

DEPARTMENT
OF EXPERIMENTAL BIOLOGY
MUNI SCI

SECTION
OF ANIMAL PHYSIOLOGY
AND IMMUNOLOGY

GENERAL LAB GUIDELINES

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1. CONTACTS AND ACCESS

Head of department (125)	Vítězslav Bryja	549 49 3291 549 49 1416
Head of section (123)	Martin Vácha	549 49 7877
Lab-technicians (108, 126)	Hanka Pecůchová David Novotný Katka Sotolářová Julie Netušilová Ingrid Prišticová	549 49 6085 549 49 6809
Administrative assistants (124)	Lenka Doubková Lucie Nesvadbová Barbora Valnohová Eva Slabáková	549 49 3896 549 49 4404 , 734 68 49 68 549 49 8726 549 49 7237
Respirium (kitchen) (126)		549 49 6809
Bryjalab office (upstairs) (107)		549 49 3491
Hyršllab and Váchalab office (116)		549 49 8589 549 49 3419
Jipalab & Fabianlab office (118)		549 49 8609
Harnoš & Fabian office (1S16)		549 49 4465
Students' office (1S14)		549 49 6097
UKB safety desk*	Important to remember!	549 49 2929*
“Podatelna”		549 49 1426

1.1. Affiliation of OFIŽ for publications

The correct affiliation for 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 publication purposes, just the Department of Experimental Biology is sufficient.

1.2. Access through 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 1st floor. To get the access, contact 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.

1.3. 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 administrative assistants in D36/124.

1.4. Lockers in D36/1.PP corridor

In D36/1.PP corridor, 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



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
- jiprolob@sci.muni.cz
- fabianlab@sci.muni.cz
- harnoslab@sci.muni.cz

When you become a member of a particular lab, you will be added to the laboratory group email address. Mailing lists at OFIŽ are administered in Outlook (Settings -> View all Outlook settings -> General -> Distribution Groups) where you can also see which mailing lists you are subscribed to. The particular laboratory mailing lists are managed by their group leaders or administrators. If you need assistance, contact the IT support at it@sci.muni.cz (they can create a new mailing list for you, or add an external member (without UČO) to the mailing list).

- **ofiz_a36@sci.muni.cz** - includes all people from OFIŽ working at building D36; you can use this address e. g. for invitations to celebrations, for info related to people working at OFIŽ (D36)
- **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 to 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 the format "surname"@sci.muni.cz. For more information, see <https://it.muni.cz/sluzby/e-mailove-ucty-a-posta/sci>
- For IT safety, it is highly recommended to use email addresses from Masaryk University (muni.cz, sci.muni.cz, mail.muni.cz) for study- and work-related purposes. You are discouraged to forward your work email to your personal email addresses such as gmail or similar. Please, respect the Information Security Policy.

- Internal mail at MUNI: You can take advantage of an internal mail service at MUNI for delivery of printed documents – just bring the documents to administrative assistants in 124 and they will send it by internal mail to anybody at the university. The “MUNI mail” can be also used for sending letters outside MUNI – in this case, write the number "43" to the bottom left corner of the envelope. The mail leaves every day at 8:50.

4. EVENTS

4.1. Cleaning week

Once a month, there is a cleaning week organised by a lab-technician, who announces the planned cleaning week a few days in advance via 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 the 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 basket and everybody is then given two surprising anonymous gifts.

5. LAB RESOURCES

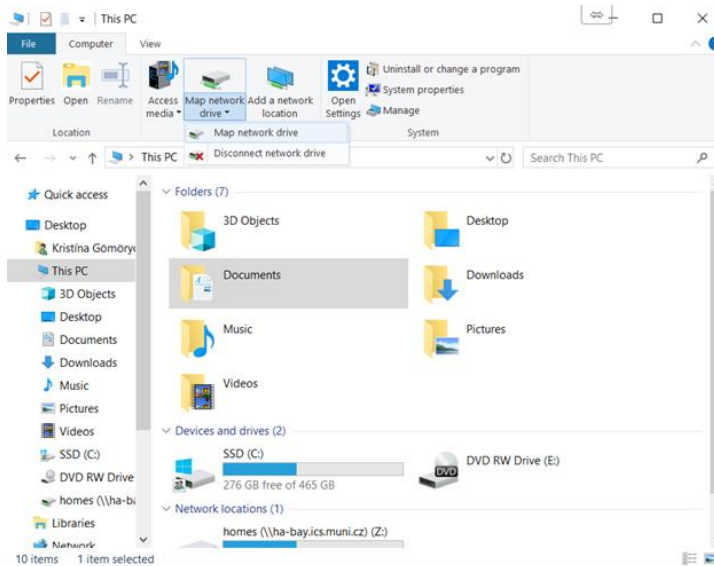
5.1. Lab shared drive (Lab server)

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 group leader or administrative assistants to grant you access rights and create a folder where you can store anything (typically, access is activated after 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 first (https://ezdroje.muni.cz/vzdaleny_pristup/openvpn.php).

To access the drive, follow these steps:

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

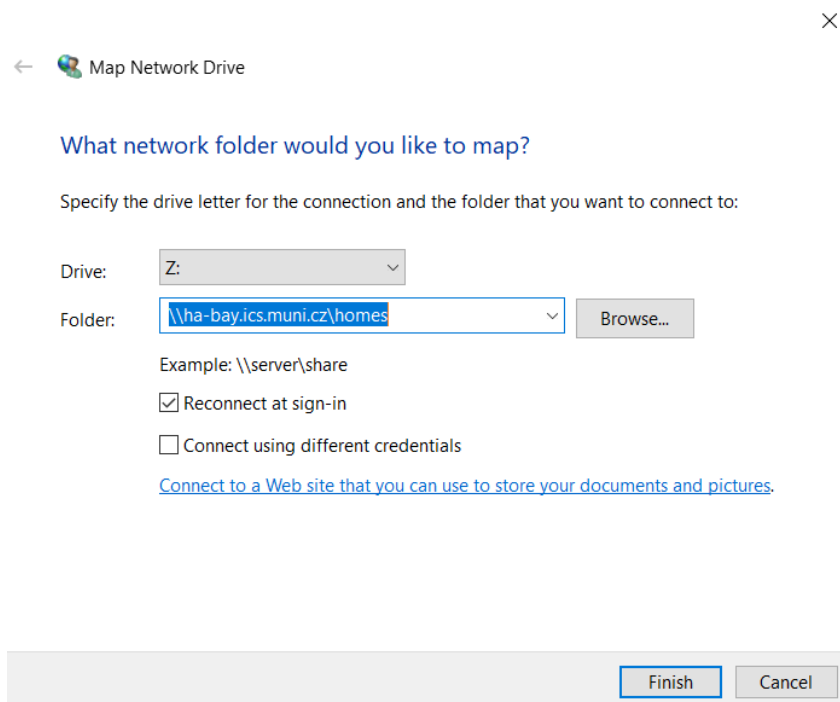


- Set Drive to Z: (or other letter)
- Set Folder to \\ha-bay.ics.muni.cz\homes

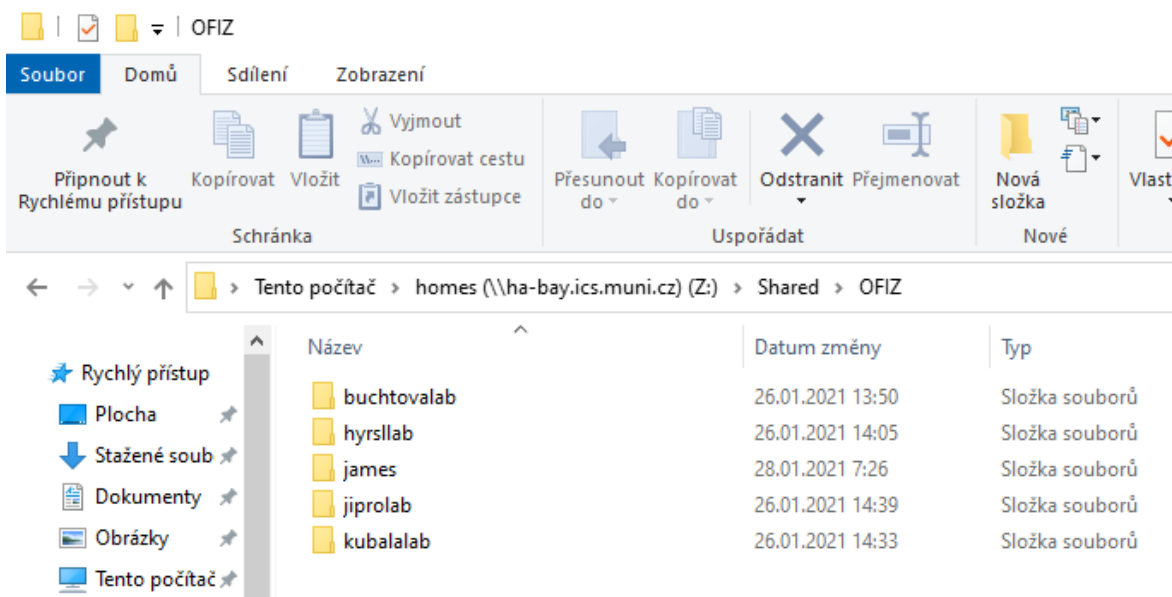
- The access to the server is provided by UCO and secondary password specific for each person at MUNI. If you wish to stay signed in all the time, tick also Reconnect at sign-in.
- Sign by **UCN\your-UCO** and secondary password (backslash can be written by pressing CTRL + ALT + Q).

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

The process of connecting to the shared drive can vary depending on the operating system of the computer. In case you experience any trouble, ask your colleagues for help.



Navigate yourself to Z: -> Shared -> OFIŽ -> 'group leader'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) + his/her supervisor (in case of students) + by the group leader (so that group leader can always access your data in case of need).

In case of trouble (or requirements for new members, etc.), please contact technicians at storage@ics.muni.cz or CIT UKB (cit@ukb.muni.cz).

5.2. Database

For general management of plasmids, material and antibodies, some labs at OFIŽ use the Database available here: <https://ofizdb.sci.muni.cz/>, which is authorised by UCO and secondary password (access is granted by Eva Slabakova). 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.

5.3. Quartzzy - system for evidence of material orders

Quartzzy is an online tool for evidence of orders (**app.quartzzy.com**). So far, the software is free and everybody can have his/her own account; access to your group will be granted by the labmanager of your group). We expect that this will change in the near future and every group will share a common login.

5.4. Booking system for OFIŽ

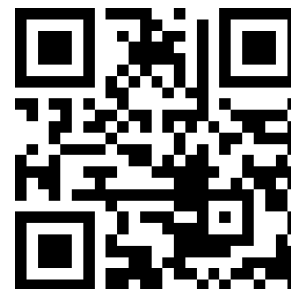
For booking any instruments at our section, we use:

- papers and boards in case of flow boxes and WB equipment
- booking system for advanced instrumentation <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 panel “**Intranet**” at the very bottom of the page). The access is granted by your group leader or Eva Slabakova, who also sets 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). See also Instrumentation part 5.5.

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

5.5. Instrumentation

Our workplace is equipped with a whole range of high-end instruments that allow us to achieve excellent scientific results. We want our equipment in perfect condition to generate reliable data and to last as long as possible. To use non-trivial instruments (confocal microscope, wide-field microscope, fluorescent microscope, cryostat, flow cytometer, puller, ÄKTA FPLC), you need to be trained by an experienced worker, the list of which can be found here: <https://tinyurl.com/44catdww>



To book the training, contact Eva Slabakova to add you to the list of users, and set a date for training with the responsible person specified for a particular device. After initial training and at least 3 practical lessons within 2 months thereafter (confirmed by an expert user in your “user’s licence”), you will receive access to the reservation system.

If you encounter any technical issues with any instrument in the lab, contact Eva Slabáková.

5.6. 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.

6. SOFTWARE

There are several ways how you can legally 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.
- Besides our Lab Shared Drive, you can use Google Drive with MUNI licence:
<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, BioRender

7. 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 on the 1st floor, in the respirium (room 126, kitchen) or in 1S14 in the basement.

This is different with PhD students and postdocs, in which case everyone should have her/his personal spot with a computer.

8. ORDERING REAGENTS

Before placing an order (through a labmanager – if your group has one - or with help of your group leader), check the database (part 5.2) or Quartzzy (part 5.3), since the desired chemical might be already ordered or present in the lab. **In case you are order and receive a completely new chemical, it needs to be introduced it into the database** (if your group does not use the database, contact Eva Slabakova). Some reagents, although commonly used in the lab, can be considered “hazardous” and require a special permit or confirmation that we are entitled to purchase them. In such situation, contact the administrative assistents.

To place an order, specify your request in Quartzzy (app.quartzzy.com; access will be granted by the labmanager of your group). Specify the catalog number, vendor, and amount of chemical/material to be ordered. Information about funding is optional.

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. If you don't manage to pick up on time, don't give up. You can pick it up even later, just tell the person at the reception and sign the paper on the table.

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

What to do when:

- 8.1. You go to pick up the packages from "Podatelna" or take over a delivery at the department

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

We have dedicated places for storing delivered goods. There is a shelf marked "new deliveries" in the cold room and the uppermost shelf in the 113/1 freezer in the benchroom. Labmanagers should go through these places once a month and contact the owners based on Quartzzy, to make sure the deliveries are not forgotten.

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

8.2. You receive your ordered chemical/material

It is your responsibility to take care of the ordered chemical - e. g. dilute it, if necessary. **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 the datasheet and safety datasheet as an attachment** (if your group does not use the database, ask Eva Slabakova for help).

8.3. You see that we are running out of chemical/material (e. g. you open the last vial/box)

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

9. 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 terms of safety in the lab. Here, a few key points are mentioned on how to behave. In case you are unsure about anything, please ask any member of the lab for advice.

9.1. 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

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

9.2. Wearing gloves

Wear gloves when working in any of the laboratories to protect yourself as well as the others. Trash the used gloves into the infectious waste (marked big barrels). There are special gloves for the WB room, do not use these gloves outside the “dirty” zone of the WB room. If you work without 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 the respirium!

9.3. 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 D36/locker #2 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 dedicated box in the basement.

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

9.4. Injuring yourself

In case you injure yourself while working in the lab, you should always report to your group leader 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 on the 1st 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, which should be helpful ☺. Seriously, consider using ethanol for decontamination upon skin exposure to methanol.

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.

10. HOW TO DEAL WITH COMMON SITUATIONS IN THE LAB

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

10.2. 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.

10.3. You need to discard laboratory waste

For solid waste, use the “Biohazard” dustbins in laboratories. Decontaminate all biohazard liquids by bleach (SAVO). For liquid chemical waste, use only dedicated laboratory sinks (“chemical waste only”). Do not dispose of water non-miscible liquids, organic solvents, toxic and hazardous substances in the sinks. Collect GMO waste (such as medium from bacterial cultures) in a dedicated container.

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

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

DIRTY PART:

- Be especially careful in this room, you will be working with many potentially 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 the 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 off 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 with a 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 minimise 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 the 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.
- 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

- 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.
- If you happen to work in the cell culture rooms during late night hours, keep in mind, there is a daily UV cleaning, during which the whole room is sterilised using UV lights on the ceiling. During this period, do not enter the rooms, or leave them immediately.

10.6. How to work in a laminar hood

Laminar hood, commonly called “flow box”, is a key facility of the cell culture room. The laminar flow of filtered air ensures the sterile environment. In addition, the flow box is sterilised at least once a day by a UV lamp. Flow box is the only place where you can open culture plates and the flasks with sterile solutions (medium, PBS...). Main rules:

- As there are often a lot of people working in flowboxes, don't forget to book a flowbox, if you need to work there during a specific time period. Every flowbox has its own booking table taped to its side.
- Roll up your sleeves when you are working in a flow box or wear clothes with short sleeves, do not wear a watch or bracelets. It is highly recommended to use lab gloves.

- Any object you are going to place inside the flow box must be sprayed with 70 % ethanol (exception is the cell culture plates from the incubator).
- 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. Do 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 aspiration 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 sink, wash the bottle (also outside and spray with 70% ethanol) and add a small amount of SAVO disinfection (= bleach) before putting the bottle back to its place.
- If you dispose of larger volumes of medium/culture, contaminated reagents (i. e. mold, yeast) or patient samples directly without the use of vacuum, also use SAVO and ethanol to prevent spreading of contamination or potentially dangerous microbes. Consider that most cultivation media contain antibiotics, which degrade over time. Minimize the risk of their release to the environment.
- Be careful when you are working with the pipettor. The liquid **MUST NOT** be sucked into its body. If it happens, it must be taken apart, dried

and the filter changed. If you need to do that, 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 in 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 off the flow box completely.
- If you notice that we are running out of some stocks of consumables, tell it to the lab technician, note it on the glass board in the corridor and make sure it will be refilled.

10.7. How to work in the benchroom - D36/113

- Wear gloves when manipulating 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 fume hood!
- Be careful when working with dangerous reagents, e.g. PFA, PBTA.

- Do not work with chemicals or bacterial plates at the place reserved for refilling of tip boxes, this should stay as clean as possible.

10.8. Minimum laboratory practice

There are several operations and protocols that everybody should be capable of performing. You should always be able to prepare on your own: agar plates, LB buffer, antibiotics solutions, gel for electrophoresis, running, transfer and wash buffers for western blotting, 20% SDS buffer, TRIS buffer including adjustment of pH, PBS buffer or 5M NaCl.

Most of these operations are taken care of by a lab-technician, but make sure that you are able to prepare it, too. It is an essential part of your education as a molecular biologist! Do not hesitate to ask a lab-technician or any other colleague for help, they will help you to make these buffers etc. for the first time.

Find the protocols here: **Z:\Shared\bryjalab\bryjalab\Lab Protocols.**

11. LAST PERSON IN THE LAB

In case you are the last one leaving the lab 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; vacuum sources are closed and pumps are off; no media/chemicals are outside of 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: hood is turned off; power supplies are turned off; heat oven is turned off (if not stated otherwise); fridges/freezers are closed; WB scanners are turned off; windows are closed; lights are off. The computer near the window may stay on – as a remote workstation, it is turned on and off automatically.
- Cold room: doors are properly closed; lights are off.
- "Prepazka" - corridor doors between offices and labs, is closed both on the basement and 1st floor.
- Respirium: computers are turned off; windows are closed; lights are off.

12. INET (HR BUSINESS: HOLIDAYS, PROJECT TIMESHEETS)

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 need to 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 taking the leave. The request may be submitted no later than on the day preceding the first day of the 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 into the system of working hour records. At the end of the month, you always need to 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/icspd/doc/i/muw/WHR_guide.pdf (ENG) or

https://inet.muni.cz/proxy/icspd/doc/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) and people with a

special permit are allowed to record homeoffice hours officially. Do not include work at night (20:00 – 06:00) or at the weekends (exception: certain conferences, consult administrative assistants).

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

See 14.1. Travel authorization forms.

13. WORKING HOURS

13.1. Working hours

We have flexible working hours in the lab, but most people are here between 9 am and 5 pm. If you are working full time, you should be here around 8 hrs per day, but it highly depends on you. No one is going to control you, the most important is to have the work done, not number of hours spent at work. We are very open to flexibility - including home offices. Talk to your group leader if you want to arrange it.

13.2. Work during weekend

Sometimes it may happen that you need to come to the lab during the weekend. This is a problematic and “a grey zone situation” – technically, you should call 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 mention weekends in your working hour records.

It is virtually 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 group leader 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 submit your abstract and 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 must fill in a travel authorization form at <https://inet.muni.cz/>. The form needs to be electronically approved by several people (group leader, 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 by invoice by MUNI).

After you get back from your journey, you need to go back to the travel form and record 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”). **Important:** The last sentence in this report always has to be: “The costs of this travel order will be covered by grant 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. OFIŽ SUBJECTS (FOR STUDENTS)

There are several subjects at 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)
- Analysis of data in R for experimental and molecular biologists (Bi1121)

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 the 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>

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

- Dept. of Experimental Biology webpage <https://ueb.sci.muni.cz/>
- Dept. of Experimental Biology [facebook](#)
- OFIŽ section webpage: <https://www.sci.muni.cz/ofiz/> & newsletter

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 summarises 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 organised.
- Clean out your space in the office, take your personal possessions.
- Clean the files in the computer you used, do not leave any personal folders in there, the computer might be re-installed in the future.
- Return the keys from the office/front doors and employee card.
- Back up 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 others might 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.
- Provide up-to-date contact information to Katka Tomanová if you wish to receive information for alumni
- Stay in touch 😊, come to the Christmas/Summer party!

19. A FEW WORDS IN CONCLUSION

It is OK to make 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/

20. YOUR NOTES

