

Life Sciences Institute

Protocol for Transferring and Storing Biohazardous Materials In Back-up / Alternate Freezers

NOTE: Only trained laboratory personnel are to transfer biohazardous materials

1. Locate a secondary transfer container which MUST be clean, leak-proof and have a lid or cover (such as a Rubbermaid type bin).
2. Place secondary container on a laboratory cart.
3. Don laboratory PPE - including lab coat, lab gloves, and lab eyewear.
4. Remove materials from primary freezer and place them into the secondary container
5. Affix a label to the material which clearly identifies:
 1. The nature of the material, and
 2. The name and contact number of Principal Investigator
6. Remove laboratory gloves and close / cover secondary container.
7. Remove lab coat prior to leaving containment and push cart to location of back-up freezer.
Note: Only use elevators 2 and 4 for transporting these biohazardous materials.
8. If door to the emergency freezer room is locked, call Campus Security at 604-822-3734 and they will respond to your location and let you in.
9. Upon entering emergency freezer room, do not clean lab coat, gloves and eyewear.
10. Remove labeled biological materials from transfer container and place into back-up freezer.
Discard gloves.
11. Clean and store the secondary container.

NOTE: Biological materials of different Risk Levels may be stored in the same freezer, but Risk Level 2+ materials must be stored in the freezer in a conspicuously labeled secondary container with a clean (non-contaminated) exterior - as per Step 1.