

**DEPARTMENT**  
OF EXPERIMENTAL BIOLOGY  
MUNI SCI

**SECTION**  
OF ANIMAL PHYSIOLOGY  
AND IMMUNOLOGY

## GENERAL GUIDELINES



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## 1. CONTACTS AND ACCESS

### 1.1. Contacts

Head of section	Vítězslav Bryja	549 49 <b>3291</b>
Lab-technicians	Hanka Pecůchová Pavλίna Žofka Mrhálková	549 49 <b>6085</b> 773 537 252
Administrative assistants	Lenka Doubková Lucie Nesvadbová Bára Valnohová	549 49 <b>3896</b> 549 49 <b>4404</b> , 734 68 49 68 549 49 <b>8726</b>
Respirium (kitchen)		549 49 <b>6809</b>
Bryjalab students' office (upstairs)		549 49 <b>3491</b>
Hyrslab and Vachalab office		549 49 <b>3419</b> 549 49 <b>8589</b>
Jipalab office		549 49 <b>8609</b>
Students' office (downstairs)		549 49 <b>6097</b>
UKB safety desk		549 49 <b>2929</b>
"Podatelna"		549 49 <b>1426</b>

### 1.2. Affiliation of OFIŽ for publications

The correct affiliation for the publications is:

Department of Experimental Biology, Faculty of Science, Masaryk  
University, Kamenice 5, 625 00 Brno, Czech Republic

There is an inconsistency between the Czech name “Ústav experimentální biologie” and English translation “Department of Experimental Biology”, please try to keep it in mind. It is important to write it correctly. “Oddělení fyziologie a imunologie živočichů” is then translated as “Section of Animal Physiology and Immunology”. For the publication purposes, just the Department of Experimental Biology is sufficient.

### 1.3. Access

#### **ISIC/employee card**

With your ISIC or employee card, you can get access to the building and to the laboratories in the basement and the 1<sup>st</sup> floor. To get the access, contact the administrative assistants in D36/124. In case you need specific access (to CEITEC, doors in the corridor), contact either administrative assistants in case of D36 building or particular PI of the lab in case of other buildings.

#### **Lockers in D36/1S35**

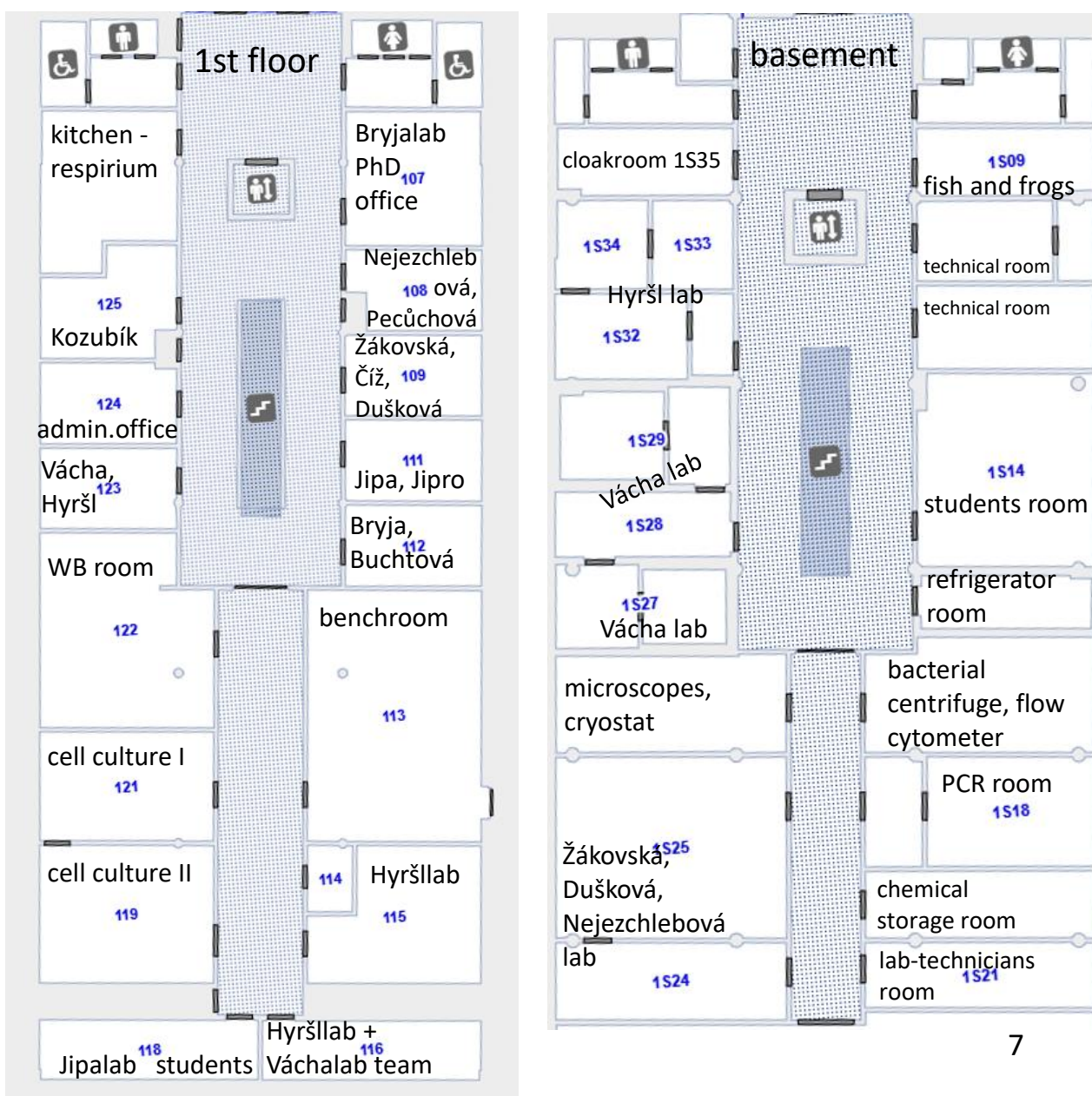
In D36/1S35, you can find lockers where you can keep your shoes, coats, bags... To get a key for a locker, ask the administrative assistants in D36/124.

## 2. ROOMS PLAN

### 2.1. Keys

Keys to several rooms are placed in the benchroom (D36/113) in the wooden box at the entrance to the room. If you take it, be sure to put it back into the box, do not leave the keys in the doors (especially if you are the last one leaving the room). To get your personal key to the building or to an office, ask the administrative assistants in D36/124.

### 2.2. Rooms plan



### 3. COMMUNICATION CHANNELS

There are several group email addresses for effective communication among the members of Section of Animal Physiology and Immunology (OFIŽ):

- **bryjalab@sci.muni.cz**
- **jipalab@sci.muni.cz**
- **vachalab@sci.muni.cz**
- **hyrsllab@sci.muni.cz**
- **zakovskalab@sci.muni.cz**
- **jiprolab@sci.muni.cz**

When you become a part of a particular lab, you should subscribe to its mailing list. To do so (on the example of Bryjalab), send an e-mail to **majordomo@sci.muni.cz** with the message with empty subject and text “subscribe bryjalab” in the text of the email and you will be automatically added to bryjalab mailing list (unsubscribing process is the same, just write text “unsubscribe bryjalab”)

- **ofiz\_a36@sci.muni.cz** - includes all people working at OFIŽ; you can use this address e. g. for invitations to celebrations
- **ofiz\_core@sci.muni.cz** - includes all PIs, teachers and administrative and technical support at OFIŽ



- **ofiz\_akce@sci.muni.cz** - includes all people working at OFIŽ and also alumni and friends; email address used for invitations for Christmas party or Summer bečka party
- **ofiz\_phd\_students@sci.muni.cz** - includes all PhD students from OFIŽ PhD study program
- **ofiz\_phd\_committee@sci.muni.cz** - includes all committee members of OFIŽ PhD study program
- **ofiz\_phd\_supervisors@sci.muni.cz** - includes all supervisors of OFIŽ PhD study program
- As an employee, you can get your email address in a format "surname"@sci.muni.cz. See <https://it.muni.cz/sluzby/e-mailove-ucty-a-posta/sci> for more information.

**Internal post at MUNI:** You can use advantage of internal post at MUNI – just bring the documents to administrative assistants in 124 and they will send it by internal post to anybody at the university. The "MUNI post" can be also used for sending post outside MUNI – in this case, write number "43" to left down corner of the envelope. The post leaves every day at 8:50.

## 4. EVENTS

### 4.1. Cleaning days

Once a month, there is a cleaning day organised by a lab-technician, who announces the planned cleaning day a few days ahead by an email. All members of the lab are expected to participate. The lab-technician has a list

of duties that we need to take care of and you should assign yourself to some of them (e. g. cleaning in respirium, WB room, cleaning flowboxes, ...).

#### 4.2. Summer bečka & Christmas party

Twice a year (in June after the final exams and before Christmas), there is a big party for all employees, students and friends of OFIŽ. The parties take place outside around the building or at the basement floor. A small contribution for beer and some refreshment is collected and volunteers take care of organisation. Your partners and kids are very welcome.

For the Christmas party, there is a nice tradition that everybody brings 2 small anonymous gifts (value app. 100 CZK). All gifts are put into a bask and everybody is then given two surprising anonymous gifts.

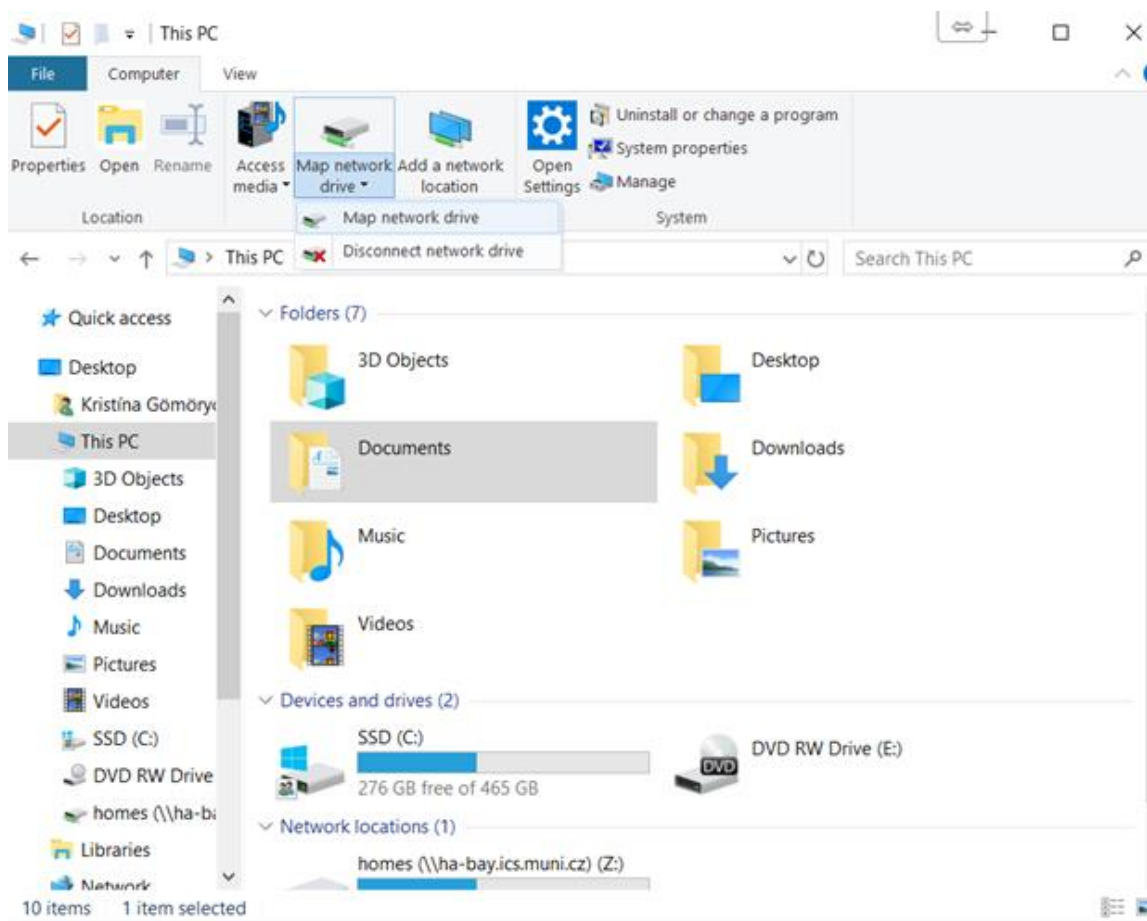
### 5. LAB SHARED DRIVE (LAB SERVER)

To have all our files backed up and accessible, we take advantage of the lab shared drive. To access the drive for the first time, ask your groupleader to grant you access rights and create a folder where you can store anything (typically, access is activated after the midnight that day).

You can access the drive from any computer or place, just keep in mind that outside of the university network, you need to connect via OpenVPN ([https://ezdroje.muni.cz/vzdaleny\\_pristup/openvpn.php](https://ezdroje.muni.cz/vzdaleny_pristup/openvpn.php)) first.

**To access the drive, follow these steps:**

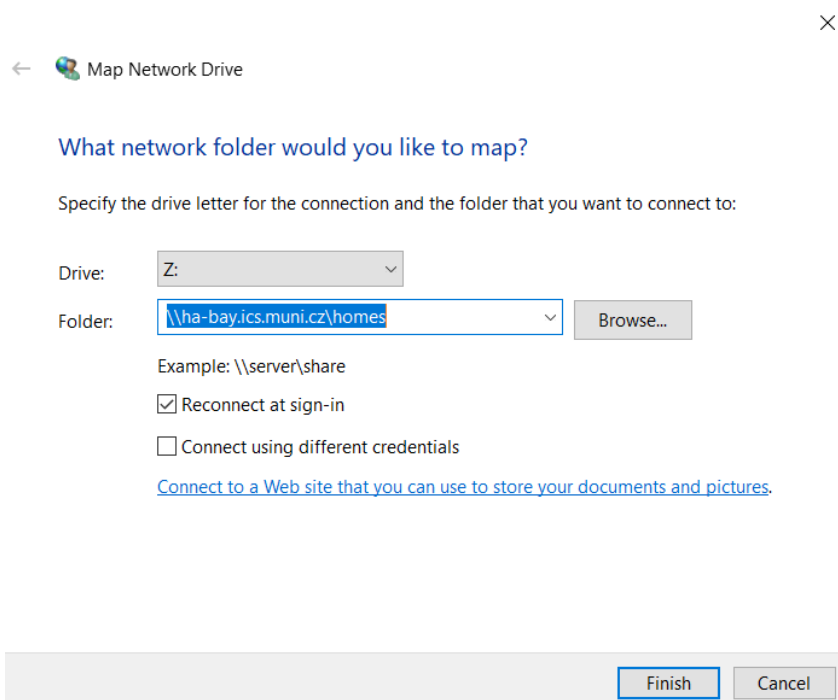
- Open This PC -> Computer -> Map Network Drive



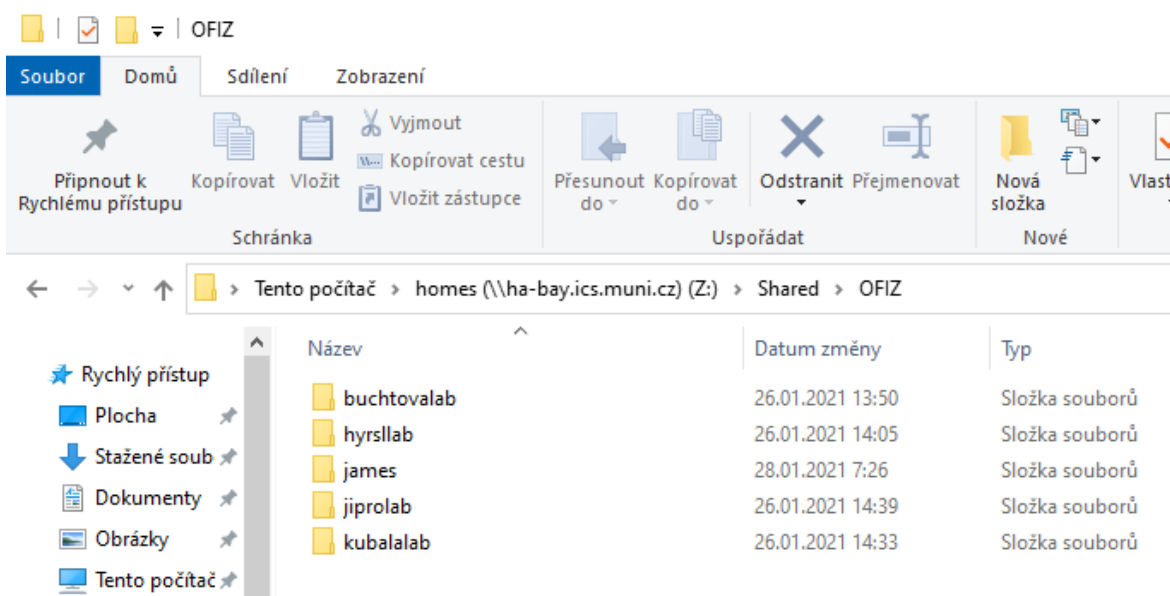
- Set Drive to Z: (or other letter)
- Set Folder to \\ha-bay.ics.muni.cz\homes
- The access to server is provided by UCO and secondary password specific for each person at MUNI, if you wish to stay signed all the time, tick also Reconnect at sign-in.
- Sign by UCN\your-UCO and secondary password.

Now you should be able to see the content of the shared drive.

The process of connecting to the shared drive can vary on the operation system of the computer, in case you experience any troubles, ask your colleagues for help.



Navigate yourself to Z: -> Shared -> OFIZ -> 'groupleader'lab:



Typical shared drive consists of private and public (in terms of lab members) part. In “**All\_shared**” folder, there are materials accessible by all members of your lab group. The folders of particular users are accessible only by the owner (name of the folder) + by the groupleader (so that groupleader can always access your data in case of need).

In case of troubles (or requirements for new members, etc.), please contact CIT UKB (cit@ukb.muni.cz).

## 6. LAB RESOURCES

This chapter describes the resources commonly used at OFIŽ:

### 6.1. Database

For the general management of plasmids, material and antibodies, some labs at OFIŽ use the Database available here: <https://ofizdb.sci.muni.cz/>, which is authorized by UCO and secondary password (access is granted by Vita Bryja or administrative assistants). The database is particularly useful for finding any chemical, plasmid or antibody which is/was ever used in the lab – you can find there e.g. the type of vector, resistance, source and location for the plasmids; expected size, source or location for the antibodies, location of a desired chemical, etc. Please note that any new chemical/antibody/plasmid you order, receive, or produce you should put into the Database! For the new records, follow the template in the database or ask members of the lab for help.

## 6.2. Booking system for OFIŽ

For booking any instruments at our section, we use the booking system: <https://www.sci.muni.cz/ofiz/booking/> (or go to OFIŽ main webpage and navigate yourself to <https://www.sci.muni.cz/ofiz/en/home/> -> in the most down panel “**Intranet**”). The access is granted by your groupleader, who also set the permissions to use of particular instruments (e. g. you can book only the instruments you are permitted to use based on your laboratory skills, some instruments may require advanced training).

In the booking system, you can book both instruments and rooms. If you intend to use any instrument, you should really book in advance, people rely on using the booking system much, so you will avoid any unwanted surprises.

## 6.3. OFIŽ webpage

We have our own webpage available here: <https://www.sci.muni.cz/ofiz/>. You can find there any news and general information about the Section, individual research teams, information for students, etc.

## 7. SOFTWARE

There are several ways how you can get specific software:

- Software provided by university:

<https://inet.muni.cz/app/soft/licence> (e.g. Statistica, Matlab, SPSS, ArcGIS, Altap Salamander, JetBrains).

- Office 365 is provided by the university (including programs such as OneDrive, Sharepoint, MS Teams, etc.):

<https://it.muni.cz/en/services/microsoft-office-365>

- For remote work OpenVPN is required

[https://ezdroje.muni.cz/vzdaleny\\_pristup/openvpn.php](https://ezdroje.muni.cz/vzdaleny_pristup/openvpn.php).

- Besides our Lab Shared Drive , you can use Google Drive with MUNI license:

<https://it.muni.cz/en/services/disk-google>

Regarding the preferred software for particular applications:

Application	Software
Text processing	Word, Rmarkdown
Presentations	PowerPoint, Prezi
Statistics	GraphPad, R
Data processing	Excel, R
Citation management	EndNote, Mendeley, Zotero
Posters/figures preparation	PowerPoint, Adobe Illustrator, InDesign, Affinity publisher, Affinity designer

## 8. WORKSPACE

As we want to accommodate as many bachelor and master students as possible, it is not possible for everyone to have her/his own workplace with a computer. You can use common computers next to the laboratories in the 1st floor, in respirium (room 126, kitchen) or in 1S14 in the basement.

This is different with PhD students and postdocs where everyone should have her/his personal spot with a computer.

## 9. ORDERING REAGENTS

Before placing an order (through a labmanager or with help of your groupleader), check the database as the desired chemical might be already present in the lab. **In case you are going to order a completely new chemical, you have to introduce it into the database (→ *depends on the rules of the particular lab, not all groups use the database*).**

The packages with ordered chemicals and other material are being delivered to - "Podatelna". It is placed at the main entrance to the university campus behind the white desk. The employees of "Podatelna" take over the packages from distributors and then they contact members of the lab. Their working hours are 8 a. m. to 4 p. m.

When you expect some package on dry ice or from Fedex, you can call to "Podatelna" by yourself to ask if they already received your package - tel. 549 49 **1426**.



### 9.1. What to do when

- **you go to pick up the packages from "Podatelna":**

Find out what is in the package, store it according to the instructions (RT, +4 °C, -20 °C,...) and inform the particular person that a package for her/him has arrived. The best way is to write an email with specification of current location of the package - this way you will avoid any misunderstandings in the future, as people tend to forget about their packages sometimes.

If there is an invoice in the package, give it to the administrative office. Put the delivery note into the box in the respirium.

- **you receive your ordered chemical/material:**

It is your responsibility to take care of the ordered chemical - e. g. dilute it if needed. Mark the aliquots properly - name of the chemical, dilution and date. Store the chemical/material at the right place - see the location in the Database or ask your colleagues. If you receive a completely new chemical, add a new item into the database including a datasheet as an attachment (*depends on the particular lab*).

- **you see that we are running out of chemical/material (e. g. you open the last vial):**

Write an email to a labmanager or your groupleader with warning about the missing chemical/material. It is important to order chemicals/material in advance.

- **you finish a box with tips, a bottle with a solution (not from WB room) or a box with tubes:**

Put the empty box/bottle into benchroom - to the desk with tips filling station.  
Put here all empty boxes/bottles from all rooms EXCEPT from dirty part of WB room.

- **you suck up liquid into a pipette by accident:**

Do not worry, this can happen to anyone. But it is very important to clean the pipette (and change the filter with some kinds of pipettes) - ask your colleagues or lab technician for help.

## 10. SAFETY IN THE LAB

We all work in the lab as a team and we assume everyone behaves carefully and responsibly not only to him/herself, but also towards others. This is definitely applicable also in the terms of safety in the lab. Here, few key points are mentioned of how to behave in general or in particular rooms, if you are unsure about anything, please ask any member of the lab for advice.

### 10.1. Handling chemicals

Be aware of the most dangerous chemicals that we use in the lab:

**[http://www.sci.muni.cz/ofiz/wp-content/uploads/2020/05/Chemicals\\_Safety.pdf](http://www.sci.muni.cz/ofiz/wp-content/uploads/2020/05/Chemicals_Safety.pdf)**

Some safety datasheets are in yellow file in respirium. In case of accident, consult with the toxicology centre tel.: 224 91 92 93, 224 91 54 02.

### 10.2. Wearing gloves

Wear gloves when working in any of the laboratories to protect you as well as the others. Trash the used gloves into the infectious waste (marked big barrels). There are special gloves for WB room, do not use these gloves outside the “dirty” zone of WB room. If you work without the gloves, wash your hands properly before touching anything in the common space / offices. You definitely should not wear the gloves outside the lab space and definitely not in respirium!

### 10.3. Lab coats

Wearing a lab coat is not mandatory in the lab. It is up to you whether you want to wear a lab coat or not. There are common lab coats that you can use. You can find them in the cloakroom D36/1S35 in the basement. Feel free to borrow one. If you need to wash your lab coat, use the university washing service - put the dirty lab coat into a box in 1S35.

On the contrary, please, wear the lab shoes, especially, when working in the cell culture room in order to avoid the possible contamination.

### 10.4. How to work in western blotting (WB) room - D36/122

WB room has two parts - acrylamide “dirty” (on the “left”) and “clean” (on the “right”) one.

**DIRTY PART:**

- Be especially careful in this room, you will be working with many dangerous reagents (e.g. acrylamide, which can cause heritable genetic damage and cancer).
- Always wear gloves here (for WB room we have thicker ones), even when taking something from the fridge.
- If you spill or break anything, clean it immediately after yourself.
- You should NEVER take anything from this part of the room to any other part in the lab (and vice-versa, i.e. do not bring anything except your samples to this part of room. If you accidentally do, leave it in there and mark it as WB).
- With the gloves from the dirty part NEVER touch anything in the clean lab parts, always put the gloves down when leaving the dirty zone.
- When working with methanol, acrylamide, ethidium bromide or Laemmli buffer, always use the hood.

**CLEAN PART:**

- As you will notice quickly, the clean part is not really that clean, so be careful also in there. 😊
- Use gloves in this part, also when working on computer.
- Be sure you don't bring anything from the clean part to the dirty part.

- Be very careful when manipulating with the milk for membranes and antibodies, both usually contain sodium azide which is a poison and it may be fatal in contact with skin or if swallowed already in very low concentrations.

#### 10.5. How to work in cell culture rooms - D36/119,121

The cell culture rooms should be the cleanest rooms in the lab. Basic rule: Work sterile! To protect the sterility of the environment:

- Do not wear the shoes you are wearing outside the lab.
- Try to minimize your presence in the cell culture room on the days you are working with bacteria (or wash your hands extremely carefully at least and ideally do the work in cell culture room first).
- Any time you are going to use the flow box or open the incubator wash your hands/gloves with 70% ethanol. Any object you are going to place inside the flow box must be washed as well (exception are the cell culture plates from the incubator).
- Before using the microscope, spray the microscope rolling table with 70% ethanol and also the place next to the microscope, where you will put the plates, otherwise you may contaminate the plates and the contamination can be transferred to the flow box and/or incubator
- Roll up your sleeves when you are working in a flow box or wear clothes with the short sleeves. It is highly recommended to use lab gloves.

- Use the centrifuges/other instruments in the room only for cell culture related samples or pure DNA, for other purposes use instruments in other rooms.

**Flow box:**

Flow box is a key facility of the cell culture room. The laminar flow of filtered air ensures the sterile environment. In addition to this, box is minimally once a day sterilized using a UV lamp. Flow box is the only place where you can open culture plates and the flasks with sterilized solutions (medium, PBS...). Main rules:

- Do not take provided pipettes out of the flow box.
- Change the pipette tip/plastic pipette every time you are going to use a different solution. In case of accidentally breaking this rule, immediately trash the contaminated solution. Don not use the same tip for different cell lines. (Keep in mind, just one different cell can infect your culture.) If you accidentally touch any surface inside the flow box with a tip or plastic pipette, trash the tip or the plastic pipette immediately.
- For the suction of liquids, there is a vacuum pump. Check the suction bottle during the work and empty it when it is full. Pour the content into the drain, wash the bottle (also outside and spray with 70% ethanol) and add a small amount of SAVO disinfection (= bleach) prior to putting the bottle back to its place.

- Be careful when you are working with the pipetus. The liquid **MUST NOT** be sucked into its body. If it happens, it has to be taken apart, dried and the filter changed. If you need, ask a lab technician for help.
- When you finish your work: clean the box with 70% ethanol, clean the suction pipe by sucking 70% ethanol (ideally preceded by sucking a bit of distilled water), put the things back to place. In case you have finished a stock of something (tips, PBS, etc.) bring a new one. All the cell culture consumables are stored in the drawers and cabinets in the cell culture room.
- If you are the last user of the day, turn the flow box off and switch on the UV lamp. Some flow boxes (if not all) need to be on in order to turn the UV on, so you need to wait till the end of "UV time = cca 30 min" and then switch the flow box off completely.
- If you notice that we are running out of some stocks of consumables, tell it to lab technician or otherwise make sure it will be refilled.

#### 10.6. How to work in benchroom - D36/113

- Wear the gloves if manipulating with more dangerous material.
- Store the bacterial waste in the special containers (yellow containers).
- Any bacterial work should be done within the hood.
- Any work with evaporating reagents (e.g. Laemmli buffer) should be done within the hood!

- Be careful when working with dangerous reagents, e.g. PFA, PBTA.

#### 10.7. Injuring yourself

In case you injure yourself while working in the lab, you should always report to your groupleader or administrative assistants. Based on the extent of injury a protocol might need to be filled. The first-aid kit is placed behind the door to the lab in the 1<sup>st</sup> floor.

In case you spill some chemical on yourself, wash the particular place and change the clothes if needed (some common ones are in the cloakroom downstairs). In case you spill methanol on yourself, take some alcohol from respirium, should be helpful 😊.

Look up the safety datasheet of the chemicals online (some datasheets are in a yellow file in the respirium), contact the toxicology centre tel.: 224 91 92 93, 224 91 54 02 if needed.



## 11. LAST PERSON IN THE LAB

In case you are the one leaving the lab the last on a particular day, please check that:

- Benchroom: all the heatblocks are turned off (if not stated otherwise); hood is turned off; centrifuges are turned off; windows are closed; fridges/freezers are closed; lights are off.
- Cell culture room: all flowboxes are turned off; water bath is turned off; no media/chemicals are outside of the fridges/freezers; incubators are properly closed; windows are closed; fridges/freezers are closed; lights are off.
- TopFlash/Hyršl lab room: luminometers and computers are turned off; lights are off.
- WB room: computer is turned off; hood is turned off; power supplies are turned off; heat oven is turned off (if not stated otherwise); fridges/freezers are closed; camera is turned off; windows are closed; lights are off.
- Cold room: doors are properly closed; lights are off.
- "Prepazka" - corridor doors between offices and labs, is closed both on the basement and 1<sup>st</sup> floor.
- Respirium: computers are turned off; windows are closed; lights are off.

## 12. INET (HOLIDAYS, STRAVENKY, PROJECT SHEETS)

MUNI has a special internal website for managing lots of administrative issues - <https://inet.muni.cz/>. When you become an employee, these issues can be solved in Inet:

### 12.1. Financial meal allowance – “Stravenky”

If you have a workload 50 % or higher, it allows you to get a financial meal allowance. Since May 2021, we get the allowance as a part of our salaries. Its value is 55 CZK per working day. You do not order or register for the financial meal allowance, it is being given automatically.

### 12.2. Attendance - Leave submissions – “Docházka - Dovolená”

This application enables the user to submit a request for leave taking. The request may be submitted no later than on the day preceding the first day of leave as indicated in the request. A submitted request is automatically sent to the applicant's linear superior; the applicant is subsequently informed of approval or rejection by an automatic email.

### 12.3. Attendance - Working Hours Records and Scheduled Part of Working Hours - “Docházka - Evidence pracovní doby a rozvrhované části pracovní doby”

The application is used to enter the working hours and scheduled part of the working hours of regular employees. It is possible to create a regular time

schedule that will be then automatically filled in into the system of working hour records. At the end of the month, you have to always confirm the working hour record of a particular month – you will be notified by an automatic email.

For a guide, see

**[https://inet.muni.cz/proxy/icspdoc/i/muw/WHR\\_guide.pdf](https://inet.muni.cz/proxy/icspdoc/i/muw/WHR_guide.pdf)** (ENG) or

**[https://inet.muni.cz/proxy/icspdoc/i/muw/epd\\_navod.pdf](https://inet.muni.cz/proxy/icspdoc/i/muw/epd_navod.pdf)** (CZ).

Some projects require more complicated records of your working hours as well as your project activities. You will be advised about this by a project manager.

Note: Do not include homeoffice into the schedule of working hours - only academic workers (assistant professors and professors) are allowed to record homeoffice hours officially.

#### 12.4. Business trips - Travel authorization forms – “Služební cesty - Správa cestovních příkazů”

See in 14.1 Travel authorization forms.

## 13. WORKING HOURS

### 13.1. Working hours

We have flexible working hours in the lab, but majority of the people are here between 9 am and 5 pm. You should be here around 8 hrs per day, but it

highly depends on you, no one is going to control you, most important is to have the work done, not number of hours spent at the work.

### 13.2. Work during weekend

Sometimes it may happen you need to come to the lab during the weekend. This is a problematic and “a grey zone situation” – technically, you should call to the UKB safety desk (2929) and tell them about your presence but this usually causes more complications than help. **So practically:** We do not report our presence in the lab during the weekend and we avoid the main campus entrance during weekends. It is your own decision and responsibility to spend the time in the lab during the weekend. Please act responsibly and carefully, especially when you are alone in the lab. Do not put weekends into working hours records.

It is impossible to figure out attending the lab during the weekend officially - the responsible officials would just ban it completely.

## 14. CONFERENCES AND WORKSHOPS

If you come across a conference or a workshop that you are interested in, ask your groupleader whether you can participate. Administrative assistants will then help you with a travel authorization form (“cestovní příkaz”) and payment of registration fee. **Remember that first, you need to have the travel authorization form approved and only then you can register for the**

**conference/workshop!** Do not hesitate to ask administrative assistants for help.

#### 14.1. Travel authorization forms

Before every journey as an employee of MUNI, you have to fill in a travel authorization form at <https://inet.muni.cz/>. The form needs to be electronically approved by several people (groupleader, head of the dept., economic dept.) so complete the form well in advance.

To complete the form, you need to know which grant will be used for covering the costs – ask administrative assistants for help. You need to estimate the expenses of your journey (count with some reserve) – you should include only the expenses that you will pay personally (i.e. do not include flight tickets in case they were paid with invoice by MUNI).

After you get back from your journey, you need to fill the travel form again and put there all your expenses – you need to submit all the receipts and boarding passes! You also need to write a brief trip report (“zpráva o cestě”).

**Remember!:** The last sentence in this report always has to be: “The costs of this travel order will be covered by order nr. XY.” - “Náklady tohoto cestovního příkazu budou hrazeny ze zakázky XY.” XY = number of the grant that will be used to cover the costs. Without this sentence, the travel costs cannot be reimbursed.

When you attend a conference in Brno, no travel authorization form is needed.

## 15. GRANTS AND FELLOWSHIPS

Applications for your own grants and fellowships are highly recommended and will be supported as much as possible. Grant agency of Masaryk University offers several grants for students: <https://gamu.muni.cz/>. For other opportunities, check the OFIŽ newsletter, webpage <https://vedavyzkum.cz/granty-a-dotace/> or others.

## 16. OFIZ SUBJECTS (FOR STUDENTS)

There are several subjects on OFIŽ you can get credits for:

- Journal Clubs (Labmeetings):

Register for the official courses of labmeetings so you can get credits for them (choose the journal club according to your specialisation, you can register for them repeatedly):

- Bi9904/ Bi9905 Journal Club – Animal Physiology I, II
- Bi9908/Bi9909 Journal Club – Developmental Biology I, II
- Bi9911/Bi9912 Journal Club – Immunology I, II
- Physiology of Animal Cell (Bi1110)
- Physiology of Cell Systems (Bi7070)
- Outbound Development Biology Seminar (Bi9906)

- For the PhD students specifically, find the list of compulsory subjects here: <https://www.sci.muni.cz/ofiz/vyuka/informace-pro-studenty/doktorske-studium/requirements-for-study/>.

## 17. PR

There are several channels that we can use to propagate our successes, events etc. See the list below and contact the person taking care of desired communication canal that you would like to address:

**Contact: Lucie Nesvadbová (lus@sci.muni.cz):**

- Bryjalab webpage: <https://www.sci.muni.cz/ofiz/en/bryja/>
- Bryjalab Twitter: <https://twitter.com/bryjalab>
- OFIŽ section webpage: <https://www.sci.muni.cz/ofiz/> & newsletter

**Contact: Kateřina Tomanová (katerina.tomanova@mail.muni.cz)**

- Dept. of Experimental Biology webpage <https://ueb.sci.muni.cz/>
- Dept. of Experimental Biology [facebook](#)

**Contact: PR dept. of Faculty of Science (pr@sci.muni.cz)**

- Faculty of Science webpage <https://www.sci.muni.cz/>
- Faculty of Science [facebook](#)

## 18. OFFBOARDING

This chapter summarizes what you shall do when leaving the lab:

- Go through your samples in the fridges/freezers and make order in them, keep only the ones which might be used by anyone else in the lab or for publication purposes.
- Trash out expired reagents, leave your lab bench clean and organized.
- Clean out your space in the office, take your personal possessions.
- Clean the files in the computer if used the lab one, don not leave any personal folders in there, the computer might be re-installed in the future.
- Return the keys from the office/front doors.
- Backup the files you might need on the shared drive, once your contract is over you will lose the access to the shared drive, so plan beforehand!
- Leave organized lab notebook and clearly labelled reagents which might other use.
- If you have only-access to any resources used by the lab, be sure your groupleader knows about them and they are kept also after your offboarding.
- If you do not wish to get e-mails from the lab anymore, unsubscribe from the mailing list.
- Plan your leave beforehand, so a possible successor can be trained and the methodical knowledge is passed on in the lab.



- Stay in touch 😊, come to the Christmas/Summer party!

## 19. A FEW WORDS IN CONCLUSION

It is OK to makes mistakes, but mistakes shouldn't be because of carelessness or rushed work, or not having asked for help. If you do make a mistake, you should definitely tell your collaborators (if they have already seen the results, and especially if the paper is being written up, is already submitted, or already accepted). We admit our mistakes, and then we correct them and move on.

We all want to get papers published and do great things. But we do this honestly and with integrity. It is never OK to plagiarize, tamper with data, make up data, omit data, or fudge results in any way. Science is about finding out the truth, and null results and unexpected results are still important.

[http://faculty.washington.edu/bmarwick/values and ethics/expectations-and-responsibilities/](http://faculty.washington.edu/bmarwick/values_and_ethics/expectations-and-responsibilities/)

## 20. YOUR NOTES