

Instructions for use of the after-hours Freezer.

Location: MART 3rd Floor. Across the Hall from the Freezer Farm doors (Freezer Farm: MART 3a-0202c)

If you have any problems accessing the Freezer or questions about these directions, please send me an email (krista.mauro@stonybrookmedicine.edu) or call my cell (631-806-5057).

Instructions:

Use the provided 4 digit code and press enter. Ensure that each time you press a button the red light lights up. After entering your code press enter. The lock will open and you will be free to open the Freezer.



*Please only use the number pad pictured above. The touch screen on the freezer door does not need to be used for access to the freezer and is passcode protected. *

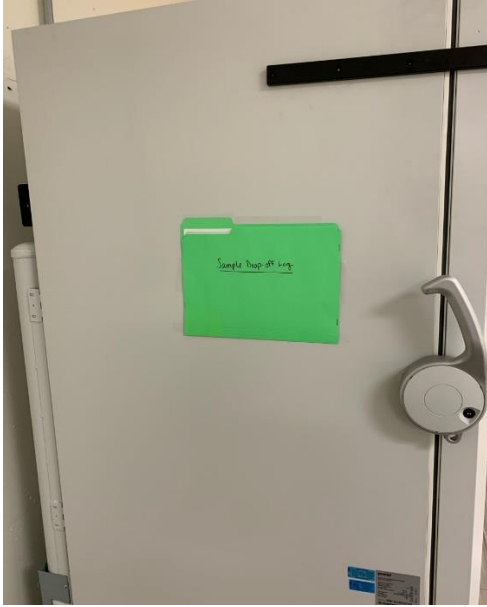
After-Hours Drop-off Instructions

Boxes will be provided for you and left in the freezer. They will be on the second shelf of the top section.

Frequent users of the freezer will have a pre-labeled box available for their lab. These will be found on the top shelf. All other users will take a blank box from the second shelf (outlined below) and place it in the bottom section of the freezer.



After-Hours Drop-off Instructions



Please add the number of samples and the person who is dropping them off to the drop off log which will be in a folder on the side of the freezer.

When dropping of samples, even as a frequent user with a pre-labeled box in the Freezer you must fill out the log and send an email to krista.mauro@stonybrookmedicine.edu. In the email detail the number of samples you are dropping off and if it is a large number send an inventory document. Please also detail where exactly in the freezer your samples are. All pre-labeled boxes should remain on the uppermost shelf and not be rearranged. All samples which are left in a blank box should be placed in the bottom section of the Freezer on their own shelf.