

Organising your freezer will make it easier to find samples and eliminating old materials will free up space for new samples, minimizing the need for a new freezer.

It is the user's responsibility to keep a current inventory of what stock is stored in the freezer. Areas shall audit the contents of all of their freezers annually. There are many inventory templates to choose from or a specific inventory can be created. Ensure the following details are provided in your inventory:

- Name of Principle Researcher
- Building and Room number
- Freezer Number
- Alarm (BAMPS) identifier
- Freezer Asset number
- Shelf, rack and box number
- Organism name, strain, risk group
- OGTR Licence number – if applicable
- Date inventory checked

Label stored items and remove unneeded materials. Dispose of unneeded items using the correct

For Spoilage losses in unalarmed Temperature Controlled Environments (TCE), the retention is 50% of the loss or the Member excess of \$50,000 For example: where estimated loss is \$200,000 the amount to pay would be 50% of \$200,000 or \$100,000 since this value is the

For Spoilage losses in alarmed Temperature Controlled Environments (TCE), the retention is 20% of the loss or the Member excess of \$50,000 For example: where estimated loss is \$200,000 the amount to pay would be the Member excess of \$50,000 since this value is the than 20% of \$200,000 (\$40,000)

In the event stock / samples within an ultralow freezer are damaged or destroyed, advice on whether to lodge an insurance claim should be sought from the Insurance Office. Please note that payment of claims will only occur after the excess has been paid and samples replaced.

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Reference SOP – Laboratory Equipment Disposal

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[Risk Management - Reducing the Incidence of Freezer Spoilage](#)