

Purpose

The purpose of this Standard Operating Procedure is to provide guidance in the levels of responsibility regarding maintenance/monitoring of -80°C freezers and the order of response to alarms.

Materials

1. Signage for call-list
2. Dry erase or wet erase pen (DO NOT USE PERMANENT MARKER)

Methods

1. Each laboratory is responsible for the maintenance and monitoring of its freezers. Temperatures should be checked daily.
2. Each laboratory is responsible for keeping the call list current. The list includes the names of the persons and their contact phone numbers.
3. Each freezer is connected to the alarm system. The alarm indicates the ID number of each freezer. The ID number reflects the location (building, floor, room, and unit). For example: SHS FL 3 FZR 340D.3.
4. The alarm is activated in the event of a low battery or a temperature deviation. If the original alarm is not addressed, the system will not issue an alarm for subsequent problems (For example, if the system is in alarm for a low battery and then the temperature fluctuates, a second alarm will not be issued).
5. Security is responsible for alarm notification during the hours of 16:50 and 06:00 (Monday to Friday) and 24:00 to 23:59 (all hours) on weekends and holidays.
6. When an alarm is received, Security checks for the following conditions:
 - A. A red heart on the home screen to indicate a serious alarm condition that must be corrected; a yellow heart to indicate a less serious warning condition such as an open door.
 - B. The temperature reading on the freezer
 - C. Whether a researcher is working late and had the door open
 - D. Whether the door may not be fully closed and latched
 - E. In the case of the last two findings (6.c or 6.d), the freezer should be re-checked in about one hour to verify that the temperature is returning to normal.
7. If there is no obvious reason for the temperature fluctuation, Security will call the first person on the call-list. If unable to contact the person, Security will attempt to call the second or third person(s).
8. In the event no one on the list can be reached, contact Gang Chen (CPPS) at 909-996-8661 or Will Clegern (COM, cold rooms) at 509-981-9711.