

ULT FREEZER BACKUP

What to do when your freezer fails

1. Confirm your Institute's priority freezer is available.
2. Prioritize and relocate material accordingly (***see best transfer practices below**)
3. Please note the amount, type, and shelf location within freezer of the materials being transferred
4. Using your smartphone, scan the QR code located on the freezer which will generate an email to stephen.luzietti@yale.edu identifying the freezer you wish to use. If you do not have a smartphone available, please email Steve directly as soon as possible.
5. Please include any biohazard level of materials and a description of any regulated material to allow proper labeling and security of the freezer
6. Complete the log-sheet posted on the freezer.
7. Make an action plan to repair your freezer and remove your materials in a timely fashion.

GUIDELINES

Continuity of operations for back-up freezers

1. Each freezer is inspected monthly to confirm correct operation.
2. During inspections any material found in freezers will be validated against the log-sheet or emails. If materials can't be validated an email will be sent to the faculty to help identify. **If material is not claimed within two weeks, it will be purged.**
3. Every unit receives annual preventative maintenance from Alert Scientific.
4. Freezers are connected to the Smartvue Monitoring System. Labs can be added to the call lists (via request from the lab) to receive alerts for that particular freezer. **If you wish to be added; please include contact name, email, cell#, and cell provider in the automated email (QR code).**

Best practices for material transfer

We understand time is critical when a -80 freezer is failing. But please be mindful introducing an abundance of warmer material into an empty freezer or having the door open for long spans will cause the temperature to rise very quickly. A condition known as "heat shock" can occur if the freezers are put under duress of high demand in a short period of time. This will cause the freezer to recover much slower and may not even get back to -80. To avoid this please observe the following best practices:

1. Prioritize your material and move the most sensitive/valuable material first
2. Load material incrementally (i.e. shelf by shelf starting at the top) closing the door between shelf loads allowing for recovery

3. Avoid introducing an abundance of room temperature material all at once
4. Limit the amount of time the door is opened
5. Add a minimal amount of dry ice, if available, to the freezer to help stabilize the temperature recovery
6. Once material is loaded, avoid opening the door until the unit has recovered completely