

1.0 Freezer Farm General Policies and Guidelines			
Version	1.0	Supersedes	None

1.1	Samples will never be needlessly handled by Freezer Farm staff.
1.2	Samples will never be removed from their storage boxes unless the owner requests the return of samples.
1.3	All changes to inventory must be logged in the Freezerworks Database as soon as the change occurs.
1.4	Freezer Farm staff will conduct a quality check for all incoming samples to ensure the inventory list submitted matches box contents and that the samples are in good condition.
1.5	Freezer Farm Staff must wear appropriate cold temperature PPE when in the -20°C chamber and interacting with the -80°C chambers and freezers, this includes cryo-mits and Freezersuits.
1.6	Access to the Freezer Farm is restricted to authorized personnel only, all visitors must be accompanied by a staff member and appointments should be made in advance to ensure that someone is available.
1.7	All samples transferred to the Freezer Farm will be stored in the designated incoming point of use Freezer in the main lab while being logged into the Freezerworks database.
1.8	Samples will be transferred into the main freezer chambers once they are logged and given a barcoded label for tracking purposes.
1.9	In the event of an emergency investigators may be contacted for/with further instructions.
1.10	All samples will be given a Freezerworks label and their exact box level location will be in the database so that it can be located in the event it needs to be returned.
1.11	All changes to location and inventory will be logged immediately in the Freezerworks database.

**2.0 iLab and Billing Policies**

Version	1.0	Supersedes	None
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2.1	All requests for space must come through the iLab system.
2.2	All billing must be done through the iLab system.
2.3	Freezer Farm staff must respond to requests for space in a timely manner.
2.4	Sample owners may appoint a designated individual who can make requests on their behalf.
2.5	Sample owners must provide a department contact, this can be the same person as the designee.
2.6	All contact information must be updated annually while samples are stored within the Freezer Farm.
2.7	Requests may only come from the samples owner or the designated representative.
2.8	Investigators must provide proof of consent in the case of human samples and all IRB approvals/exemptions for qualifying samples as a condition of storage with the Freezer Farm.
2.9	Investigators must sign an attestation that all samples being submitted for storage do not contain any restricted material prohibited by university or Freezer Farm Regulations.
2.10	Investigators must attest to their ownership of the samples they are storing with the Freezer Farm.
2.11	Restricted materials include: radioactive material, chemicals, and materials which are deemed unsafe for storage at -80°C in dry conditions.
2.12	Attestations require an annual review, on the same schedule as the contact information update.
2.13	Any samples found to not be in compliance with Freezer Farm guidelines will be returned to the department.
2.14	Any samples left without payment or orphaned by an investigator will be returned to the department for disposal.

<b>3.0 Policies for Transfer into and out of the Freezer Farm</b>			
Version	1.0	Supersedes	None

3.1	Investigators must include an inventory list for each box submitted for storage.
3.2	Investigators must attest to the accuracy of their inventory, the Freezer Farm is not responsible for samples that are mislabeled or misplaced within the box.
3.3	Pick-up and Drop-off of samples are by appointment only.
3.4	Investigators must submit a disposal plan within 60 days of transferring samples to the Freezer Farm.
3.5	The disposal plan will be reviewed and endorsed by a Freezer Farm Core Advisor faculty delegate.
3.6	The Disposal plan must be reaffirmed annually.
3.7	Samples will only be returned to the owner of the samples or to the designated representative.
3.8	Investigators can request the return of samples at any time for any reason
3.9	All requests for samples made by individuals who do not own the samples will be referred to the owners so that they can coordinate a transfer.
3.10	The Return Request form will be available on the Freezer Farm website.
3.11	Once a return request is received and accepted by the Freezer Farm, staff will locate the sample and transfer to the Point of use -80°C Freezers in the main lab.

4.0 COVID-19 Policies			
Version	1.0	Supersedes	None

4.1	Access to the Freezer Farm is limited to 3 people.
4.2	All access to the Freezer Farm is by appointment only.
4.3	Drop-off of samples is to be done in a way to limit the time that the individuals dropping off samples will spend in the Freezer Farm.
4.4	All individuals in the Freezer Farm and those dropping off samples must wear masks at all times in compliance with hospital guidelines.
4.5	All items dropped off to the Freezer Farm must be handled with gloves and disinfected if possible.
4.6	Freezer Farm staff will sanitize work surfaces and handles of all doors and freezer doors after use.
4.7	All samples and storage boxes will be handled with gloves.
4.8	Freezer Farm staff will comply with all hospital, state and federal guidelines for decreasing risk of infection.