

Title:	Emergency Procedure for -80 Freezers		
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Associated Procedure

Please ensure that your lab has provided Security (Ext. 5323) with a mobile and/or home phone number for **two** individuals. Security will attempt to reach the emergency contacts if the alarm sounds or if there is an emergency

Emergency procedure:

If the alarm goes off (usually 20 degrees above maximum set point), Security will attempt to reach the designated lab contacts. The individual(s) should then:

- (1) Check with others in the lab to ensure that no one has just been in the freezer (with the door open for a lengthy period of time, triggering the alarm).
- (2) Go to the freezer and ensure the contents have not thawed and that the freezer temperature is decreasing back down to the set point (-80). If they believe that there is some mechanical failure with the freezer, they can contact Engineering (Ext. 5080) to come to examine the freezer. **After hours Security should be contacted (x5323)** instead of x5080.

If the decision is to relocate the freezer contents to RCF's emergency backup freezers:

- a. During the work hours: please contact one of RCF Specialists (numbers on magnets on all core equipment), who will enable access to the backup freezers.
- b. After hours: please contact **Security (Ext. 5323)**, who will enable access to the backup freezers (**B107 and B107A in the basement of LKSKI West**).
- c. Next day after relocating samples in the backup freezers, please inform Research Facilities. Please note that your materials can be stored in the backup freezers for **up to 3 months** without charge. Any materials left in the backup freezers for more than 3 months will be subject to a fee.

If you are interested in renting -80 freezer space, please contact Research Facilities to check the availability.

Tips for regular freezer maintenance:

Proper use and maintenance of -80 freezers are an individual lab responsibility. To ensure optimal performance

of -80 freezers, individuals in a lab should routinely:

- a. Minimize the amount of time spent with the door open
- b. Not let ice buildup on the gasket of the door which prevents door from closing
- c. Defrost the freezer (once a year or whenever the ice buildup prevents proper door closure)

Revision Number	Contact

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