



OPERATING 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 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 12 persons and 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.sysselimesteren.no).

Generally applicable recommendations about working on and moving around Svalbard formulated by the Svalbard University Center are available on Svalbard University Center website.

When using a boat, a snowmobile, or a car, 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. 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. Users should consult House manager for storage space and point out any allergies.

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, multipurpose container + 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 multipurpose container 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.



Sample Preparation Room

1. Access to the Sample Preparation Room

Sample preparation rooms and their technical equipment are available in both the Julius Payer House and the Nostoc Station. These facilities are intended solely for scientific exploration by users who first enter into the relevant contract with the provider, are accommodated in the Payer House or Nostoc Station, receive instructions from the House or Station manager, and sign the "Sample Preparation Room Records" form. This document will serve to keep records of the use of the sample preparation room.

Users of the room are required to abide by the safety rules applicable to work in the sample preparation room (available in each room). The provider shall not be held responsible for any bodily harm or property damage resulting from a disregard for the applicable safety regulations and instructions issued by the House and/or Station managers.

2. General safety rules and work in the Sample Preparation Room

No eating or drinking is allowed in the sample preparation room. The rooms must be kept clean. Unless otherwise agreed with the House/Station manager, users may not leave their own equipment, samples, or chemicals in the rooms.

Upon finishing their work, all users must dispose of any waste they have produced in compliance with the relevant regulations, clean all equipment they have used, and return it to its designated place.

With the House/Station manager's approval, samples requiring cold storage may be temporarily stored in designated areas. No samples shall be stored together with foodstuffs!

Persons working in the sample preparation rooms must use personal protective equipment as required by the nature of the work and the applicable regulations.

All spaces and areas of the sample preparation rooms are strictly non-smoking, and open flames are prohibited except in designated areas.

In an emergency, users must adhere to the House/Station manager's instructions and follow the Fire Evacuation Plan (posted inside the sample preparation room).

3. Chemicals and lab consumables / waste disposal

Sample preparation room reservations do not cover the provision of chemicals and/or other consumables. The import of chemicals is governed by regulations applicable to Svalbard.

While staying at the facility, and with prior approval from the House/Station manager, users may store chemical substances for a brief period in designated areas. Each substance must be properly labeled (name and/or symbol or formula, date, owner). Chemicals and excess consumables imported to Svalbard by users must be removed or disposed of at their own expense and in accordance with waste management regulations applicable to Svalbard.



No room is fitted with a fume hood; consequently, working with chemicals that require a fume hood is not allowed.

No chemicals or reaction wastes shall be poured or otherwise disposed of in sanitary facilities (toilets, sinks, washbasins, etc.). The plumbing must be kept free from explosives, toxic and highly toxic substances, non-water-miscible solvents, acids and hydroxides exceeding permissible concentrations, and substances that release toxic or irritating gases in water, acids, and hydroxides.