**ITD FREEZER POLICY AND PROCEDURE**

**Good Practice**

* All freezer contents must be clearly labelled and an accurate inventory maintained
* All freezers containing hazard group 3 biological agents or human tissue that is defined in the Human Tissue Act as 'relevant material' must be monitored by t-Scan freezer monitoring system
* Limit the amount and value of items stored in any one freezer
* Effectively manage freezer contents in relation to risk as we are unable to secure insurance for non-commercial items
* Freezers must be labelled with warnings about insurance position and staff to complete an updated commercial value of contents upon request from Laboratory Services Manager
* Laboratory staff to conduct regular checks of the freezers in addition to any monitoring system

**Purchasing**

* Laboratory fridge/freezers must only be purchased through the Agresso purchasing system under product code P230110
* Laboratory Services Manager must approve all laboratory freezer purchases in ITD and be notified of any laboratory freezer removed from the Faculty to enable upkeep of an accurate freezer inventory
* Only High Energy Efficient (HEF) Ultra Low temperature Eppendorf New Brunswick Scientific and -20 Liebherr A rated energy efficient models to be purchased
* Laboratory Services Manager to sustain a programme of freezer renewal

**Maintenance & Good Housekeeping**

* Ensure all freezers operate within manufacturer’s recommendations and simple maintenance tasks carried out on a regular basis to avoid compressors overheating. Laboratory staff should undertake regular cleaning of freezer filters as per manufacturer's instructions or on a three monthly schedule; Laboratory Services Manager has a vacuum cleaner that can be borrowed for this purpose
* Ensure freezers are on emergency power supply
* Freezers to be defrosted on a regular basis (minimum of once every 3 years) as per Laboratory Services Manager’s Schedule to enable a review of contents and to discard samples no longer viable or valuable
* Freezers are not to be placed in corridors
* A fee of £804 will be charged annually for storage and monitoring of any non ITD freezer
* Faculty emergency freezers located on 2nd Floor Gower Street to be used only with agreement of Laboratory Services Manager and never for long term storage. Any items stored without agreement will be discarded
* Periodic rationalization of freezer contents is strongly encouraged
* When staff/students leave the school the line manager is responsible for any items left stored in freezers

**Freezer monitoring**

* Freezers will be connected to the Monitoring System by request to the Laboratory Services Manager at an annual cost of £200 per freezer. The cost of sensors to be recharged to groups research grants
* Laboratory staff’s responsibilities:
1. Respond to an out of hour’s emergency call from the monitoring system following the School’s Lone Working Policy and ensure their own personal safety. The faculty will reimburse reasonable out of hours travel costs
2. Provide the Laboratory Services Manager with a minimum of primary and secondary emergency contacts that must be contactable outside normal business hours
3. Ensure their contact details are kept up to date on the monitoring system. There will be no liability for out of date contact details
4. Conduct regular visual checks in addition to the monitoring system
* Laboratory Services Manager will be responsible for ensuring regular maintenance of the monitoring system and carrying out checks of the system at regular intervals in addition to the monitoring bureau