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Title: Use and Maintenance of the Cold Room

Version: v3

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SOP History		
Number	Date	Reason for Change
v1	01/01/2013	Original
v2	02/07/2013	Amendment relevant for SASoM
V3	02/07/2023	Update

1.0 Purpose –

The purpose of this SOP is to outline the principles of the routine use and maintenance of the cold room in Laboratory 248 at the St Andrews School of Medicine (SASoM).

2.0 Scope –

This SOP applies to routine use and maintenance of the cold room within the SASoM.

3.0 Responsibilities –

It is the responsibility of all users of the cold room within the SASoM to comply with this SOP.

4.0 Procedure –

Store your own items on your own shelf. Items must be labelled with your name, the contents and the date.

Any potentially hazardous biological or chemical material must be properly packaged and labelled before storage in the cold room.

Please do not leave the door open for long lengths of time as the cold room is on a remote alarm system which may be activated.

Do not take equipment out of / into the cold room until it has time to warm up / cool down and dry out, which can take several hours.



Turn all equipment off (eg rockers) immediately after use.

Turn off the light when you leave the cold room, as some reagents are light sensitive.

5.0 Personal protection –

Howie coat must be worn at all times.

Gloves as specified in the appropriate COSHH RA

6.0 Spillages –

Always clean up any spills immediately after use - only you will know what has been spilt and be aware of its chemical hazard.

Mop up spills with paper towels. Wash the site of spillage with water & then 70% ETOH.

7.0 Related documents –

- 7.1 Equipment Maintenance Log
- 7.2 Equipment Maintenance Information sheet
- 7.3 Risk assessments – RA/GEN/013 & COSHH/003



8.0 Approval and sign off –

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Position: Research Fellow

Signature: _____ Date: _____

Management Approval:

Name: Mary Wilson

Position: Laboratory Manager

Signature: _____ Date: _____

QA release by:

Name: Alex MacLellan

Position: QA Manager

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Control