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**SUBJECT: Refrigerators and Freezers for Laboratory Specimens and Reagents  
Maintaining and Recording Proper Temperatures**

**POLICY:** Refrigerators and Freezers operating temperatures must be maintained at indicated range for proper storage conditions of contents

**PROCEDURE:** A. Temperature:

1. Refrigerators for storage of patient specimens must be maintained at a temperature of 2 to 8 degrees C. Most reagent refrigerated storage requirements are also 2 to 8 degrees C. Product inserts must be checked to confirm refrigeration temperature range.
2. Freezers must be maintained at a temperature of less than 0 degrees C.
3. A minimum-maximum thermometer will be used to monitor temperatures over weekends and holidays and temperatures recorded and evaluated the next business day.

B. Proper temperature not achieved:

1. If refrigerator or freezer exceeds the posted temperature range, the POCT office must be notified. POCT staff will make the required corrective action determination based on POCT protocol. Staff onsite should record temperature and action taken on the monthly temperature log.
2. POCT office:
  - a. For all temperature fluctuations out of posted range, on-site staff will recheck temperature one hour after action taken to ensure that unit's temp is within correct temperature range. POCT office will document the call in the FYI log along with action taken and continue to monitor any further temp outages.
  - b. If temperature cannot be brought within operating range, move contents being

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stored to another refrigerator or freezer until proper temperature can be maintained. Contact BioMed.

3. POCT staff will determine if the contents of the refrigerator or freezer are adversely affected based on individual reagent/ QC package inserts and manufacturers' recommended storage requirements. Reagents subjected to minor, temporary temperature fluctuations will be QC'd at the discretion of the POCT staff. All materials that are suspected of prolonged temperature variations should be labeled that temperatures may have impacted stability.

C. Temperature logs:

1. Temperatures of all refrigerators and freezers must be checked daily (or each day that department is open) and recorded on the Temperature Log. At the end of the month completed logs will be sent to the POCT office.
2. POCT Staff will review the logs at the end of each month to ensure action logs are present when appropriate and that no white out has been used.
3. The logs will be filed online. Logs must be kept for two years.

**POLICY APPROVAL:**

Jennifer Schroeder - POC Coordinator 7/10/18

Dr. Scott M Wendroth – Medical Director 7/20/18

Dr. Elsa K Malcolm – Medical Director 7/31/18