
Guidelines for the Use of the University of Miami Freezer Facility

Procedure Sections:

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Responsible Offices:

Office of Research, Research Education and Innovative
Medicine (RIM)
Miller School of Medicine Department of Facilities and Support
Services (DFSS)
Department of Security
Office of Environmental Health and Safety (EHS)

Guidelines

The following guidelines have been developed by the Office of Research, Research Education and Innovative Medicine (RIM), Department of Facilities and Support Services, Department of Security, and the Office of Environmental Health and Safety for the owners of critical equipment and valuable research samples housed at the Vinciana Freezer Facility.

- The Department of Facilities and Services coordinates with RIM to ensure the Freezer Facility is operational and compliant with University and regulatory agency policies.
- The Department of Facilities and Support Services is responsible for maintaining the Vinciana Building operations including power (emergency and standard), controlled temperature and functionality of the monitoring systems, including day-to-day management of the facility.
- RIM works with the Department of Facilities and Support Services to coordinate with the research community (faculty and other responsible parties). RIM maintains an inventory and contact information for all parties responsible for frozen samples housed in the Facility, communicates with the research community, and coordinates the movement of freezers to and from the Facility.

Freezer Facility users are required to maintain and adhere to the following:

- Current emergency contact information is required on each refrigeration unit.
- All equipment must be registered with the Department of Security on their website:
<http://security.med.miami.edu/critical-equipment-registration>
- When relocating or disposing of equipment involving inventory controlled items, the Principal Investigator must adhere to registration and tracking requirements outlined in University Property Accounting policies located at: http://www.miami.edu/finance/index.php/property_accounting/policies_and_procedures/
- All equipment is required to be functional and in good-working order. Annual equipment inspections and preventive maintenance are recommended and can be arranged through the Department of Facilities and Support Services using an approved refrigeration vendor.
- All freezers are connected to a hard-wired “early warning” real time monitoring system. Some freezers are also connected to a wireless first alert web based monitoring system. If a monitored device goes into alarm, the designated contacts provided during registration (or subsequent approved changes) will be notified by phone and/or e-mail depending on the monitoring system and they are required to respond accordingly. In the event of an emergency, RIM may be able to assist in making alternate storage arrangements including access to back-up empty units available at the facility. The cost of connecting the equipment to one or both of the monitoring systems is charged to the owner or department owning the equipment.
- When samples need to be discarded, they must be disposed of in a manner compliant with the University policy and procedures for Biomedical Waste, see:
http://www.miami.edu/finance/index.php/treasurer/areas/business_services/business_services_policies/b_sd-environmental_health_and_safety_policies/
- Trash and biomedical biohazard waste bins are located in the Facility and are emptied weekly.

Freezer Facility Guidelines

- In the event users need to defrost or clean out a freezer, they are required to supply proper disposal materials, notify the Departments of Security and Emergency Management to place their monitor input on SKIP, and again to request their equipment be placed back on monitor after the unit has recovered to normal operating temperature.
- For disaster recovery purposes, the University insurance companies, FEMA, and funding agencies suggest that detailed documentation of all equipment and samples housed in central storage facilities be maintained. As such, anytime samples or equipment are added to, removed, or otherwise changed in the facility, users are asked to keep the following information current and available upon request.
 - a description of equipment located in the Facility;
 - a description of samples stored in the Facility;
 - an estimated monetary value of the equipment located in the Facility (including a brief explanation as to how these values were determined);
 - an estimated monetary value of the samples stored in the Facility (including a brief explanation as to how these values were determined).
- Radioactive materials or chemicals are not allowed in the facility.
- The facility is designed for infrequent access. If samples stored in the facility will be routinely accessed, other storage arrangements need to be pursued.
- Only upright style freezers are authorized - No chest freezers or liquid nitrogen cryostorage tanks are allowed.
- Access to the facility is granted on an as-needed basis and at the discretion of RIM, DFSS, and Security.
- Failure to adhere to these guidelines could result in removal of equipment and samples at the expense of the Principal Investigator and/or Department.

Forms/Instructions

1. To obtain space in the Facility the user must request it by providing the following information:
 - Contact information:
 - Who is the responsible faculty member (s)?
 - What is the responsible department or center/institute?
 - Who is the primary contact person?
 - In case of an emergency, what is the daytime phone number?
 - In case of an emergency, what is the after-hours/weekend phone number?
 - Equipment information:
 - What is the brand name, model, serial number and university identification number of the freezer?
 - What is the type of freezer (Ultra-low or -20C)?
 - What are the freezer dimensions (width and depth)?
 - What are the electrical requirements for the freezer (110V, 208/220V)?
 - What is the proposed duration of storage?
 - Sample Information:
 - Are the samples tissue, cells, cell lines, etc.?
 - What is/are the species of the samples?
 - For human samples, what is the IRB Protocol title and number?
 - For human samples, are they de-identified and HIPPA compliant?



Freezer Facility Guidelines

2. If assigned a space, the user must complete the Vinciana Building – Freezer Facility User Information sheet and send it to the Office of Research, Research Education and Innovative Medicine at hvalentine2@med.miami.edu.
3. Once the User Information Sheet is received and processed, each freezer is assigned an identification probe number and added to the freezer inventory.
4. RIM will coordinate the receipt and installation of the freezer(s) and connection to the alarm monitoring systems.

Link to [Freezer Facility User Information sheet](#)

Key Contacts

Office of Research, Research Education and Innovative Medicine

Research Support
305-243-8842 office
305-781-8407 cellular

Energy Management - Department of Facilities and Support Services

305-243-6375 office
786-376-6934 cellular

Department of Security

305-243-6000

Physical Plant Helpdesk

305-243-6375

Environmental Health and Safety

Bio Safety Officer
305-243-3400

Housekeeping (GCA Services Group)

305-243-5504