

LSOP Title	Freezer Operation (-20 and -80)
LSOP No.	LSOP62
Version	1.1
Location	UQ Node/Centre-wide
Policy/Procedure Link	UQ- Equipment
Risk Assessments	
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1.0 Scope

To outline the use of the -20 and -80 freezers, including handling, storing, and labelling. It also includes how to de-ice a freezer.

This LSOP does not cover the use of freezers outside of the laboratory.

2.0 Definitions

mL – milli Litre

postdoc – postdoctoral fellow

3.0 Prescribed Actions

Storing Samples:

- Open the door using the handle
- Put or take your samples in/from the space that has been attributed to you

NB: If you don't have one, ask a postdoc.

LABORATORY STANDARD OPERATING PROCEDURE (LSOP)

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- Wear gloves, preferably cotton gloves if you must spend time touching boxes and tubes.

NB: Be careful, it is very cold.

- Avoid leaving the -20/-80 open longer than 10 seconds.
- Close the door using the handle. Make sure it is properly closed.
- You can store loose tubes for a month or so. After that you need to sort out the tubes into boxes.
- If you have samples in 50mL falcon tubes, you will need to grind them to fine powder and aliquot them in 2mL tubes for longer storage.
- Make sure everything you put in the -20/-80 has your name and a date on it.
- Add GMO if required.
- Consider making a personal inventory:
 - Name of principle researcher
 - Building and room number
 - Freezer number
 - Alarm identifier
 - Shelf, rack and box number
 - Details of sample
 - Genotype
 - Treatment
 - Date of sample taken
 - Date of sample storage

Managing Ice and Frost:

- Wipe down freezer's outer-door gasket to remove moisture and prevent ice build-up frequently.

LABORATORY STANDARD OPERATING PROCEDURE (LSOP)

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- De-icing process
 - Gather cleaning and safety items – anti slip mats, gloves, safety glasses, ice scrapers
 - Remove samples and store them in a separate freezer
 - Remove ice on and around doors, then inside shelves
 - Allow freezer to get back to temperature
 - Replace samples in the de-iced freezer