Released by/Date Effective:

Author Name	Title	Signature/Date

Approver Name	Title	Signature/Date

1. PURPOSE

1.1. The purpose of this procedure is to describe the proper use and handling of a 2-8°C Refrigerator.

2. SCOPE

2.1. This procedure applies to the HPV Serology Laboratory located at the Advanced Technology Research Facility, Room C2007.

3. REFERENCES

3.1. Laboratory Refrigerator user manual

3.2. HSL_EQ_007.01: 2-8°C Refrigerator Use and Maintenance Form

3.3. HSL_EQ_007.02: 2-8°C Refrigerator Temperature Monitor Log Form

3.4. HSL_GL_001: Waste Disposal at the Advanced Technology Research Facility

3.5. HSL_GL_002: Equipment Qualification and Calibration in the HPV Serology Laboratory

3.6. HSL_GL_003: Good Documentation Practices for the HPV Serology Laboratory

3.7. HSL_GL_007: Reagent and Chemical Expiry in the HPV Serology Laboratory

3.8. HSL_GL_008: Laboratory Flow and Gowning Procedures for the HPV Serology Laboratory

3.9. HSL_GL_009: HPV Serology Laboratory BSL-2 Procedures

3.10. HSL_GL_010: Control and Request of Documents in the HPV Serology Laboratory

4. RESPONSIBILITIES

4.1. The Research Associate, hereafter referred to as analyst, is responsible for reviewing and following this procedure.

4.2. The Scientific Manager or designee is responsible for training personnel in this procedure and reviewing associated documentation.

4.3. The Quality Assurance Specialist is responsible for quality oversight and approval of this procedure.

5. REAGENTS, CHEMICALS AND EQUIPMENT

5.1. Revco 2-8°C Refrigerator or equivalent.

5.2. Ster-ahol (VWR, Cat # 14003-358 or equivalent)

5.3. Wypalls paper towel (Warehouse, Cat # 79300335 or equivalent)

6. HEALTH AND SAFETY CONSIDERATIONS

6.1. Proper safety precautions should be taken while working in a laboratory setting. This includes, but is not limited to, proper protective equipment such as lab coats, safety glasses, closed-toe shoes, and non-latex gloves.

6.2. Refer to the respective SDS when working with any chemicals.

6.3. Refer to "HSL_GL_001: Waste Disposal at the Advanced Technology Research Facility" regarding waste disposal processes at the ATRF.

7. DEFINITIONS

Term	Definition
FME	Facilities, Maintenance and Engineering
HPV	Human Papillomavirus
HSL	HPV Serology Laboratory
SDS	Safety Data Sheets
SOP	Standard Operating Procedure

8. OPERATION

8.1. Start-up

8.1.1. Plug in the power cord.

8.1.2. Insert the key in the switch and turn the power on.

8.1.3. Rotate the power switch to the ALARM ON position when the temperature drops below the warm alarm set-point.

8.1.4. Allow the unit to reach operating temperature before loading it with any product. To stabilize the temperature profile, a 24-hour waiting period is recommended.

8.1.5. After the unit has pulled down to the desired operating temperature, turn the three position key switch one turn further clockwise to the Alarm On position.

8.1.6. If you have a remote alarm, hook it up at this point.

8.1.7. Alarm set-points are factory pre-set for 5.5°C (warm) and 1.5°C (cold).

Note: If the refrigerator is set-up with the Rees alarm system, it is maintained by ATRF FME.

8.2. Use

8.2.1. Do not leave doors open for extended periods of time.

8.2.2. If a spill occurs, wipe down and clean with appropriate cleaner.

8.2.3. Daily Monday – Friday (except holidays), if a refrigerator is not on the REES Monitoring system, the temperature should be recorded on HSL_EQ_007.02: 2-8°C Refrigerator Temperature Monitor Log Form Maintenance via a calibrated NIST thermometer.

8.3. Annual Maintenance

8.3.1. Turn off the unit.

8.3.2. Remove all contents of the refrigerator.

8.3.3. Spray the internal unit with Ster-ahol and wipe with a clean low-lint wipe.

8.3.4. Turn unit on and allow it to stabilize between 2-8°C, then return contents to the refrigerator.

8.3.5. Document maintenance performed on HSL_EQ_007.01: 2-8°C Refrigerator Use and Maintenance Form.

8.4. Annual Calibration

8.4.1. Facilities, Maintenance and Engineering (FME) or a contracted vendor shall perform annual calibration of the 2-8°C Refrigerator.

8.4.2. Document maintenance performed on HSL_EQ_007.01: 2-8°C Refrigerator Use and Maintenance Form.

9. ATTACHMENTS

9.1. Not applicable.

10. REVISION HISTORY

Revision Start Date	Version #	Changes	Reasons
21Mar17	New	Create new SOP for use and maintenance of 2-8°C refrigerator	Currently no SOP
10Aug17	1.0	Remove Date column from form .02.	Redundant.

Frederick National Laboratory for Cancer Research sponsored by the National Cancer Institute	HPV Serology Laboratory Standard Operating Procedure	
2-8°C Refrigerator Use and Maintenance Form		
Form ID: HSL_EQ_007.01 Associated SOP: HSL_EQ_007	Version 2.0	Page 1 of 1

Equipment ID:	Calibration Date:	Calibration Due Date:

Date	Initials	Disinfectant(s) Used/ Lot Number	Activity Performed	Comments
		□N/A □Ster-ahol, Lot #:		□N/A
		□N/A □Ster-ahol, Lot #:		□N/A
		□N/A □Ster-ahol, Lot #:		□N/A
		□N/A □Ster-ahol, Lot #:		□N/A
		□N/A □Ster-ahol, Lot #:		□N/A
		□N/A □Ster-ahol, Lot #:		□N/A
		□N/A □Ster-ahol, Lot #:		□N/A
		□N/A □Ster-ahol, Lot #:		□N/A
		□N/A □Ster-ahol, Lot #:		□N/A

Review By/Date:	
QA Review By/ Date:	

Frederick National Laboratory for Cancer Research sponsored by the National Cancer Institute	HPV Serology Laboratory Standard Operating Procedure	
2-8°C Refrigerator Temperature Monitor Log Form		
Form ID: HSL_EQ_007.02 Associated SOP: HSL_EQ_007	Version 2.0	Page 1 of 1

Equipment ID: _____ Month/Year: _____

NIST Thermometer S/N:

Day		Temp (°C)	Analyst Initials	Comments
□N/A	1			□N/A
□N/A	2			□N/A
□N/A	3			□N/A
□N/A	4			□N/A
□N/A	5			□N/A
□N/A	6			□N/A
□N/A	7			□N/A
□N/A	8			□N/A
□N/A	9			□N/A
□N/A	10			□N/A
□N/A	11			□N/A
□N/A	12			□N/A
□N/A	13			□N/A
□N/A	14			□N/A
□N/A	15			□N/A
□N/A	16			□N/A
□N/A	17			□N/A
□N/A	18			□N/A
□N/A	19			□N/A
□N/A	20			□N/A
□N/A	21			□N/A
□N/A	22			□N/A
□N/A	23			□N/A
□N/A	24			□N/A
□N/A	25			□N/A
□N/A	26			□N/A
□N/A	27			□N/A
□N/A	28			□N/A
□N/A	29			□N/A
□N/A	30			□N/A
□N/A	31			□N/A

Review by/ Date:	