



Standard Operating Procedure: Liquid Nitrogen store Security & Access

Document History

<i>Document Number</i>	<i>BIO:SOP:30</i>
<i>Created By</i>	<i>Kevin Corke</i>
<i>SUPERSEDED</i>	<i>Steven Haynes</i>
<i>Version</i>	<i>1.2</i>
<i>Date</i>	<i>03/10/2018</i>
<i>Review Date</i>	<i>03/10/2019</i>
<i>Approved by</i>	<i>Franco di Giovine</i>

1. Background

This is an SOP for use in the University of Sheffield medical school bio repository for gaining access to the RHH site
The locks are on a suited Multi lock key and the number of keys restricted.

2. Procedure

1. Authorised personnel signs out the keys from the biorepository lab EU17, recording name, date, time and reason for access.
2. Upon arrival at the facility check that the O2 depletion alarm is not activated, if safe to do so proceed. If alarm is activated follow appropriate SOP.
3. Unlock the main door lock using the 'Multi lock' key

On exiting

4. lock the lower 'multi key' lock
5. Sign the key back in

Visitors

Persons wishing to visit the biorepository must be accompanied at all times by an authorised member of staff and signed in and out

3. Associated Documents

	Document	Document Reference
1	Freezer Store access record	BIO:FORM:01
2	SOP: In the event of O2 depletion alarm	BIO:SOP:08
3		
4		
5		
6		
7		