1. **Principle**

Standards and licensing require that TML equipment be cleaned regularly and maintained in good operating condition.

1. **Scope and Related Policies**
	1. Freezer will be defrosted as required or as recommended in manufacturer’s instructions.
	2. Defrosting does not apply to frost free/automatic defrost equipment unless a malfunction has occurred.
2. **Specimen – N/A**
3. **Materials**

**Equipment:** Freezer

**Supplies:** Buckets

 Non-corrosive Disinfectant Agent

 Protective gloves

 Towels

 Daily Temperature/Cleaning Record - Freezers (QCA.002F2)

1. **Quality Control – N/A**
2. **Procedure**

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| * 1. Remove all components, reagents, tissues from the freezer and transfer to another freezer of the appropriate temperature.
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| * 1. Open doors. See Procedural Notes 8.1 and 8.2
 |
| * 1. Place buckets of hot tap water on shelves or on floor of freezer to help speed up defrosting, place many towels in freezer to absorb the water as the ice melts, replace with more towels as required. (Ice may also be scraped off gently to aid in this process). Wipe dry.
 |
| * 1. Wash any soil away with a non-corrosive disinfectant agent, then wipe inside and outside with a non-corrosive disinfectant agent, wear gloves to protect hands.
 |
| * 1. Close freezer door.
 |
| * 1. When the temperature is back down to the appropriate level and stable for at least an hour, replace contents of the freezer as quickly as possible. See Procedural Notes 8.3
 |
| * 1. Record cleaning on form QCA.002F2.
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1. **Reporting – N/A**
2. **Procedural Notes**
	1. Inform off-site location that alarm may go off due to cleaning prior to starting procedure.
	2. Make a written comment on Temperature chart where there is one to record cleaning and that the products were removed.
	3. Make a written comment again when products returned.
3. **References**
	1. IQMH Requirements and Guidance Information, December 2013, Version 6; IV
4. **Revision History**

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| **Revision Date** | **Summary of Revision** |
| September 1, 2015 | * Revised name of manual
* Incorporated QCA 018 into procedure to avoid duplication
* Revised wording in section 8.1 to include “prior to starting procedure”
* Updated list of references to include most recent editions
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