
SOP: FREEZER FAILURE - ICfL

1. PURPOSE, RESPONSIBILITIES & DEFINITIONS

1.1 Purpose

To ensure that, in the event of freezer failure, specimens contained within a freezer that fails are transferred to the back-up freezer as soon as possible to prevent degradation of the specimens.

1.2 Responsibilities

It is the responsibility of individual PIs who access tissues in the Uteroplacental Tissue Bank to ensure that their research teams are fully aware of this policy and are able to act appropriately in the event of freezer failure.

1.3 Definitions

“Freezer” refers to the designated HTA sample -80° C freezers within room B01 in the West Wing basement of ICfL

“Back-up freezer” refers to the specified -80°C freezer located in room B01 in the West Wing basement of ICfL

2. COSHH/HEALTH AND SAFETY

- All local COSHH/Health and Safety guidelines should be adhered to.
- Insulating gloves should be worn when handling frozen samples.
- All biological samples should be transported in accordance with local COSHH/Health and Safety guidelines, including using sealed containers, trolleys/carts.
- All containers of samples placed in the back-up freezer must be clearly labeled with the PI's name and contact number

3. EQUIPMENT AND REAGENTS

There is limited local capacity for backup within the ICfL. This is housed in room B01 in the basement of ICfL. Capacity is at -80°C.

4. PROCEDURE

If freezer failure is identified in your local laboratory, then proceed as follows:

- During working hours notify the designated contact(s) for the freezer: contact information is attached to the front of each freezer. Outside working hours the emergency contacts listed below can also be notified.
- Assess spare capacity in local freezer in room B01.
- Transfer the contents of the failed freezer to the back-up freezer in room B01
- All containers of samples placed in the back-up freezer must be clearly labeled with the PI's name and contact number.
- Once the failed freezer has been emptied and its contents transferred to the back-up freezer, then make arrangements for the failed freezer to be repaired or replaced. Alternatively, make arrangements to transfer the contents of the failed freezer to another freezer so that the back-up freezer can be emptied again.

If there is insufficient spare freezer capacity locally, contact Mrs D Jones, Technical Manager, Institute of Genetic Medicine ICfL 0191 241 8620 or Chris Morris, Designated Individual for Newcastle Biomedicine Biobank.

In the event of more extensive freezer failure within The ICfL refer to the Major Incident Plan for the Institute of Genetic Medicine.

5. GROUP/SITE SPECIFIC DETAILS

- If a freezer fails within working hours the designated contacts noted on the freezer should be contacted.
- If a freezer fails outside working hours or over a holiday period, the people to inform are:

Julie Taggart	mobile 07900910730	home 0191 292 1151
Prof M Taggart	mobile 07419132435	
Debra Jones	mobile 07753442293	

- Records of all freezer breakdowns and action taken should be recorded as an adverse event and reported to the Designated Individual (Chris Morris) for Newcastle Biomedicine Biobank.