



SOP FOR FRIDGE AND FREEZER USE AT MONASH BIOMEDICAL IMAGING
MBI-SOP-P013-V1

1. INTRODUCTION

This document outlines the procedures for the use of fridges and freezers at Monash Biomedical Imaging (MBI). It provides an overview of procedures and an index of all units.

1.1. Purpose and scope

To describe procedure for the correct use of refrigerator units at MBI, including information on the appropriate sample type for each unit, location and alarms.

1.2. Competency

Completion of relevant area induction requirements and safety training.

2. RESPONSIBILITIES

It is the responsibility of all MBI staff and users to ensure this procedure is followed.

3. HEALTH & SAFETY CONSIDERATIONS

Refrigerator units are located within restricted-access areas. Completion of applicable HSW requirements, local area inductions and competency training is required prior to access. Contact MBI for further information.

Radioactive waste must be stored as outlined in the relevant MBI procedure from radioactive storage.

4. ACCESS AND USE OF REFRIGERATION UNITS

4.1. Provision of Refrigeration Units at MBI

MBI provides refrigeration units to users as means for temporary storage. The refrigeration units are not provided for long term storage. Users may use the units to store samples as required until they can be relocated to user owned units within their relevant school/department/intuition.

Details of units that are equipped with logging and alarm capabilities are given in the sections below. Any units which have alarms will be monitored and actioned by MBI staff, but MBI gives no guarantee of the timeframe for addressing these alarms/issues.

4.2. Use and Accessing Refrigeration Units at MBI

Approval must be obtained from MBI prior to storing any samples in designated refrigeration units. Requests for storage can be submitted during completion of a New Project Form or, where required, by contacting MBI administration or management directly.

Researchers are responsible for maintaining their own records of all samples stored within MBI facilities, including tracking sample location and any movement between units. MBI does not maintain any records for samples that are handled by users and that remain in user custody.



All samples must be clearly and individually labelled or stored within a clearly labelled secondary container (e.g., storage box). Labelling must include MBI Project ID, hazard classification, researcher name and contact details, etc.

All refrigeration and freezer units are shared facilities and may be accessed by multiple users, including secure storage units. Access is user-managed, and MBI staff are not responsible for monitoring routine sample movement. As such, there is an inherent risk that samples may be moved, misplaced, or inadvertently disturbed by other users. MBI accepts no responsibility for sample loss resulting from shared access or user handling errors.

Units must not be overloaded, and airflow must not be obstructed. Any temperature alarms, unit faults, or spillages must be reported immediately.

Any missing, damaged, or compromised samples must be reported to MBI management immediately.

4.3. Cleanout of Refrigeration Units at MBI

MBI staff will monitor the status of the units. MBI staff will reach out to all users before any clean out of the units occurs. MBI staff will not dispose of/relocate any samples without prior user approval.

5. REFRIDGERATOR UNITS

The table below details all refrigerator units at MBI. Access keys for locked units are held at reception.

Location/Name	Brand	Purpose	Data Logger	Alarm	Lock/Key
G12 - Fridge	NEC	Non-Radioactive samples and consumables	Yes	Yes	No
G53 - Fridge/Freezer	Midea	Non-radioactive stuff	No	No	No
G53 - Minus 80 Freezer	PHCBI	Radioactive carcasses	No	No	Yes
G55 - Fridge/Freezer 1	Samsung	Storage of samples	Yes	Yes	Yes
G55 - Freezer 2	Hisense	Carcasses	Yes	Yes	No
G55 - Fridge/Freezer 3	LG	Samples and consumables	Yes (Freezer Only)	Yes	No
G55 - Minus 80 Freezer	PHCBI	Storage of samples	No	Yes	Yes
G67 - Fridge	Hisense	Animal food storage	No	No	No
G68 - Fridge/Freezer	LG	Animal food/drug storage	No	No	No
G68C - Freezer	Hisense	Radiation overflow storage	No	No	Yes

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3.			
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