Title: Procedure for Freezer Hook-up, Positioning, Fill and Inventory

Purpose: To aid the laboratorian in hooking up and positioning a freezer in Room A124 or A128, filling the freezer and maintaining an accurate inventory.

Procedure:
1. Refer to the diagrams on the wall next to the circuit box in Room A124. Freezers are to be placed so that an equal number of freezers are drawing power and balancing the load across the three legs. Red, yellow and green colored dots represent the three legs. For room A128, there are dedicated lines for each freezer. At the time the plan has been made as to positioning, consult either the Lab Manager or Director.

2. Position and plug in ultralow into the appropriate circuit.

3. Set the freezer to -80 °C and the alarm set point to -65 °C for alarm.

4. Monitor the freezer for at least one week prior to use. The temperature should stay at -80 degrees C +/- 6 degrees C during the initial week.

5. Create an inventory sheet for each freezer. Label both the inventory sheet and the freezer with the next available freezer identification number.

6. At that time clinical research samples, Quality Control preparations, assay development reagents, etc. may be placed into the ultralow in a left to right, front to back manner.

7. Maintain a current inventory of the freezer contents by writing the box numbers, QC preparations and development reagents on the inventory sheet each time items are added or moved.