

	Environmental Analysis Teaching and Research Laboratory	Date: 8/15/2016	Number: 16 v.01
	Standard Operating Procedure	Title: Refridgerators and Freezers	
	Approved By: TBD	Revision Date: August 20, 2016	

1. Scope and Application

1.1 The scope of this SOP is for the laboratory refrigerator, freezer (-30) and high XX freezer (-80).

1.2 The applications of this SOP is to storage and what to put in which freezer...

2. Summary of Method

2.1 This SOP does this...

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3. Acknowledgements

4. Definitions

4.1 Term1: is...

5. Interferences

5.1 Biases and interferences can come from...

6. Health and Safety

6.1 The refrigerator and freezers in the laboratory are not approved to store flammable material. In fact, these instruments can generate significant static electricity that can cause an explosion when there are flammable fumes present.

6.2 No food shall be stored in the laboratory refrigerator or freezers.

Safety and Personnel Protective Equipment

7. Personnel & Training Responsibilities

7.1 Researchers training is required before this the procedures in this method can be used...

7.2 Researchers using this SOP should be trained for the following SOPs:

- SOP01 Laboratory Safety
- SOP02 Field Safety

8. Required Materials and Apparati

8.1 Item 1 w/catalog number!

8.2 Item 2

9. Reagents and Standards

10. Estimated Time

10.1 This procedure requires XX minutes...

11. Sample Collection, Preservation, and Storage

12. Procedure

12.1 Prepare ...

12.1.4°Refrigerator

12.2

12.2.-30°Freezer

12.3

12.3.-80°Freezer

12.4 Only open the Freezer when you are ready to put samples in or remove samples.

12.5 Wear PPE for extreme cold that includes insulated mittens and a laboratory coat.

12.6 When you store samples in the freezer, you MUST document the locations that you store them.

12.7 Record the following information in the Google doc and in your laboratory book.

- Shelf (Each shelf is contained behind an inner door)
- Divider
- Drawer
- Box
- Box location
- Project
- Date (Collected from Field)
- Sample ID
- Sample Description, including nanodrop results.

13. Data Analysis and Calculations

14. QC/QA Criteria

15. References

15.1 APHA, AWWA. WEF. (2012) Standard Methods for examination of water and wastewater. 22nd American Public Health Association (Eds.). Washington. 1360 pp. (2014).