

## APPENDIX W

### STANDARD OPERATING PROCEDURE FOR -80 FREEZERS

1. Once a -80 freezer is purchased, the Principal Investigator (PI) is responsible to ensure it is connected to an emergency electrical outlet as well as assume the cost to connect it to the central security system.
2. Once connected and alarmed, the freezer must have all required labels (i.e. biohazard label) with hazard symbols and emergency contact information that must include the technical staff and PI.
3. Security must be contacted with this updated emergency contact information immediately.
4. If a staff member is the emergency contact, this SOP must be shared with them as well as any freezer-specific training that is required. The staff member must also be knowledgeable about the nature of the samples stored and how sensitive to changes in temperature they are.
5. When storing RG2 materials the PI must identify a “back-up” freezer and ensure staff know its location in case the materials must be transferred due to an emergency failure.
6. Staff responsible for freezer(s) agrees to disclose their home phone number in case of emergency after-hours. Note that the after-hours number does not need to be posted on the freezer. The number on the freezer could be the Security Dispatch desk number, but they must be informed of the individual’s after-hours number(s) and this must be kept up to date.
7. If staff notice a freezer is not holding temperature or is contacted by security during working hours, they must **inform their supervisor immediately** and in consultation with their supervisor, determine what action to be taken next (ie. move samples to a previously determined back-up freezer; call biomedical engineering to assist in repair of freezer; call technical support for freezer, etc). When biohazardous materials need to be temporarily moved, this information must be sent to the Biosafety Officer.
8. Security/Dispatch is responsible to call the identified contact person when they are notified of a freezer alarm. Staff who are contacted by Security after-hours are responsible for asking security to identify which freezer is alarming and whose name is on it. The designated staff member is responsible for coming in and moving the samples to the back-up freezer (over-time rates apply). If no freezer space is available, **then PI must be contacted immediately**.
9. The next day, the supervisor must be informed immediately (if not already contacted) and the cause of the failure followed up and investigated by both faculty and staff (for example, if building issue, then facilities is contacted, if freezer issue, then biomedical engineering or technical support connected).

**Note: Risk Group 2 biohazardous materials** which need to be stored in a freezer/back-up freezer must be kept in a locked freezer if the laboratory or room is not kept locked.

Revised: January 2018