

	BIO-PM 4.15 Freezers and Refrigerators	
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	<i>Document Manager: Kristin Schelling</i>	<i>Approved By: Jeffrey Nye</i>

4.15 Freezers And Refrigerators

4.15.1 Scope

To provide a stable controlled environment for long term storage of DNA samples, chemicals, and reagents.

4.15.2 Background Information

See owner's manuals.

4.15.3 Maintenance

4.15.3.1 Routine

Temperature will be recorded daily (Monday through Friday, with State observed holidays as an exception) in the Main Temperature Log form, FS-72. This form will be maintained in the laboratory for review. An alternative must be in place when technical staff is unavailable to ensure daily recording of temperatures. Alternative schedules may be approved by the unit supervisor.

Filters will be removed and cleaned, noting date in the maintenance logbook.

It is recommended that the condenser is cleaned every 6 months, and the filter is cleaned as often as necessary.

4.15.3.2 Emergency

If a refrigerator or freezer is entirely inoperable upon checking and recording of daily temperatures, items must be moved to another suitable storage location. The date of the inoperable condition and repairs, when necessary, should be noted with the Main Temperature Log form. A manager, or their designee, shall be notified. The disposition of items in the freezer or refrigerator and a plan for their subsequent use in case processing shall be noted with the Main Temperature Log form by the manager/designee.

If a refrigerator temperature (2 to 8°C) or freezer temperatures (-10 to -30°C) is out of range, the temperature shall be noted in the Main Temperature Log form. If the temperature is out of range two successive days of recording, the items must be moved to another suitable storage location. The date of the inoperable condition and repairs, when necessary, should be noted with the Main Temperature Log form. A manager, or their designee, shall be notified. The disposition of items (including critical reagents) in the freezer or refrigerator and a plan for their subsequent use in case processing shall be noted with the Main Temperature Log form by the manager/designee.

4.15.4 All freezers

Condensers should be cleaned about every six months.

Removable filters should be taken out and washed annually.

Other filters should be blown out as needed.

All freezers should be defrosted as needed.

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4.15.5 Refrigerators

Refrigerators should be kept clean at all times. They can be disinfected with Envirocide.