

Department of Biochemistry SCI MUNI

OPERATING RULES OF THE DEPARTMENT OF BIOCHEMISTRY

These operating rules apply to the premises of the Department of Biochemistry (hereinafter the „Department“) in pavilions C5 and C15 of the University Campus at Bohunice (UCB), where they extend the scope of the valid UCB Operating Rules. Employees and students are required to comply with the operating regulations issued by the department management.

1. Doctoral students have the same obligations as employees of the Department. Employees and students are required to comply with general Occupational Safety and Health Protection (OSHP) rules and fire protection (FP) rules. The handling of poisons, flammable substances, and corrosives is governed by the OSHP regulations and the Operating Rules issued by the management of the Faculty and the University. The students' supervisor is responsible for them. Supervisors who supervise bachelor's, master's, and doctoral students performing experimental work in pavilions C5 and C15 take charge of informing these students of these regulations, which the students must confirm by signing at the beginning of each school year or semester. Employees and students are required to change their shoes in the pavilions. Leaving personal belongings on laboratory work tables is prohibited. Eating and drinking are only permitted in designated areas, such as offices, corridors, or kitchenettes. Smoking is prohibited in the pavilions.
2. Access to the pavilions is permitted on working days from 6 a.m. to 9 p.m. (for employees and doctoral students). For other students, access is allowed from 7 a.m. to 6 p.m. If these students need to be present after 6 p.m., permission is only granted with the knowledge of their supervisor or one of the employees who will provide supervision. Only employees and doctoral students have permanent access to the pavilions outside of operating hours; in accordance with the UCB Operating Rules, they are required to report their entry to the PCO workplace using the “Reporting Presence at the workplace of UCB outside operating hours” application, available at <https://pritomnost.ukb.muni.cz/>. Alternatively, extension 4450 may be used. Students (except doctoral) are allowed to enter outside operating hours (i.e., outside 6 a.m. to 9 p.m. and outside working days) only upon obtaining a one-time permit issued by the department director. The presence of a single employee or doctoral student in the building for experimental work is prohibited.
3. Keys to the main entrance are issued to employees, while keys to laboratories and offices are issued to both employees and students. If a key is lost, the person is obliged to report this immediately to the department bursar, who will notify the UCB Management. After approval by the department bursar, the UCB Management will take measures to prevent

misuse of the lost key. The documented costs will be charged to the person who lost the key.

4. Locking rooms:

OFFICES – The person who leaves the office last (when leaving the workplace) is responsible for locking the doors, closing the windows, and turning off the lights. Offices must also be locked during the day when no one is present.

LABORATORIES – employees are required to close the partition between the laboratory area and the offices. The last person to leave the laboratory is responsible for locking the laboratory, closing the windows, and turning off the lights. This closure shall also be carried out if the person leaves the laboratory during working hours, and it is unclear whether they will return. Devices that must remain in operation overnight must be labelled with the name and time when they will be turned off. The supervisor is responsible for locking the laboratories where students work. It is prohibited to leave laptops and other valuables unattended in an unlocked laboratory or workroom.

5. Employees and students are required to maintain order in the workplace and not to leave dirty glassware, old solutions, and microorganism cultures, especially in common areas. This is particularly applicable to the electrophoresis laboratory when working with acrylamide. They shall ensure that centrifuge tubes are kept clean and stored outside their laboratory. Cuvettes and rotors for centrifuges in common areas are stored in locked cabinets. Strict cleanliness must be maintained in the vicinity of scales. Responsibility for inventory lies with the persons who have it registered, regardless of the room where the inventory is located. Employees and students mainly use the materials and chemicals of their own laboratory. Consideration is given when borrowing materials, items, or equipment from other laboratories – always with the knowledge of the relevant colleagues. Any movement of items or materials between laboratories is only possible with the knowledge of the persons to whom the inventory belongs.

6. Distribution systems. Water outlets in rooms have separate shut-off valves at the outlet, located either on the wall or floor (in tables). Red boxes located in the corridors, marked "Central stop" and equipped with a shut-off button, are used to disconnect the power supply on the pavilion floor immediately. The power supply is reconnected by a qualified person in the relevant floor switchboard. Individual gas outlets in rooms have separate shut-off valves at the wall or floor outlet (in tables). In the event of a fire that cannot be extinguished by your own efforts, the person who discovers the fire should break the protective glass and press the button. These are red boxes located in the corridors of the pavilions, marked "Hlásič požáru" (in English, Fire Alarm), which allow you to raise the fire alarm.

7. Employees or students from other workplaces may only work on the premises of the institute with the knowledge of the director and the department bursar. Experimental work at the Department of Biochemistry for collaborators or students from other workplaces must be approved in advance by the director. They will be assigned a responsible employee of the institute, and they must be demonstrably instructed in advance on health and safety rules, fire safety rules, and familiarized with the operating rules.

8. Work with pathogenic organisms or infectious material is only possible with the permission of the director. Special regulations apply to work with GMOs (responsible person: Doc. Lochman), which must be strictly adhered to. Work that is not directly related to the duties specified in the employee's job description or dissertation work at the department is prohibited. The use of the institute's facilities for private or commercial purposes is not permitted. Only economic activities based on an order or contract for which a purchase order (in numerical form XXXX) has been established, and with the knowledge of the director and department bursar, are allowed.

9. Handling of High-Risk Toxins. Based on the permit issued by the State Office for Nuclear Safety (SÚJB) pursuant to Act No. 281/2002 Coll. on November 15, 2024, Ref. No.: SÚJB/OKZCHBZ/28786/2024, File Ref.: SÚJB/POD/28030/2024/1, we are authorized to handle trichothecene toxins in a maximum quantity of 5 mg.

The appointed Designated Expert Representative (DER), Mgr. Ing. Ludmila Křížová, Ph.D., ensures the proper performance of activities related to the authorised handling of HRATs Section(§) 7(1)(f), (High-Risk Agents and Toxins):

- Is the sole person at the workplace authorized to order HRATs and receive them from the supplier. She is responsible for entering acquired HRATs into the records.
- Maintains continuous records and continuously logs all changes in the quantities of individual recorded HRATs (mycotoxins) into the logbook.
- Submits a declaration to SÚJB by January 31, providing data on the maximum quantity of individual HRATs that was available at the workplace during the previous calendar year.
- Prepares an application for a new permit in the event of planned expansion of activities or changes related to the handling of HRATs.
- The DER, Dr. Křížová, is further responsible for **reporting to SÚJB** any:
- changes in the conditions for permit issuance (as defined in Section(§) 7) – change of registered seat, name, or Company ID (IČ), changes regarding integrity/clean criminal record, change of the designated expert representative,
- initiation of insolvency proceedings,
- changes in technical or technological laboratory and production equipment of the workplace,
- release of HRATs into the environment.

- **Notifications of imports and exports** within 5 days of execution to the address biologie@sujb.cz: a) entry of HRATs into the territory of the Czech Republic ("import"), b) departure of HRATs from the territory of the Czech Republic ("export"). In the case of exporting HRATs outside the territory of the Czech Republic, she shall ensure that a written declaration is obtained from the foreign end-user stating that the HRATs will not be used for the production or development of bacteriological (biological) or toxin weapons. This declaration must include information on the specific purpose of use of the exported HRATs.
- In the case of **transporting HRATs**, when handing over the shipment, the DER informs the carrier of the nature of the entrusted goods and the safe method of handling them. The DER shall also provide this information in writing, and the carrier shall confirm receipt of the document containing this information by signature, with documents drawn up in duplicate (i.e., one copy for the carrier and one for the DER). Transported HRATs are always packaged in transport packaging specified by international regulations for the transport of dangerous goods, primarily ADR, IATA, and RID (Section 13a), i.e., in triple packaging certified by the United Nations for the transport of Category 6 dangerous goods.
- In the case of **transfer or sale of HRATs** to another workplace or to another legal or natural person within the Czech Republic, the DER bears in mind that HRATs may only be provided [with the exception of diagnostic kits, see Section 6(3)(d)] to a permit holder under Section 6(1), with the DER verifying with SÚJB that the recipient of the HRATs holds such a permit. Those preparing proficiency testing (round-robin tests) may, in justified cases, provide HRATs to persons who are not permit holders. To do so, they must request permission from SÚJB and provide justification. SÚJB will subsequently issue a time-limited permit for this purpose.
- The DER ensures **safe disposal of HRATs** – in the case of destruction (disposal) of HRATs, to proceed in a manner that poses no hazard to human or animal health or to the environment [Section 13(g)]. HRATs that we are authorized to handle, including HRAT packaging, will be disposed of as hazardous waste in accordance with internal regulations and in compliance with Act No. 185/2001 Coll., on Waste, Act No. 254/2001 Coll., the Water Act, and Act No. 274/2001 Coll., on Public Water Supply and Sewerage Systems. Hazardous waste disposal for UKB is provided by FCC.

In the event that loss of HRATs or intentional damage to technical or technological equipment specified in the declaration under Section 16 is detected, this information shall be immediately passed to the designated expert representative (Dr. Křížová), who will, without undue delay, inform the Police of the Czech Republic, who will report this information without undue delay to the State Office for Nuclear Safety.

Security of HRATs

- All authorized HRATs shall be stored in a lockable freezer or in a lockable refrigerator in the basement of Pavilion C05, in lockable room 1S11 (chemical storage room).
- The list of persons with access to the stored HRATs is provided in Annex 1 to these Operating Rules.
- The list of persons with access to room 1S11 is provided in Annex 2 to these Operating Rules.
- The list of persons with access to HRATs must be updated regularly (in connection with retirements, parental leave, employee rotation, or onboarding of new staff).

10. The relevant research group leader determines responsibility for equipment in individual laboratories. Equipment used jointly and scales will be provided with logbooks in which each user is required to sign in. If a student wishes to use equipment in another laboratory for measurement purposes, they must inform the laboratory staff. Before working on special equipment, employees or students must obtain the necessary information and, if required, receive training to prevent damage to the equipment. Any non-standard handling of the equipment, its accessories, or the control computer without the knowledge of the responsible person is prohibited.

11. The relevant staff members are responsible for the operation of computers in the workrooms (including installed software and content) in cooperation with the IT administrator or, where applicable, the Centre for Information Technologies (CIT) – Management of UCB, if the computer in question is managed by CIT SUKB. The installation of illegal software and the use of computers for purposes other than work are prohibited. Students who use these computers are prohibited from making any serious changes to the software and settings of the computers. Students use PCs in laboratories or offices, in accordance with their supervisors. The use of printers by students for printing private materials, including final theses, is prohibited.

12. Students are prohibited from using the departmental telephones for private calls outside the MU internal network. Employees are required to pay for private calls as indicated in the information system. It is recommended to use tools like Microsoft Teams, especially for international calls.

13. Waste handling. Waste produced must be sorted! Biological waste is collected in blue plastic containers with yellow lids. This includes laboratory waste containing hazardous substances and potentially infectious materials (e.g., chemically and biologically contaminated tips, pipettes, and bacterial culture dishes). Small amounts of liquid waste can be added to solid waste in a closed container and disposed of here. Liquid biological waste must be deactivated by mixing it with a disinfectant (Savo, etc.), left to settle, and then poured into the chemical sink. Liquid chemical waste is disposed of centrally along with the containers in which

it is collected, without the possibility of return. The description of the substance (or mixture) must be indicated on the bottle. Small amounts of harmless water-soluble chemical waste can be poured directly into the chemical drain (dark grey).

In Brno, August 17, 2026

Jan Lochman, director of the Department

Příloha 1/ Annex 1

Seznam osob s přístupem k uloženým VRAT (uzamykatelná chladnička a uzamykatelný mrazící box)

The list of persons with access to the stored HRATs (lockable fridge and lockable freezer)

[illegible]

Příloha 2 / Annex 2

Seznam osob s přístupem do místnosti 1S11 (sklad chemikálií)

List of persons with access to room 1S11 (chemicals store)

Pořadí	Příjmení, jméno, UČO
1	Bouchal Pavel, 8757
2	Bouchalová Pavla, 53314
3	Dadáková Kateřina, 147047
4	Dzurov Krafčíková Michaela, 393655
5	Farka Zdeněk, 357740
6	Genšorová Klára, 548083
7	Glatz Zdeněk, 1865
8	Gorris Hans-Heiner, 242005
9	Hrnčířová Marcela, 108315
10	Hroudná Veronika, 499083
11	Huňorová Anna, 520999
12	Jurasová Lenka, 436505
13	Kapusta Ivan, 521169
14	Kašparovská Jitka, 20829
15	Kašparovský Tomáš, 10078
16	Kocianová Lenka, 29842
17	Křížová Ludmila, 232740
18	Kučera Igor, 911
19	Kučera Jiří, 67570
20	Lapčík Petr, 409180
21	Lochman Jan, 13418
22	Malý Petr, 506090
23	Mandl Martin, 1408
24	Masař Matěj, 473815
25	Novák David, 436934
26	Ondrová Lucie, 500177
27	Pelcová Marta, 14045
28	Řičánková Hedvika, 58330
29	Sedláček Vojtěch, 21931
30	Šerý Omar, 18120
31	Šimoník Jan, 473766
32	Špaček Pavel, 505584
33	Vilhanová Zdenka, 533712
34	