

**STANDARD OPERATING PROCEDURES**  
**DIVISION OF COMPARATIVE MEDICINE**  
**UNIVERSITY OF SOUTH FLORIDA**

SOP#: 1114.2

Date Issued: 9/00

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<b>TITLE:</b>	<b>Refrigerator and Freezer Unit Use and Monitoring</b>
<b>SCOPE:</b>	Research and Animal Program Personnel
<b>RESPONSIBILITY:</b>	Facility Manager, Surgical Core Manager, All Animal Program Personnel
<b>PURPOSE:</b>	To Outline the Proper Procedures for Use and Maintenance of Refrigerator/Freezer Units.

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**I. PURPOSE**

1. This procedure outlines the use and maintenance/monitoring of refrigeration/freezer units located within the animal facilities.

**II. RESPONSIBILITY**

1. It is the responsibility of the Facility Manager in conjunction with the Surgical Core Manager to ensure that equipment is appropriately cleaned, maintained in good working order, and available to research personnel as requested.

**III. EQUIPMENT USE**

1. All refrigeration/freezer units should be regularly inspected and kept clean.
2. Food and beverages for human consumption will only be stored in refrigerator/freezers located in designated employee break rooms.
3. All reagents, biological samples, animal diets, carcasses, or any substances requiring refrigeration will be placed in an appropriate container to prevent the possibility of spills, leakage, odors, or spoilage prior to storage in a refrigerator/freezer unit.
4. Bottles, tubes, and containers with a cap or top must be stored in an upright position and in such a way to insure their stability.
5. All reagents, biological samples, animal diets, carcasses, or any substances stored in a refrigerator will be appropriately labeled (with the exception of carcasses/biohazardous waste being held for disposal). At a minimum labels should include the contents, PI, IACUC protocol number, and date. Additionally, containers of substances that have been removed from their original manufacturer/distributor packaging must be labeled so as to identify their contents and any health or safety precautions that should be considered.

6. Canned foods and special animal diets once opened should be appropriately covered and dated to ensure against contamination and spoilage during storage. Perishable food items having been opened more than 10 days will be discarded.
7. Reagents, animal diets, samples, containers or carcasses not properly labeled will be considered the property of Comparative Medicine and may be utilized or disposed of at the discretion of the Facility Manager.
8. Explosive, flammable, or corrosive substances are not to be stored in general-purpose refrigerator units and should be stored in laboratory refrigerators specifically designed for that purpose.

#### **IV. EQUIPMENT MONITORING**

1. The Surgical Core Manager and the Facility Manager are responsible for the monitoring of refrigerators and freezers located within animal facilities and used for the storage of reagents, pharmaceuticals, biological samples, animal diets, or other substances that require specific environmental temperature control and could affect the generation, measurement, or assessment of research data.
2. High and low temperature range will be recorded at least weekly on the **Temperature Monitoring Log** located on the unit being monitored. This log should contain the unit or ID number, the facility, and location of the unit, the highest and lowest temperature recorded, date, and initial of person doing the monitoring.
3. At least monthly the Surgical Core Manager or Facility Manager shall inspect, date, and initial the log to insure the unit and its contents are being properly maintained. Monthly, these logs will be submitted to the Facility Manager for retention in accordance with **SOP #010**.

#### **IV. MAINTENANCE**

1. Inspect condition of unit and electrical cord/plug to ensure safe operation. Equipment determined to be unsafe will be removed from service immediately.
2. Clean unit periodically by wiping down with a mild disinfectant/soap solution.
3. Any additional maintenance/service should be performed by authorized personnel.

#### **V. REFERENCES**

Refer to manufacturer's manual for additional information.

**Approved:**

**Date:**