**PURPOSE:** To define the use, maintenance, and monitoring of research freezer and refrigerator units located in the CHPS units on Perelman Center for Advanced Medicine (PCAM), and on Dulles 1 in the Hospital of the University of Pennsylvania (HUP).

**SCOPE:** CHPS staff and Clinical Trial Study Teams

**PROCEDURE:**

**A. Equipment Use**

1. Freezers and refrigerators can only be used for research specimens and equipment for CHPS approved protocols.

2. Food and beverages are stored in designated refrigerator/freezers on the unit.

3. All tubes requiring freezer or refrigerator storage are placed in an appropriately labeled container.

4. All tubes and containers are stored in an upright position.

5. CHPS freezers and refrigerators cannot be opened by a Clinical Study Team unless a CHPS member is present.

**B. Equipment Monitoring**

1. CHPS staff follows hospital policy: Temperature Monitoring Policy for freezers and refrigerators.

2. The freezers and refrigerators are monitored by the hospital’s TempTrak System but we do also document daily temperature on our Refrigerator/Freezer temperature Log Monday-Friday.

**C. Maintenance**

1. Penn Medicine’s Clinical Engineering Department inspects the condition of units on a yearly basis and as needed to ensure safe operation.
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Supersedes: Freezer/Refrigerator Use and Monitoring, 11/2017

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