

# University of Pennsylvania-Radiology

## Small Animal Imaging Facility

### Standard Operating Procedure

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**Title:** General Guideline for the Proper Usage of the Refrigerators and Freezers

**SOP Number:** 5.01

**Version Number:** 2

**Effective Date:** October 13, 2023

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**Review Date:** October 13, 2023

**Approval:** Katie Zaifert, Director of Regulatory Compliance

- I. Purpose:** This standard operating procedure describes the general guidelines for the monitoring, cleaning, preventive maintenance, and proper usage of refrigerators and freezers at the Small Animal Imaging Facility (SAIF).
- II. Responsibilities and Scope:** All principal investigators (PIs) are responsible for being familiar with this policy and assuring that their staff/ technicians adhere to it when they use the refrigerators and freezers at the SAIF. All users of the SAIF are responsible for reading and following this SOP. This procedure applies to all refrigerators and freezers located at the SAIF.
- III. Definitions:**  
None
- IV. Procedures:**
  - A. Cleaning:**
    1. **In the event of a spill at the refrigerators and freezers:** The person who caused the spill is responsible for cleaning the affected areas. If assistance is needed from the SAIF staff, then the individual must immediately contact a member of the SAIF management team.
    2. **Refrigerators:** The refrigerators will be cleaned every 6 months, or earlier in the event of a spill. To clean refrigerators, wipe the area with detergent/disinfectant or a 1:10 dilution of bleach. Wipe with water then with 70% Alcohol, to prevent corrosion. Discard all absorbent material, towels, and gloves in the biohazard waste container.

3. **-10 to -20°C Freezer:** The freezers will be cleaned every 6 months, or earlier in the event of a spill. To clean freezers, defrost the freezer for up to 2-3 hours and disinfect areas if samples have been contaminated. Wipe the area with detergent/disinfectant or a 1:10 dilution of bleach. Wipe with water then 70% Alcohol, to prevent corrosion. Discard all absorbent material, towels, and gloves in the biohazard waste container. Restart the -10 to 20°C freezer.

**B. Storage of materials in any refrigerators and freezers at SAIF:**

1. Storing food and beverages for human consumption is not permitted in any of the refrigerators and freezers at the SAIF.
2. All stored materials must be individually labeled with the PI's name and phone number, storage start date, and expected storage end date
3. Researchers are responsible for discarding expired material in a timely manner.
4. Anything in the refrigerator/ freezer that is not properly labeled will be discarded by the SAIF management team.

**C. Storage of carcasses (including tissue samples) in the SAIF freezers:**

1. SAIF Prep rooms
  - a. Researchers are responsible for discarding their carcasses. If researchers need to store carcasses or tissue samples in SAIF, they must give written notification with a short description of the reason to the Technical Director of the SAIF (Steve Pickup, email: pickup@pennmedicine.upenn.edu).
  - b. Place the carcasses in a leak-proof bag and return the carcasses to the ULAR animal facility's cold room as per ULAR policy and SAIF SOP 3.03.
2. PET, SPECT, CT, and Nuclear Medicine Imaging Core JMB96:
  - a. Long-term storage of animal carcasses and tissue samples in the refrigerators and freezers at the PET, SPECT, CT, and Nuclear Medicine Imaging Core in the JMB96 is prohibited.
  - b. When the radioactive animal carcasses are cleared for removal, place the carcasses in a leak-proof bag and return the carcasses to the ULAR animal facility's cold room as per ULAR policy and SAIF SOP 3.03.

**V. Directions:** None

**VI. Safety Considerations:**

- A. When researchers remove animal carcasses from the SAIF, they must place the animal carcasses in a leak-proof bag. Researchers should wear "double" gloves during this procedure.
- B. Researchers should not deal with formalin in a close environment.

**VII. References**

- A. SOP 3.03 Waste and Carcass Disposal Policy

**VIII. Attachments:**

None

**X. Document History:**

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1	June 8, 2006	I. Lee	New