

-80C FREEZER EMERGENCY BACKUP PLAN FOR AN INDIVIDUAL LABORATORY

Option 1: Blue Box

- Step 1.** Do not open freezer, it can take **up to 24 hours** to process dry ice order. -80C freezers are designed to hold temperature if left untouched at -60C or above for 24 hours.
- Step 2.** Notify Principal Investigator and EHS Division Coordinator (614-688-4388). The EHS Division Coordinator will contact both the college's facilities manager and research administrator.
- Step 2.** Place the Blue Box (located next to RO system in the west hallway) in -20C walk-in freezer to cool down **for at least 2 hours if possible.**
- Step 3.** Place dry ice block and/or pellets order via the eRequest through eStores. Requisitions transmitted to Stores must be received and approved no later than 12:00 Noon for delivery next business day or in extreme emergencies, the college procurement card can be used to place directly from vendor **using university funds only**. Please include in the additional information box: PLEASE EXPEDITE FREEZER DOWN. Once eRequest is approved, eStores should process within 24 hours. To place an order using pcard:
- Contact Rick Dehner at Continental Carbonics 614-491-4327 to place dry ice order using pcard and to schedule a pickup. Warehouse is located at 4852 Frusta Dr, Obetz, OH 43207
- Step 4.** Place samples and/or reagents in blue box where they can **remain for 3 weeks** while either repair or replacement are being completed.
- Step 5.** If repair service is needed, work with the EHS Division Coordinator to schedule repairs with Westannco Service. **Please note that an approved eRequest will be needed.**

Option 2: Backup -80C freezer

- Step 1.** Do not open freezer. -80C freezers are designed to hold temperature if left untouched at -60C or above for 24 hours.
- Step 2.** Notify Principal Investigator and then Scot Erbe at 614-247-8727 or erbe.7@osu.edu to gain access to backup -80C freezer **during normal business hours**. Please note that the backup -80C freezer has limited space.
- Step 3.** Place racks (or paper boxes) with samples and reagents in the top 3 shelves. In general, samples and reagents may stay **up to 1 month** in the backup while -80C freezer is being repaired or replaced.
- Step 4.** If repair service is needed, work with the EHS Division Coordinator to schedule repairs with Westannco Service. **Please note that an approved eRequest will be needed.**

Please note that all -80C and the walk-in cooler/freezer are monitored by the REES system and are on backup emergency power in the event of main power outage.

Questions? Please contact Scot Erbe at 614-247-8727 or erbe.7@osu.edu