

Renaissance School of Medicine Freezer Farm Accessing the Freezer Farm					
SOP Number	1.0	Version	1.0	Supersedes	None

Approved By:	Primary Review: Glen Itzkowitz	Date: 05/12/2020
	Final Review: Glen Itzkowitz	Date: 03/25/2021

## 1.0 PURPOSE

The Purpose of this document is to define a procedure for investigators to gain access to the Freezer Farm. This will ensure that all requests are tracked and logged in the same place. Investigators will use the iLab system to make an online request for space. The iLab system is the same that they will use for the billing for these services. The standardized pathway allows for a greater organization of the request system and ensures everyone making a request provides the correct information.

## 2.0 SCOPE

This Standard Operating Procedure (SOP) outlines the processes that will be used by investigators to access space in the Freezer Farm. It will also outline in the information that will be collected at the time of this request.

## 3.0 REFERENCE TO OTHER FREEZER FARM SOPS OR POLICIES

3.1 Refer to Standard Policies for the Freezer Farm

## 4.0 ROLES AND RESPONSIBILITIES

Freezer Farm Staff	Responsibility/Role
Krista Mauro, Manager	Monitor and respond to iLab requests.

## 5.0 MATERIALS, EQUIPMENT, AND FORMS

5.1 iLab system

5.2 <https://cores.stonybrookmedicine.edu/sc/5382/freezer-farm/?tab=about>

## 6.0 DEFINITIONS

N/A

## 7.0 PROCEDURES

7.1 Investigators will find a link to the iLab request form on the Freezer Farm Website.

7.2 New users will be prompted to make an account for the primary owner of the samples and appoint a designee if needed.



7.3 The information collected in the request page will include: department, department contact, investigator information, relevant IRB information, number of boxes needed, number of samples, estimated length of storage needed, and the project information.

7.4 Investigators will be asked to sign an attestation that all samples being submitted are: the property of the person submitting the request or a trusted designee of the owner, do not contain any restricted material which are prohibited by university or Freezer Farm regulations.

7.5 Investigators must also sign an attestation that the included inventory list is accurate. The Freezer Farm is not responsible for samples that are mislabeled or misplaced in the box.

7.6 The attestation will be reaffirmed annually by the owner of the samples.

### **8.0 APPLICABLE REFERENCES, REGULATIONS AND GUIDELINES**

N/A

### **9.0 APPENDICES**

N/A

### **10.0 REVISION HISTORY**

N/A

Renaissance School of Medicine Freezer Farm Recommended Methods of Storage					
SOP Number	2.0	Version	2.0	Supersedes	None

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## 1.0 PURPOSE

The Freezer Farm is responsible for storing research samples for departments who request this service. Samples will be stored in dry, cold temperature storage only. Samples stored within the Freezer Farm will be placed in one of 8 -80c Freezer Chambers. Samples must fit within the bounds of a 5" x 5" x 2" box. Investigators will be charged by the divider which encompasses 25 boxes. Items which do not meet these requirements will be approved on a case by case basis.

## 2.0 SCOPE

This Standard Operating Procedure (SOP) will outline the recommended procedure for storage of samples within the Freezer Farm.

## 3.0 REFERENCE TO OTHER FREEZER FARM SOPS OR POLICIES

3.1 Refer to Standard Policies of the Freezer Farm

3.2 Refer to Inventory Fact Sheet

## 4.0 ROLES AND RESPONSIBILITIES

Freezer Farm Staff	Responsibility/Role
Krista Mauro, Manager	Manage storage of samples, ensure all samples are stored appropriately, perform quality check of incoming samples.

## 5.0 MATERIALS, EQUIPMENT, AND FORMS

### 5.1 EQUIPMENT

- -80°C Freezers
- Freezer Dividers

### 5.2 MATERIALS

- Storage Boxes with internal divider
- Storage box identification label
- Cryo-tag label
- Personal Protection Equipment

### 5.3 FORMS

- Inventory Fact Sheet

- Inventory Agreement

## 6.0 DEFINITIONS

Point of use Freezers: Stand alone Freezers located in the main room of the Freezer farm. Not intended for use in long term storage. Used primarily for staging samples to be placed into long term storage or samples awaiting pick-up.

Divider: Holds 25 boxes, all samples must be stored inside when placed into permanent storage in the -80°C chambers.

Box: 5" x 5" x 2" box, with 81 place grid inside.

## 7.0 PROCEDURE

7.1 All Samples which are being transferred into the Freezer Farm need to be submitted with an inventory log for each box submitted.

7.2 A quality check will be performed by the Freezer Farm Staff to ensure the inventory list matches the submitted samples.

7.3 The samples will be stored in the Freezers in the exact condition that they are submitted.

7.4 Each box will be labeled with an appropriate cryo-tag label as will the samples within each box for tracking purposes. These labels will consist of a computer generated 2-d barcode.

7.5 The contents of the box will not be moved or needlessly handled unless the owners ask for the return of specific samples.

7.6 All changes of inventory must be logged in the Freezerworks database as soon as the change occurs.

7.7 In the event of an emergency investigators may be contacted for/with further instructions. These instructions will be documented and maintained in the Freezerworks records.

## 8.0 APPLICABLE REFERENCES, REGULATIONS, AND GUIDELINES

8.1 refer to university guidelines on restricted material

8.2 refer to guidelines on IRB approval

## 9.0 APPENDICES

N/A

## 10.0 REVISION HISTORY

N/A

Renaissance School of Medicine Freezer Farm Withdrawing Samples					
SOP Number	3.0	Version	3.0	Supersedes	None

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## 1.0 PURPOSE

The Freezer Farm is responsible for storing samples until a time comes when they can be used for research purposes. Therefore, an important job of the Freezer Farm is being able to gather samples and return them to their owner upon request. If an investigator wishes to use samples which they do not own that are housed in the Freezer Farm, they must get approval from the owner of the samples. Samples will only be returned to their owner or a designated representative.

## 2.0 SCOPE

This Standard Operating Procedure (SOP) outlines the processes that will be in place for investigators to request the return of their samples from storage within the Freezer Farm.

## 3.0 REFERENCE TO OTHER FREEZER FARM SOPS OR POLICIES

- 3.1 Link to our suggested disposal plan here or in appendices?
- 3.2 Link to standard policies of the Freezer Farm

## 4.0 ROLES AND RESPONSIBILITIES

Freezer Farm Staff	Responsibility/Role
Krista Mauro, Manager	Monitor and respond to all return requests made, locate samples and prepare them for transfer, coordinate with owner for the return of samples.

## 5.0 MATERIALS, EQUIPMENT, AND FORMS

- 5.1 Return Request Form
- 5.2 Contact Information Form

## 6.0 DEFINITIONS

Designated Representative: a representative of the sample owner, who is identified on the Contact Information Form.

## 7.0 PROCEDURE

- 7.1 All return requests must be made by the owner of the samples or their designated representative.



7.2 The Return Request Form can be accessed through the Freezer Farm website.

7.3 All requests made to the Freezer Farm for access to samples that they do not own will be referred to the owner of said samples to coordinate transfer of samples.

7.4 Once the Freezer Farm accepts the request for the return of samples, staff will locate the samples and update the Freezerworks Database to reflect the changes to the Freezer inventory.

7.5 Freezer Farm staff will coordinate with the owner or designated representative for pick-up of the samples.

7.6 Samples set to be returned will be stored in the point-of-use -80c freezers in the main room of the Freezer Farm until they can be picked up at a prearranged time.

### **8.0 APPLICABLE REFERENCES, REGULATIONS, AND GUIDELINES**

N/A

### **9.0 APPENDICES**

N/A

### **10.0 REVISION HISTORY**

N/A

Renaissance School of Medicine Freezer Farm Disposal of Unwanted Samples					
SOP Number	4.0	Version	4.0	Supersedes	None

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### 1.0 PURPOSE

The Freezer Farm is a School of Medicine research core. It provides service to investigators who wish to store their sample in a high reliability ultra-low temp storage environment. While there is a large capacity for samples the space is still a finite resource. Therefore, the Freezer Farm cannot hold samples without payment or samples that are orphaned by an investigator without prior arrangements made for transfer to an active laboratory.

In these cases, in which the primary owner is leaving or does not wish to hold the samples, there must be a plan to transfer ownership to a new investigator. Failure to do so will result in the investigators inventory being returned to the department for disposal. To avoid this potential problem a disposal plan should be included with the investigators inventory at the time that samples are transferred to the Freezer Farm. The investigators will have 60 days from the time of transfer to submit a disposal plan. Disposal plans will be reviewed and endorsed by a Freezer Farm Core Advisor faculty delegate.

### 2.0 SCOPE

This Standard Operating Procedure (SOP) will outline the steps which must be taken by investigators and Freezer Farm staff to ensure no samples are left without ownership in the Freezer Farm.

### 3.0 REFERENCE TO OTHER FREEZER FARM SOPS OR POLICIES

3.1 Refer to Standard Policies for the Freezer Farm

### 4.0 ROLES AND RESPONSIBILITIES

Freezer Farm Staff	Responsibility/Role
Krista Mauro, Manager	Ensure that a disposal plan is submitted by the owner of the samples prior to transfer to Freezer Farm

### 5.0 MATERIALS, EQUIPMENT, AND FORMS

5.1 Disposal Plan

### 6.0 DEFINITIONS

N/A

### 7.0 PROCEDURE



7.1 Once an investigator has made a request for space in the Freezer Farm and been accepted by the Freezer Farm Staff they will be emailed a list of forms that need to be submitted with the samples. The Disposal Plan will be included in those forms. The Disposal Plan will be expected within 60 days.

7.2 The Disposal Plan will designate what will be done with the samples in the event that the investigator cannot retain ownership of them any longer.

7.3 The investigator should indicate whether a new investigator will be appointed owner of the samples to keep them in the Freezer Farm or if they should be returned to the Department for disposal.

7.4 The Disposal Plan will be reviewed by a Freezer Farm Core Advisor faculty delegate before being finalized.

### **8.0 APPLICABLE REFERENCES, REGULATIONS, AND GUIDELINES**

N/A

### **9.0 APPENDICES**

N/A

### **10.0 REVISION HISTORY**

N/A