



# Standard Operating Procedure: Freezer Store, Emergencies/ Breakdowns

## *Document History*

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The  
University  
Of  
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## 1. Background

- This is an SOP for use in University of Sheffield Medical School biorepository describes the actions to be taken in the event of an emergency/ breakdown within the freezer store.
- All events should be recorded on an incident form and reported to the Facilities Manager.
- Incident records will form part of the quality management audits.

## 2. Quality Assurance/ Control

- Incident reporting will be an agenda item on the biorepository management committee.
- Incidents will be categorised as Minor or Major dependent on the incident
- High level incidents will be reported to the Director immediately.

## 3. Procedure

### Freezer Alarms:

- In the event of a low temperature alarm a designated person will attend the facility immediately and check the freezer concerned for obvious fault.
  - Check the freezer record sheet to see when last accessed
  - Ensure doors are closed.
- In the event of an overload condition,
  - check that the ambient temperature is within working limits (>0°C or <35°C)
  - Check the doors are closed
- Notice of Low voltage
  - Check the power source, INFORM ESTATES.
- For other freezer alarms please refer to the Freezer manual

***Note: Record details on an incident form and any actions taken.***

### Freezer breakdowns

- In the event of a freezer breakdown, the contents of the freezer should be transferred to the emergency freezer and the Bradley's engineer called out via Trust Control room

***Note: Record details on an incident form and any actions taken.***

### Power Failure

- In the event of a power failure do not open the freezer doors, if only one freezer is affected check the fuse in the plug.
- If full facility affected contact estates for an update and inform Facilities Manager

- Monitor the freezer temperature at regular intervals over the incident period. The CO2 backup should kick in at -50°C

**Note: Record details on an incident form and any actions taken.**

### Burglar Alarm

- In the event of the burglar being activated STH security should attend the site in the first instance, if no sign of forced entry no further action is necessary.
- If the facility has been entered then the Facility manager should be informed immediately and the police called if deemed necessary by STH security.
- Upon gaining access to the facility, the status of the freezer temperatures should be checked and recorded.
- An audit of the freezers should then take place to ensure that samples have not been tampered with. If sample have been removed then the director of the facility should be informed immediately and treated as a major incident by informing University Control room.

**Note: Record details on an incident form and any actions taken.**

### Oxygen Depletion Alarm

- In the event of an O2 depletion alarm the facility should be vacated immediately and the entrances to the facility opened until the alarm is inactivated.
- If the alarm is activated whilst the facility is empty then the doors to the facility should be opened and the area ventilated.
- Once the alarm has stopped (or the area ventilated for 30mins), the facility can be entered and the cause of the alarm investigated.
  - Check that the CO2 back up gases are connected properly.
  - Check the status of the freezers to see if CO2 back up has been called for
  - Check the age of the O2 sensor and arrange replacement if necessary

**Note: Record details on an incident form and any actions taken.**

## 4. Associated Documents

	Document	Document Reference
1	Incident Report	BIO:FORM:05
2		
3		
4		
5		
6		
7		