

Memo – Procedure for Documenting Addressing Out of Range Temperatures

To: All Core Lab Technologists

From: Taneisha Wallace, Core Lab Manager

CC: Wendell McMillan, Director of Lab Operations

Date: 3/11/2024

Good Day Core Lab Team!

Please ensure that the correct procedure for addressing and documenting the resolution of out of range temperatures in the laboratory is always followed. In the event that the room temperature is out of range:

1. Check for any circumstances that may be affecting the room temperature and address if possible.
2. Contact HUH Facilities to notify of the issue and seek resolution.
3. Monitor temperatures over the course of an hour to determine if the issue has been resolved.
4. Document, in the space provided on the log (or on the lower section or on the back of the log), whether the issue has been resolved and what follow-up temperature readings were obtained.
5. Repeat steps 2 – 4 until the issue has been resolved.
6. If the issue persists for > 2 hours, notify the Department Manager or Lab Director and determine whether/which reagents/supplies may need to be relocated to an appropriate alternative location for storage, until proper resolution has been achieved.

Please review SOP titled “Temperature and Humidity Quality Control” for further information. As always, please don’t hesitate to let me know if you have any questions or concerns.

Thank you for all you do, every day!