**-80°C Freezer Emergency Policy**

**Procedure**

1. **Emergency response outside of work hours**
2. **Call (919) 962-3456** and request that the HVAC on-call person bring a loaner freezer
3. The on-call person will provide a loaner
4. You must be present in order to transfer materials from the malfunctioning freezer to the loaner
5. Next business day, issue a work order online at the link in **II** ASAP
6. Once the work order has been issued, ULT shop will evaluate freezer and provide an estimate for repair
7. **Emergency response during work hours (non-holiday weekday 9AM – 5PM)**
8. Generate an online work order at: <http://portal.facilities.unc.edu/masterpg/reqMain.aspx>

Fill out the work order according to the following:

* 1. Onyen – your onyen
	2. Name – your full name
	3. Phone – your phone number
	4. Email – your email address
	5. Department # - 424001 (Pharmacology)
	6. Chartfield String – (25210-49000-424001-5105802)
	7. Property - GENETIC RESEARCH BUILDING (359)
	8. Location/Room # - 4036
	9. Work to be performed – -80C freezer malfunctioning. Requires immediate repair
1. **Call (919) 962-3456**
	1. Tell responder about your work order. Tell them that it is an emergency. Ask them to notify the ULT shop immediately
	2. The ULT shop will come, evaluate the freezer and repair immediately if possible
	3. If the freezer cannot be repaired immediately, a loaner freezer will be provided (loaner freezers will not be issued if it is raining)
2. **Lab contacts**

If you have any questions regarding freezer emergency, contact

**Matt Cummins (818) 224-9469 or Jinqi Ren (215) 805-8472**