

■ CF BIC Rules

Biomolecular Interactions and Crystallography Core Facility

- The users must comply to the **general laboratory rules** and **CF Rules of Operation**. The user must act in a way that does **not threaten** the health of other laboratory users and does not hinder other users' work. **Food, drinks, and smoking** are prohibited in the facility laboratories at any time.
- Core Facility Biomolecular Interactions and Crystallography (CF BIC) laboratories are of **Biological safety level 1 (BSL1)**. Work with samples of BSL2 and higher or with radioactive samples is prohibited. Work with toxic, carcinogenic, or other **hazardous materials** must be discussed with CF staff in advance.
- The user must be **trained** by the CF staff to operate the instruments. The presence of untrained persons in the laboratory is not allowed unless directly granted by CF staff.
- The user must **reserve** the instrument's time using the CEITEC planning board (booking.ceitec.cz). The reservation has to be approved by CF staff before the beginning of the measurement.
- The request for **service** has to be submitted or canceled at latest one working day in advance before 16:00. If the sample for service is delayed or not delivered, the instrument running cost is charged based on the originally expected time usage.
- The instruments are available to the users during **working hours** (Mo-Fr, 9:00-17:00). The usage of the instrument is granted during the booked time. Extension of measurement or using the instrument outside of working hours is possible only if there is no other reservation and after agreement with the CF staff.
- If the user plans to carry out measurements for a **third party** using the equipment of CF, he/she must contact the CF Head and negotiate the procedure first.
- The user has to **announce** his/her arrival and departure to the CF staff. The user should start his/her session punctually. The beginning of reservation is considered as the start of the work even upon late arrival.
- The user is fully **responsible** for the device during his/her work on the device. In case of any **damage/fault/unusual behavior** of the instrument or any other lab equipment,

the user has to immediately contact and **inform the CF staff** on the harmful event. If the damage is caused by **an incorrect instrument use** by a user, the harmful/loss event will be assessed by the damage commission at MU.

- Users may use common **consumables** (water, ethanol, gloves, tips, and tubes) and **small equipment** (pipets, vortex, table-top centrifuge) placed on the benches during their work in the laboratory. Using any other material or equipment has to be approved by CF staff. Read the labels.
- All **users' material** (samples, buffers,...) kept on bench, shelves, in fridges, etc. has to be labeled and removed by users within a week from the termination of experiment or they will be discarded by CF staff. Samples of unknown origin (unlabeled) will be discarded immediately.
- The users must not change the **hardware** configuration or install/modify/uninstall any **software** tools.
- The user must fill in the relevant information in the instrument **log book**/data sheet and sign every day he/she uses the instrument.
- All users are instructed to secure their **data** after completing their measurements. Data handling is determined by CF BIC Data policy (see bic.ceitec.cz for details).
- Any publication based (even partially) on the usage of the CF instruments is obliged to contain a proper **acknowledgment** of CF BIC and (if relevant) to other projects, e.g., CIISB or Instruct. Users are encouraged to consult the manuscript before submission.
- **Violation** of CF Rules may result in restricted access to CF instrumentation and services.
- **Exceptions** to these rules may be granted by CF staff in special cases.
- These rules become **valid** since Jan 2026.

Contact

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