Title: Procedure for Labeling a Freezer Storage Box Stored at -80 Degrees

Purpose: To aid the laboratorian in applying a barcoded label to a freezer storage box which has already been stored at -80 degrees C.

Procedure:
This is best accomplished in groups of two or three staff members.

Materials Required:
- Heat Gun located in Sample Check-in area
- Barcoded Labels
- Paper Towels
- Cryogenic gloves
- Dry Ice chest
- Dry Ice

1. Set up a workstation on another ultralow close to the ultralow in which sample storage boxes are to be labeled or a table in the freezer storage area. Plug in the heat gun in a 110 outlet.

2. Pull a single rack of sample boxes from the ultralow and place all sample storage boxes with the exception of one in the dry ice chest on top of the dry ice to prevent thawing.

3. Remove the top of the box and blow dry with the heat gun on the hot setting until the frost turns to water and the box top begins to warm.

4. Wipe the moisture from the top of the box with paper towel and apply the barcoded “A” label which matches the box number written in sharpie directly on the box to the front left of the box top.

5. Place a barrier such as a piece of cardboard in between the bottom of the sample box and the samples to prevent thawing. Blow dry the bottom of the box with the heat gun on the cold setting until the frost turns to water; this requires less time than drying the top of the box.

6. Remove the cardboard barrier and wipe the bottom of the box. Apply the corresponding “B” barcoded label to the front bottom of the box which is indicated by an “*” symbol. This is very important as it denotes the first row and column of the box and if it were to be inadvertently mis-labeled, at the time a laboratorian locates this box to pick samples, the laboratorian will not find the sample in the corresponding row and column position in the storage box as the pick list. Likewise the barcoded label is to match the box number written in sharpie directly on the box.

7. Place the barcode-labeled box into the dry ice chest and pull the next box, repeating steps 3-7. At the time all boxes in one rack are labeled, place the storage rack back into the ultralow and continue with the next rack if appropriate.