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Use and maintenance of freezers (Leech Building)

1. PURPOSE, RESPONSIBILITIES & DEFINITIONS

1.1 Purpose

To ensure that all staff with access to the Uteroplacental Tissue Bank are fully trained in the use and maintenance of freezers used to house the tissue and cell collection.

To ensure that all staff are aware of the procedure in the event of a freezer alarm being activated or a freezer failure occurring.

1.2 Responsibilities

It is the responsibility of all staff to make themselves aware of the appropriate use and maintenance of freezers.

All staff should also refer to *SOP09a Freezer Failure* to ensure that they are able to act appropriately in the event of freezer failure.

1.3 Definitions

"Freezer" refers to any -80° C freezer used for storage of samples in the Uteroplacental tissue bank sited in room 3058, 3rd floor William Leech Building.

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 freezers must be clearly labeled with contact names and numbers.
- All staff should be aware of safe handling procedures and have read and understood the COSHH and BIOCOSHH assessments.

3. EQUIPMENT AND REAGENTS

Chest and upright freezers sited in room M3058, 3rd floor William Leech Building. Dry ice

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4. REFERENCE TO WIDER CONTEXT

In accordance with the Human Tissue Act and University/Faculty policy, all users of freezers must demonstrate evidence of good practice and where appropriate must be identified as users of the Faculty of Medical Sciences Tissue Resource.

5. PROCEDURE

- Heavy duty insulated gloves should be worn when adding or removing samples from the -80°C freezers.
- Freezers should be opened for a minimum period of time to ensure that the temperature is maintained.
- If the freezer alarm sounds because the door has been opened, the freezer door must be closed immediately and allowed to regain the optimal temperature.
- Particular care should be taken when retrieving samples from chest freezers.
- If a sample is removed from the freezer and utilised, this should be documented within the database as material which has been removed from the tissue bank.
- After use the freezer door should be carefully closed and the door should be checked for proper closure.
- Freezer temperature should be monitored daily and documented with records maintained for a period of one year.
- Freezers should be regularly defrosted (at least once each year) to ensure optimal performance. Defrosting must be performed whenever a freezer shows signs of undue ice accumulation.
- Freezer filters should be cleaned every 2 months.
- A record should be maintained of the dates on which freezers are defrosted and cleaned.

6. GROUP/SITE SPECIFIC DETAILS

Personnel: Staff and students within Uteroplacental Tissue Bank, Institute of Cellular Medicine who have been granted access to the Tissue Bank

Location: Uteroplacental Tissue Bank, 3rd Floor Leech Building

Induction: All are provided with a written protocol with safety details. Demonstration is given with continuing supervision as necessary.