

	Policy/Procedure	EQT-001
	Version	1
	Effective Date	2/27/2025

1. Operation of the Cold Storage Equipment

2. Objectives & Scope

This SOP describes the operation, use and preventive maintenance of the Cold Storage Equipment in the IGNITE Shared Cold Storage Room 234.

This SOP is applicable to all personnel using the laboratory.

IGNITE FSU Laboratory Manager has final discretion in matters related to the shared laboratory facilities and enforcement of procedures. Laboratory Manager can make changes to this SOP as necessary to ensure compliance and alignment with program goals and Florida State University Policies.

For More information regarding the use of Shared Laboratory Equipment please see IGNITE FSU Standard Operating Procedure LAB-004.

3. Abbreviations and definitions

- SOP: Standard Operating Procedure
- ULT: Ultra Low Temperature Freezer
- Cold Storage Equipment: Refers to all freezers and Refrigerators
- Lab Manager: IGNITE FSU Laboratory Manager

4. Procedure

4.1 Use of the ULT

- 4.1.1 Before entering the ULT, ensure that the display temperature reads below -75°C .
- 4.1.2 Don Cryogenic Gloves before entering.
- 4.1.3 Do not keep the ULT door open for more than 2 minutes.
- 4.1.4 If an alarm is coming from the ULT do not open the door and notify the Lab Manager.

4.2 Use of the -20°C Freezers

- 4.2.1 Before entering the -20°C Freezers, ensure that the display temperature reads below -15°C .
- 4.2.2 Storage all Flammable items in the Thermo Scientific Flammable Freezer that is marked flammable items.
- 4.2.3 All nonflammable items can be storage in either the Thermo Scientific Flammable Frezer or the Sanyo Freezer. It is recommended that nonflammable items be stored in the Sanyo Freezer.

4.3 Use of the Laboratory Refrigerator

- 4.3.1 Before entering the Laboratory Refrigerator, ensure that the Display temperature reads below 8°C .
- 4.3.2 As there is only one Laboratory Refrigerator all flammable and nonflammable may be stored in it.

4.3 Labeling

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4.3.1 When storing items in any of the cold storage equipment, items must be clearly labeled with company name, material information (general description) and expiration date.

4.4 Storage Space

4.4.1 There is currently no designated sized space on the cold storage equipment. General rule is to only use the amount of space that is needed. Cold storage equipment is not for long term storage of items, only what is activity being used by companies.

4.4.2 At any time the Lab Manager can do a cold storage equipment inspection to ensure compliance with this SOP and contact companies to clean out their items if there is a large amount of expired material.

4.5 Preventive Maintenance

4.5.1 Due to the buildup of ice a manual defrosting of the ULT will take place at minimum once per year or as needed.

4.5.2 Once a year or as needed the compressor intake filter will be removed and cleaned. This will have no impact on the operation of the cold storage equipment.

4.5.3 During the once per year preventative maintenance of the cold storage equipment, there will be a notification sent to all companies to go through their items. Companies will need to discard anything that is not needed or has expired. IGNITE FSU reserves the right to remove items not needed or expired after such review.

5. Related Documents

IGNITE FSU SOP LAB-004

6. Related Forms

N/A

7. References

N/A