

Do You Know What's In Your Freezer?



Good Laboratory Practices for Freezers	Yes	No	Date Verified	Comments
Are freezers labeled with a unique identifier?				
Are maintenance logs up to date for each freezer?				
Are locations (shelves or boxes or crates) in the freezer clearly labeled or identified?				
Is there a system in place for uniform labeling of samples?				
Do the labels contain name of organism?				
Do the labels contain source of sample?				
Do the labels contain amount of specimen (weight or number of samples associated with that specimen)?				
Do the labels contain date sample was frozen?				
Do the labels contain date sample should be discarded?				
Do the labels contain name of person/laboratory section responsible for the sample?				
Is a mechanism in place to update labels when part of a sample is used?				
Is an annual inventory conducted of freezer contents?				
Is there a corresponding spreadsheet that "tracks" samples?				
Is the spreadsheet kept up to date, especially noting changes in sample volume?				
Is there is a protocol or process for determining when patient samples are discarded? (e.g., specimens submitted for HIV testing are discarded after 30 days unless they meet specified criteria after which they are transferred into long term storage)				
Are the freezers on an emergency power supply?				
Is there a written laboratory policy for storing samples to include when and why patient samples would be placed into inventory?				
Are specimens tracked for how many times a specimen goes through a freeze/thaw cycle?				
Are freezers labeled appropriately if containing Select Agents?				
Is each opening of the freezer documented with the name of the person entering the freezer?				