitchen area, lunchroom or office.
- If you are transporting samples between floors, **always** remove the glove on the hand that you use for door openings, elevator buttons etc.
- **Always** clean up after yourself in the lab.

Chemicals and risk assessment

Flammable liquids must be stored in fire safe cabinets. Most labs have a fire safe cabinet, but there are also cabinets for storing flammables in the chemical rooms. Make sure to return your flammables to the cabinet after use. Keep in mind that used ethanol and other flammables are still flammable and must be handled as such.

Flammable liquids that need cool storing must be stored in spark free refrigerators/freezers.

Spraying ethanol is **strictly forbidden** due to the risk of fire in case of sparks. Instead, you are advised to use a tip bottle for the purpose of disinfection.

Before starting a new experiment, you must read the risk assessment for that experiment. This is for your own safety so that you know what personal protection is needed and how to act in case of a hazardous situation.

Defibrillator

There are defibrillators in the corridor on each floor L8:00-L8:05. Contact your department at Karolinska Institutet if you need a CPR (Cardiopulmonary Resuscitation) course.

Emergency showers and emergency eyewash stations

There are two emergency showers on each floor as well as eye wash stations in all laboratories.

Fire safety

There are several fire extinguishers on each floor. Acquaint yourself with the location of the fire extinguishers, fire blankets and fire alarms. Check out the evacuation plan. CMM arranges recurring evacuation drill exercises.

Make sure to never block the emergency exits and evacuation routes!

In the middle part of each corridor there is an evacuation station with a fire warden vest and fire warden instructions. In the event of an evacuation situation, the first person to reach the station puts on the vest and follows the instructions on the card. Detailed information can be found on the fire safety pages on KI Staff website.

Lighted candles and other open flames are forbidden at CMM.

First aid kits

There are first aid kits on each floor. These are handled and filled up by specifically assigned people at the respective floor, and it lies within the research group's responsibility on each floor to assign those people.

Ventilated work benches

Fume hoods, ventilated benches, laminar air flow (LAF) hoods and safe hoods are checked annually by CMM.

An alarm on a solitary fume hood is either caused by the filter breaking in a specific hood or due to congestion of the small opening on the "Airguard" above the words "test" and "reset". Dust that collects on the metal mesh should be removed by taking a piece of tape and carefully pressing against the mesh to pick up particles hampering free air-flow. It is absolutely forbidden to disconnect the alarms from the hoods!

Resting room

There is one resting room at CMM, reserved for people who fall ill at work and cannot return home at once. The room can be found on CMM L8:02, in the cloak room. There are single use bedsheets and pillowcases that may be used for those who need to rest. After use, please discard the bedsheet and pillowcase and leave the room in a neat condition.

Please note that overnight stay is strictly forbidden due to security reasons.

Scientific coordination and communication

The Scientific Coordination and Communication Office at CMM coordinates internal and external communication for CMM and organizes a limited number of seminars and other events of specific interest for the CMM community and other stakeholders.

Contact: communication@cmm.se

Organizing seminars and scientific meetings

All researchers with a CMM account are welcome to organize seminars, workshops, courses, etc. in the CMM Lecture Hall or seminar rooms. The CMM Scientific Coordination and Communication Office does not take responsibility for organizing such meetings but can assist you with spreading information through CMM's communication channels.

The CMM Seminar Series features presentations by recognized scientists (international or Swedish) of broader interest to the CMM community. A few seminars are organized each semester by the Scientific Coordination and Communication Office at CMM. All CMM researchers are welcome to send nominations of potential speakers for the CMM Seminar Series to communication@cmm.se. The nominations should include a brief description of the speaker's scientific profile and relevance to the CMM scientific community (not to

exceed more than one page). The CMM Steering Group makes the final decision on speakers to be invited.

Staff email, CMM-STAFF@EMAILLIST.KI.SE

All researchers belonging to CMM and people working in the CMM building should be on the CMM staff mailing list. Please contact helpdesk@cmm.se if you are not on the list. CMM researchers and other CMM staff can use the staff-list to send group emails to everyone at CMM for work-related and security matters only.

Newsletter – CMM News

The Scientific Coordination and Communication Office at CMM edits a newsletter including major grants and research awards received, scientific publications, new positions/appointments, new staff, dissertations, scientific outreach events or visibility in society and upcoming scientific events.

Contributions to CMM News are sent to communication@cmm.se

CMM website – www.cmm.se

All research groups and teams that belong to CMM should have their own page on the CMM website. The page should include at least a general description of the group's research, a list of group members, contact information and a list of selected publications. Additional content can be added to the group's page if they wish to.

Text or updates for the group or team pages on the CMM website should be emailed to communication@cmm.se.

Art works

The entrance of CMM is dominated by the acquired, stainless steel sculpture *"Turning the World Upside Down IV, 1999"* created in England by Anish Kapoor. The other two art works owned by CMM are *"A Woman Resting"* by Herta Hillfon mounted on the wall of the staircase on L8:01 and *"The Meeting"*, by Gunnar Kaneval, in the hall on L8:05. Among other works on loan from Peter Schreck are the large oil on iron painting *"August's Wood"* by Olle Kåks on L8:04, and the large posters outside the Lecture Hall. The Stockholm County Council have lent many art pieces to CMM – two of note are the tapestry on L8:01 *"Ritual Dance"* by Nils-Erik Björklund Furto, woven in France, and *"Transparent Black"* by Jin Sook So, in a mixed technique of cut silk and needlework on display in the staircase hall on L8:02.

Revised 2026-06-08