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## BRDG2 Freezer Monitoring Protocol

*Our Vector Account Number is 4890308*

Vector Security Main Number: (9-1) 800-937-8268  
Vector Security Local Number: (9-1) 800-756-9161 (M-F, 8-5 PM, *Sandy*)  
BRDG2 security (Lobby): (1) 412-624- 5545

<u>Sibille Lab</u>	<u>McClung Lab</u>	<u>Future PI</u>	<u>Future PI</u>
Freezer # 1 (-80°C)	Freezer # 20 (-80°C)	Freezer # 30 (-x0°C)	Freezer # 40 (-x0°C)
Freezer # 2 (-80°C)	Freezer # 21 (-80°C)	Freezer # 31 (-x0°C)	Freezer # 41 (-x0°C)
Freezer # 3 (-30°C)			
Freezer # 6 (-30°C)			

### Alarm Type

### Effective Range

Freezer itself → Audible within freezer farm, room 234B  
Alarm Panel → Audible within the main entrance corridor & Sibille Lab  
Remote Alarm → Vector Security will call 1.)Lab Phone 2.)PI Office Phone  
3.)Cell Phones

### **WORKING HOURS:**

1. In addition to the alarm on the freezer itself, an alarm will sound from the keypad panel in the entrance corridor.

To **silence the alarm** on the freezer, press “alarm reset” on the alarm panel. To silence the alarm on the keypad, press **12341**. You can reset the system by entering the code a second time. The system will return to normal provided no freezers are in alarm. The system will not return to normal until all freezers have restored.

2. Within a few minutes, Vector will call the first contact (the lab phone) to notify that a freezer is going into alarm.
  - a. -80 freezers alarm when they reach -60C (critical temp -45C)
  - b. -30 freezers alarm when they reach -26C (critical temp -10C)
3. Locate the freezer and **check the temperature**. Vector only monitors when a freezer goes into alarm, they do not know the actual temperature of the freezer, making monitoring of the freezer important.
4. Try to verify that someone was working in the freezer, since that is the only reason the temperature should rise. Look also for obvious problems: make sure freezer door is fully closed and door seal is free of ice build-up, vents and filters

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are clear & clean, and power supply plug is secure. **Ask Vector to disregard the alarm for a couple of hours.**

If there is no explanation as to why the temperature has risen, it is important to quickly notify someone (principal investigator, building manager, lab manager) regarding a possible mechanical or electrical failure.

5. **Monitor the freezer** within 20min, 45min and 1h30 to make sure it fully restores. Continue to monitor the freezer throughout the day to ensure that the temperature is cooling down to the appropriate temperature. If the temperature failed to reach -70 before the end of the work day, you should call Vector when you get home. Vector is able to tell you if a freezer has “restored”, meaning it has reached a temperature that does not put the freezer in alarm mode.
  
6. **If the freezer does not return to temperature or continues to rise, you will need to take action, requiring you to transfer the tissue into another freezer.**

**IF AFTER HOURS** when a -30 or -80 freezer go into alarm:

Vector will work through the list of Contact Personnel Phone Numbers. If you receive a call from Vector on your home/cell phone, follow the protocol below:

1. Tell Vector to disregard the alarm for 2 hours.
2. If it is a reasonable hour for someone to be working, call one of your colleagues and ask him/her to check the freezer temperature.
3. If nobody is working in the lab, call **BRDG2 Security (412-624-5545)**. Ask the guard -to please check the temperature of the freezer. *Note: If you are on the contact list, you should program the number for BRDG2 Security into your cell phone.*
4. Work with the security guard to determine the warming/cooling trend.
  - A. Temp. after first phone call \_\_\_\_\_ °C
  - B. Temp. after 20 minutes \_\_\_\_\_ °C
  - B. Temp. after 45 minutes \_\_\_\_\_ °C
  - C. Temp. after 1.5 hours \_\_\_\_\_ °C
5. If freezer restores, no action is required.
6. If freezer does not restore, but stabilizes at a temperature colder than -45°C, no action is required. **Call vector to disregard** until the next day.
7. If freezer continues to warm, but is likely to stay below -45°C by morning (8AM), no action is required. **Call vector to disregard** until the next day.
8. If freezer is warming quickly and will likely be warmer than -45°C before morning,
  - \* **ACTION** is required to protect tissue.
  - \* Since you are taking action to address the problem, **call vector to disregard**.

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**Action / Tissue Removal**

- A. Don't panic. Call Heather Buresh to check for empty space in the McClung lab and call also one of the other contact people for help (see below).
- B. Transfer entire racks to another freezer from the lab and from Colleen MacClung lab.
- C. If a -80 freezer fails and if no space can be found in a -80C freezer, transfer contents into a -20C freezer until the freezer goes back to -65 or overnight. For a limited time only.
- D. If a -30 freezer fails, it's OK to transfer some items like cDNA to a -80 freezer. Other reagents, such as enzymes, will be destroyed by the low temperature, and thus need to be moved to the --20C LAB freezer, near the entrance.

Sibille Lab Contacts

<b>Lab</b>	LAB 412-383-7167
<b>Etienne Sibille (office)</b>	OFFICE 412-624-0804
<b>Beverly French</b>	CELL
<b>Jenna Parish</b>	CELL
<b>Marianne Seney</b>	CELL
<b>Bridgeside Point II Security</b>	LOBBY 412-624- 5545
<b>Etienne Sibille (cell)</b>	CELL

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McClung Lab Contacts

<b>Heather Buresh</b>	CELL :
<b>Angela Ozburn</b>	CELL :
<b>Michelle Sidor</b>	CELL :
<b>Trey Williams</b>	CELL
<b>Colleen McClung</b>	CELL :