**Routine for negligence in common laboratories in ANA Futura – Karolinska Institutet:**

In the event of failure to follow established standard operating procedures and rules for common laboratories and equipment within ANA Futura, it shall be reported as follows:

1. Send a short description of the negligence to the facility manager in ANA Futura (use form on page 2).
2. The facility manager reports to relevant research group leader and division/unit manager who will approach the person concerned.
3. If the problem continues despite warning, the person concerned will be
suspended from the affected laboratory. The period for suspension is decided by the facility manager and relevant division/unit manager.
4. The facility manager in ANA Futura is responsible for documenting all negligence being reported within ANA Futura.

**Report of negligence in ANA Futura:**

 **CONTACT INFORMATION**

|  |
| --- |
|  |
| **Report sent by (name):**  Click here and write**Phone and email address:** Click here and write**Department:** Choose department**Division/unit:** Click here and write**Research group leader:** Click here and write |

**EVENT/INCIDENT**

|  |
| --- |
|  |
| **Short description of the negligence/event/incident:**What has happened?**Date for the event:** Click to choose a date**Who has not followed the standard operating procedures/rules (name):** Write first- and last name**Research group affiliation**:Write first- and last name**Division/unit:**Write first- and last name**Department:** Choose department |

**Send the form to the facility manager in ANA Futura:

Lars Frelin, facility manager ANA Futura**Email: Lars.Frelin@ki.se

Postal address: Alfred Nobels Allé 8, 8th floor

Huddinge