



OPERATION RULES

Czech Arctic Research Station of *Josef Svoboda*

University of South Bohemia in *České Budějovice*

on the Svalbard archipelago



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Definitions of terms

Czech Arctic Research Station of *Josef Svoboda* - only "**CARS**" hereinafter.

Head of CARS (only the "**Head**" hereinafter) is an employee of the University of South Bohemia in *České Budějovice* assigned to hold the position by the Dean of the Faculty of Science, the University of South Bohemia in *České Budějovice*.

Manager of the Nostoc Field Station (only "**Station manager**" hereinafter) or manager of the **Payer House** (only "**House manager**" hereinafter) are employees of the University of South Bohemia in *České Budějovice* assigned to hold the positions by the CARS' Head.

Captain of the ship / boat (only the "**Captain**" hereinafter) is an employee of the University of South Bohemia in *České Budějovice* assigned to hold the position by the CARS' Head.

"**Provider**" is the Czech Arctic Research Station of *Josef Svoboda* operated by the Faculty of Science, the University of South Bohemia in *České Budějovice*.

"**User**" is a person / group of persons being rendered services by the Provider as specified in the relevant contract.



Introductory provisions

The Czech Arctic Research Station of *Josef Svoboda* (CARS) is a scientific facility in possession of the University of South Bohemia in *České Budějovice*. The facility is based on the Svalbard Archipelago and comprises three units:

- Payer House (sized for 8 persons and operated all the year round);
- Nostoc Field Station (sized for up to 13 persons and operated seasonally);
- Clione research ship (sized for 6 persons, incl. the crew; short cruises possible with up to 12 persons, incl. the crew - operated seasonally).

CARS can be used solely for scientific purposes as agreed in a contract concluded between the User and the Provider.

All research projects carried out at the CARS station have to be registered in the "Research in Svalbard" (RiS) database, accompanied by all the relevant permissions. The Research Permit and the registration in RiS database can be randomly checked!



Safety rules

The CARS site requires that the generally applicable safety rules are observed as the location may dictate. When planning trips in open terrain, close attention must be given to the weather forecast and, in extension, to suitable outdoor clothing and equipment. Followed shall also be any safety provisions possibly prescribed as obligatory by the Governor of Svalbard (see www.sysselmannen.no).

Generally applicable recommendations about working on and moving around Svalbard formulated by the Svalbard University Center can be downloaded here:

https://www.unis.no/wp-content/uploads/2014/08/UNISSafetyfolder_eng.2008.pdf

Before a User may start utilizing CARS, he/she shall be given instruction by the Nostoc manager, the House manager or the Captain. The instruction shall cover:

- sound practices in moving over open terrain and within CARS, including the principles of protecting nature and avoiding polar bears;
- operation of the necessary safety equipment;
- special requirements for sailing on the sea, staying at glaciers and/or in other hazardous places;
- behavior when under attack from a polar bear;
- CARS firefighting and hygiene directives.

With the instruction completed, the User shall sign a documentary evidence of the process completion.

When using a boat, a snowmobile, a car or the Clione research ship, always comply with instructions given by the driver / Captain.

When being in any part of CARS, Users are supposed to obey instructions issued by the Station manager, the House manager and/or the Captain.

Neither the Station / House managers nor the Captain shall be responsible for any bodily injury or property damage possibly caused by disregarding instructions and disrespecting recommendations generally applicable to working on and moving around Svalbard (i.e. those issued by the Svalbard University Center) and other safety precautions that the Governor may see fit to institute.

All units of CARS are furnished with Fire Evacuation Plans and Traumatology Plans, specific for each of them separately, to be followed in case of injuries and/or diseases.



Payer House

1. General provisions

The House is fully equipped with whatever is needed for accommodation, for scientific activities and for the CARS technical operations. Installed in the House and its vicinity, there are several technical facilities accessible to only the authorized personnel, and as such they are also marked. The House operations are the responsibility of the House manager.

All spaces & areas of the House are covered by a ban on smoking and lighting fire.

A smoking area has been reserved by the House manager outdoors.

In emergency, the Users are expected to adhere to the House manager's instructions and follow the Fire Evacuation Plan (posted inside the House).

2. Accommodation

2.1. House Rules

The House shall be used exclusively by Users there accommodated. Any visitors shall always be first reported to the House manager.

2.2. Beginning and end of stay

The stay may begin on the contractually negotiated day between 15:00 and 22:00, unless agreed otherwise with the Provider. Users shall vacate the living quarters no later than by 11:00 on the end day of the stay, unless agreed otherwise with the Provider.

2.3. House routine

The night-time curfew shall start at 22:00 and remain in force till 07:00. Common spaces & areas of the House shall be kept reasonably quiet and tidy. Privacy and private property of other Users shall be duly respected. Any inquiries and/or complaints about the House routine shall be brought to the House manager's attention.

2.4. Services provided

Included in the cost of accommodation shall be bedclothes and a towel. The Users are free to utilize the House equipment as instructed by the House manager before their stay started.

Luggage and scientific equipment (chemicals included) can be stored inside the House, provided there is spare room available and the House manager is first consulted. Safekeeping of own weapons is also possible if so agreed, but each weapon kept in safe shall be treated so that it cannot be misused by an unauthorized person. The Provider of accommodation shall not be responsible for things thus stored.



3. Keeping the House tidy; waste management

When inside the House, the Users shall wear indoor slippers and keep clean & tidy all the rooms & spaces that they may utilize during their stay, which applies particularly to the common areas.

Wastes shall be sorted out and put to containers dedicated by the Home manager to different kinds of waste, specifically to:

- glass;
- metal packages;
- cardboard;
- incinerator waste.

Organic wastes are crushed using a device attached to the kitchen sink outlet - the relevant instruction shall be given by the House manager.

Hazardous wastes shall be disposed of by the House Users on their own responsibility by depositing them at waste-collection points as the related legislation may require.

Household wastes shall be regularly removed by the House manager and transported to a waste-collection facility.

4. Kitchen

The Users shall be allowed to use (to a reasonable extent) the shared kitchen available in the House, incl. its storage units where they can keep their own foodstuffs. The process of meal preparation shall be coordinated by the House manager.

Users suffering allergies and/or requiring special dietary treatment shall consult the House manager.

Paid meals are offered in the form of:

- breakfast (buffet);
- lunch (buffet);
- Hot dinner as specified on the menu and served from 19:00 to 20:00 - other times or any dietary restrictions shall be consulted with the House manager.

Users choosing not to take advantage of the paid meals may use the kitchen facilities any time, but not when the served dinner is in preparation. The schedule shall be consulted with the House manager.

5. Home appliances

The House is fitted with common household appliance freely available to the Users, after they are instructed by the House manager on how to operate them. In using different appliances, the Users shall be obligated to follow the instructions. Any defects shall be reported to the House manager asap.



6. Internet connectivity in the House

The House is equipped with WiFi spread through the **eduroam** network. The Internet is provided free of charge on condition it serves strictly scientific purposes. No large-volume files and/or illegal content shall be downloaded.

7. Room temperature

The House is heated with a floor-embedded system of central heating. Any individualized temperature requirements shall be discussed with the House manager. The room temperature cannot be regulated by prolonged ventilation. Leaving the room, the Users shall not leave the windows ajar.



Nostoc Field Station

1. General provisions

The Nostoc Field Station (only the "Field Station" hereinafter) consists of four wooden containers (kitchen, laboratory + two accommodation containers) connected by a central tent. The Station is fitted with whatever is needed for accommodation, for scientific activities and for the Station's technical operations.

The operation of the Field Station is supervised by the Station manager.

All spaces & areas of the Station are covered by a ban on smoking and lighting fire, save for places specifically dedicated to the purpose. A smoking area has been reserved by the Station manager outdoors.

In emergency, the Users are expected to adhere to the Station manager's instructions and follow the Fire Evacuation Plan (posted inside the Station).

The Station's manager shall not be held responsible for any bodily harm caused by violating the applicable safety regulations and instructions issued by the manager.

2. Safety rules

While staying at the Field Station, the Users shall follow all instructions issued by the Station manager, who will also be authorized to assess the meteorological conditions and weather forecasts and restrict trips outside the Station. Such restriction can also be imposed if a polar bear is reported to move in the vicinity. At the early stage of their stay, the Users will be briefed on safety rules concerning their conduct and movements inside the Station, around it and on trips outside the Station (for details see the Safety Rules).

3. Accommodation

3.1. House Rules

The Field Station shall be used exclusively by Users there accommodated. Any visitors shall always be first reported to the Station manager.

3.2. Beginning and end of stay

The beginning and end dates of the stay will be as specified in the relevant contract, but potential logistics incidents can play a role.

3.3. Field Station routine

The night-time curfew shall start at 22:00 and remain in force till 07:00. Common spaces & areas of the Station shall be kept reasonably quiet and tidy. Privacy and private property of other Users shall be duly respected. Any inquiries and/or complaints about the Station routine shall be brought to the Station manager's attention.



3.4. Services provided

Included in the cost of accommodation shall be a bed sheet and a cushion. Each User shall have his/her own sleeping bag. The Users are free to utilize the Station equipment as instructed by the Station manager before their stay started.

Scientific equipment (chemicals included) can be stored inside the Station, provided there is spare room available and the Station manager is first consulted. Safekeeping of own weapons for the duration of the stay is also possible if so agreed with the Station manager, but each weapon kept at a dedicated place shall be treated so that it cannot be misused by an unauthorized person. The Provider of accommodation shall not be responsible for things thus stored.

4. Keeping the Station tidy; waste management

All indoor rooms & spaces and the near vicinity of the Field Station shall be kept clean and tidy throughout the entire stay. Proper attention shall be given to the on-site meteorological conditions and care shall be taken not to pollute the environment.

Wastes shall be immediately sorted out and put to special containers which can be closed and the waste thus protected from elements and animals. The containers shall be dedicated by the Station manager to different kinds of waste, specifically to:

- glass;
- metal packages;
- cardboard;
- incinerator waste.

No foodstuffs or their remnants shall be dumped outside these closed wooden containers.

Hazardous wastes shall be removed by the Station Users on their own responsibility by depositing them at Longyearbyen waste-collection points as the related legislation may require.

Household wastes will be regularly removed to Longyearbyen by the Station manager.

5. Kitchen

The preparation of meals at the Field Station will be coordinated by the Station manager, who may assign two Users of the Station to carry out the job, having first discussed the duty with them. The people thus assigned shall prepare breakfasts and dinners for all Users. The schedule of eating shall be agreed with all Station Users a day in advance. Preparing the meals and cleaning after them, the assigned persons shall observe the basic rules of hygiene and they shall wash the dishes immediately (dirty dishes shall not be stored unwashed). Foodstuffs used for the preparation of food will be obtained by the Station manager. All stores of Station foodstuffs shall be kept in closed barrels or in wooden containers. Each User will be allowed to utilize (to a reasonable extent) the limited storage capacity of the Station to stow his/her own foodstuffs.



Users suffering allergies and/or requiring special dietary treatment shall consult the Station manager.

Any damage done to the kitchen equipment shall be immediately reported to the Station manager.

The kitchen is fitted with a gas range fueled by propane-butane supplied from a pressure cylinder kept outside the wooden kitchen container. Unauthorized persons shall not handle the pressure cylinder in any way!

6. Electrical power

The Station is powered by a genset and electricity will be available to only a limited extent as agreed with the Station manager. The genset can be operated exclusively by the Station manager.

7. Closet

The Field Station is equipped with a chemical toilet. Each User is expected to keep the toilet clean. Toilet paper shall not be discarded to the bowl but to a bin ready near by. Toilet wastes will be removed by the Station manager as needed.

8. Heating

The kitchen and the laboratory are heated by wood-burning stoves. The accommodation containers are not heated. Any controls of the heating system shall be operated exclusively by the Station manager or a person assigned by the manager.



Clione research ship

1. General provisions

The Clione research ship (only the "Ship" hereinafter) is designed to provide logistic support to scientific research. The Ship is fully furnished to navigate in Arctic waters and offers the basic accommodation and scientific facilities. The Ship is equipped with a hydraulic crane and carries a rubber boat used for landing. The Ship is crewed by the Captain and a technician (boatman). The responsibility for the Ship lies with the Captain whose instructions shall be unquestioningly obeyed.

All spaces & areas of the Ship are covered by a ban on smoking and lighting fire.

The Captain shall not be held responsible for any bodily harm or property damage possibly suffered by the Ship Users because of their failure to adhere to the applicable safety regulations and/or Captain's instructions.

The cruising plan shall first be communicated to the Captain and discussed with him/her.

2. Safety rules

All instructions given by the Captain shall be followed. The Captain shall be allowed to adjust the cruising plan in consideration of the actual meteorological conditions and/or weather forecast, and to restrict the movements of people aboard the Ship and outside of it. The Captain may disallow disembarking the Ship in case a polar bear is reported to move in the vicinity. Soon after boarding the Ship the Users will be briefed on safety rules concerning their conduct and movements on the Ship (for details see the Safety Rules).

3. Accommodation

3.1. Beginning and end of stay

The stay may begin on the contractually negotiated day between 15:00 and 22:00, unless agreed otherwise with the Provider. Users shall vacate the living quarters no later than by 11:00 on the end day of the stay, unless agreed otherwise with the Provider.

3.2. Beginning and of cruise

The beginning and end dates of the cruise will be as specified in the relevant contract, but the actual meteorological conditions and weather forecasts can play a role.

3.3. Ship routine

The working hours on the Ship shall start at 10:00 and end at 18:00, unless agreed otherwise with the Captain. Outside these working hours the Ship shall remain quiet, unless agreed otherwise with the Captain. Common rooms of the Ship shall also be kept reasonably quiet and tidy so that the other Users are guaranteed their privacy. Properly respected shall also be private property of other Users. Any



inquiries and/or complaints about the Ship routine shall be brought to the Captain's attention.

3.4. Services provided

Included in the cost of accommodation shall be a bed sheet and a cushion. Each User shall have his/her own (possibly warmer) sleeping bag. The sea air humidity makes bags filled with down unsuited for being used on the Ship. The Users are free to utilize the Ship's equipment as instructed by the Captain before their stay started.

Scientific equipment (chemicals included) can be stored inside the Ship for the duration of the cruise, provided there is spare room available and the Captain is first consulted. All items of the equipment should be kept in waterproof packaging. The placement of voluminous luggage shall always be first consulted with the Captain. Safekeeping of own weapons for the duration of the cruise is also possible, if so first agreed with the Captain, but each weapon kept in safe shall be treated so that it cannot be misused by an unauthorized person. The Provider shall not be responsible for things thus stored and/or their damaging attributable to the ship's movements or inappropriate handling.

4. Hygiene and use of toilet

The possibilities of personal hygiene, primarily taking a shower, are restricted on the Ship. For longer voyages the Users are recommended to bring a good supply of wet tissue wipes. The Ship toilet is flushed electrically. Toilet paper shall not be discarded to the bowl but to a bin ready near by. Toilet wastes will be removed by the technician as needed. Each User is expected to keep the toilet and sanitary facilities clean. Any defects shall be immediately reported to the Captain / technician.

5. Keeping the Ship tidy; waste management

All indoor rooms & spaces of the Ship shall be kept clean and tidy throughout the entire stay and the Users shall wear indoor slippers, which applies particularly to the common areas.

Waste is kept at Ship's spaces earmarked for the purpose. Wastes are not supposed to be sorted out. No food or food remnants shall be left outside the Ship's internal spaces. Local meteorological conditions must duly considered and any environment pollution must be prevented.

With the cruise terminated, any hazardous wastes shall be disposed of by the Ship Users on their own responsibility by depositing them at Longyearbyen waste-collection points as the related legislation may require. Domestic waste removal from the Ship will be the responsibility of the Captain / technician.

6. Electrical power

The Ship is powered by a genset and electricity will be available to only a limited extent as agreed with the Captain / technician. The genset can be operated exclusively by the Captain / technician.



When on the Ship, Users can any time recharge the batteries of their small electrical gadgets (230V / 12 V).

7. Kitchen

The preparation of meals on the Ship will be coordinated by the Captain, who may assign a User / Users to carry out the job, having first discussed the duty with them. The meals thus prepared shall be common for all the Users. The schedule of eating shall be agreed with all the Ship's Users in view of the cruising plan. Foodstuffs used for the preparation of food will be obtained by the Captain. Each User will be allowed to utilize (to a reasonable extent) the limited storage capacity of the Ship to stow his/her own foodstuffs.

Users suffering allergies and/or requiring special dietary treatment shall consult the Captain.

Any damage done to the kitchen equipment shall be immediately reported to the Captain / technician.



Laboratories

1. Access to laboratories

Laboratories and their technical equipment are available in both the Julius Payer House and the Nostoc Station. These facilities shall serve solely for scientific exploration to Users who will first enter into the relevant contract with the Provider; will be first instructed by the House manager or Station manager; and will sign the form of "LaWoR at CARS" (**L**aboratory **W**ork **R**ecord). This document will then serve to keep records of the labs exploitation.

The lab Users shall be obligated to abide by the safety rules applicable to laboratory work (as available in each lab). The Provider shall not be held responsible for any bodily harm or property damage attributable to disregarding the applicable safety regulations and instructions issued by the House and/or Station managers.

2. General safety rules and work in laboratory

No eating or drinking is allowed in laboratories. The labs shall be kept clean. Unless agreed otherwise with the House / Station manager, own equipment, own samples and/or chemicals shall not be left in the labs. With the work finished, all Users, proceeding in compliance with the relevant regulations, shall dispose of all wastes that they might produce, they shall cleanse all items of equipment that they employed and return the equipment where it belongs.

When so agreed with the House / Station manager, samples requiring cold storage may be short-time kept at dedicated spaces. No samples shall be stored jointly with foodstuffs!

Persons working in labs shall use personal protective equipment as the job's nature and the applicable regulations may require.

All spaces & areas of the labs are covered by a ban on smoking and lighting fire, apart from places marked down for the purpose.

In emergency, the Users are expected to adhere to the House / Station manager's instructions and follow the Fire Evacuation Plan (posted inside the labs).

3. Chemicals and lab consumables / waste disposal

Lab reservation does not cover any chemicals and/or other consumables. The import of chemicals is governed by regulations applicable to Svalbard, i.e.

<https://tema.miljodirektoratet.no/en/Legislation1/Regulations/Product-Regulations/Chapter-5/>

While staying at the facility and if so first agreed with the House / Station manager, the Users are allowed to store chemical substances for a brief period of time at places marked down for the purpose. Each substance shall be designated (name and/or symbol or formula). Chemicals and superfluous consumables imported to Svalbard by Users shall be removed or disposed of by them at their own expenses and in conformity with rules applicable to waste management on Svalbard. No lab is fitted with a fume hood - consequently, working with chemicals requiring a fume hood is not allowed.



No chemicals and/or reaction wastes shall be poured or otherwise dumped to sanitary facilities (toilets, sinks, wash basins, ...). The plumbing shall be kept free from explosives, toxic and highly toxic substances, solvents unable to mix perfectly with water, acids and hydroxides concentrated above specification, and substances liberating toxic or irritating gases in water, acids and hydroxides.