

### **For information/questions contact:**

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### **Purpose**

**The SOM Freezer Farm is dedicated -80 freezer room for long term storage of irreplaceable research samples. This is the only area of 1430 with emergency power.**

The SOM Freezer Farm is a room set up to accommodate 20 upright -80°C freezers, 14 provided by the SOM Dean and up to 6 provided by Departments/Centers. These freezers will be connected emergency power (red outlet) that is connected to a dedicated emergency power generator. During normal operation, the freezers will be operating on normal power. Should there be a prolonged power outage or shutdown; the generator will automatically start up in order to insure the freezers are maintained at the appropriate temperature. If the generator is required there are 7-8 days of fuel available. Should there be an issue with the electrical feed from the generator or a malfunction of a freezer, a CO<sub>2</sub> backup system has been installed. When the temperature of the freezer rises above 66°C the CO<sub>2</sub> backup system will automatically support the freezer(s), there is 1-2 day supply of CO<sub>2</sub>.

### **Policy and Procedures**

1. Each Department with an assigned freezer is solely responsible for determining what will be stored in their freezer.
2. All contents placed in freezers must be labeled with the name of the PI, date, what the sample is, and any special safety handling precautions (i.e. radioactive, BSL, etc.).
3. Freezers are not to be used for storage of materials that require frequent retrieval; the Freezer Farm is designed for long term storage of irreplaceable/backup samples.
4. A limited amount of space is available for Departmental/Center provided freezers. Departments/Centers wishing to add their own freezer should submit a request to Dr. Katie Hering-Smith ([khering@tulane.edu](mailto:khering@tulane.edu)). All Department/Center-supplied freezers must meet Freezer Farm standards. The Department/Center is responsible for a CO<sub>2</sub> backup system, CO<sub>2</sub> siphon tank, scale and the purchase of a SmartVue monitor if the

department/center wants the 24/7 monitoring system. (The specifics of the SmartVue monitor required will be provided by the Freezer Farm Director.)

5. Two people from each Department **MUST** be assigned to each freezer as 24/7 emergency contacts and the third contact is the Chair of the Department. Home, cell and email addresses are mandatory contact information and must be provided to Dr. Hering-Smith. The Primary and Secondary contacts should be the same people who are both knowledgeable about the freezers and the samples inside. Contacts must be willing to come to the Freezer Farm when an emergency to their designated freezer occurs.

Any changes to departmental contact information should be emailed to Dr. Hering-Smith **BEFORE** the change becomes effective.

6. One of the Departmental/Center contacts **MUST** accompany investigators placing samples in the freezer's for storage. Too many times personnel unfamiliar with the freezers are sent to the freezer farm which results in improper closure of the inner and outer freezer doors. Not only does improper placement of samples cause damage to the freezer but also compromises the other samples stored. **The cost of repair to the freezers will be the departments/centers responsibility.**

### **Maintenance**

1. The Generator will be maintained by Facilities Services per the appropriate protocols.

2. Preventative maintenance on the SOM Freezers will be performed on an annual basis by Louisiana Lab Service for the 14 freezers purchased by the SOM Dean.

3. Required repair to a SOM freezer due to Departmental neglect will be paid by that Department. Otherwise repair will be cost-shared between the Dean's office and the Department (this is for the SOM Freezers only). The annual preventative maintenance fees will be paid for by the SOM Dean's office for the freezers purchased by the SOM Dean.

4. Repair and annual maintenance (including freezer backup batteries and SmartVue alarm batteries) fees of a Department/Center-purchased freezer are solely the responsibility of that Department/Center.

5. SOM Freezer Farm Freezers are connected to a wireless SmartVue monitoring system. Departmental/Center freezers may be connected to the SmartVue system at the expense of the Department/Center.

## **SmartVue Monitoring System**

The SmartVue monitoring system on each freezer is capable of calling 3 numbers and concurrently sending 3 emails when a problem with a freezer occurs.

Departments must provide names of 2 individuals as a primary and a secondary contact should a freezer emergency occur. Should the SmartVue monitoring system identify a problem with a particular freezer, the notification will be as follows:

1. 1430 Building Main Engineering office gets first notice.
2. Next the Primary Departmental contact assigned to the freezer is contacted via phone and email.
3. If no response is received from the Primary contact the Secondary Departmental contact assigned to the freezer will be contacted via phone and email.
4. Dr. Katie Hering-Smith will be contacted by the SmartVue system for all emergencies and if the Primary and Secondary contact cannot be reached the Department Chair will be called.
5. It is each Department's responsibility to have someone available 24/7 to come to the Freezer Farm and move their samples from a malfunctioning freezer.
6. Any changes to contact information should be emailed to Dr. Hering-Smith **BEFORE** the change becomes effective
7. Each Department is responsible for the appropriate safety gear (low temp gloves and eye protection) at the ready.

## **Security**

For the security and safety of these often irreplaceable research samples, access to the Freezer Room must be **considered with caution**. One key to the freezer farm will be issued per department and the whereabouts of that key should be known at all times. Keys will not be replaced due to poor management.