

*Approved by Director: Dr. Guy Vallaro*

**A. Purpose:** To establish a protocol for monitoring and maintaining refrigerator/freezer critical temperature storage of chemicals and reagents when so required.

**B. Responsibility:**

Latent Print Examiners

**C. Procedure:**

1. The latent print section shall have a refrigerator/freezer for general storage purposes. In the event critical temperatures are required for the storage of chemicals or reagents the following procedures will be followed:
  - 1.1 Chemicals or reagents requiring critical temperature storage shall be plainly labeled as to the required storage temperature.
  - 1.2 A thermometer shall be kept inside of each refrigerator/freezer.
  - 1.3 When critical temperatures are required for the storage of chemicals or reagents, the refrigerator/freezer's temperature shall be appropriately adjusted and checked two hours after the adjustment has been made. Re-adjust as needed to reach the critical temperature. Once the critical has been reached it shall be logged. The refrigerator's temperature will then be check and logged on a weekly basis.
  - 1.4 If the temperature deviates from the set temperature by more than 5 Degrees Centigrade the refrigerator shall be taken out of service until repaired or replaced. The chemicals or reagents requiring critical temperature storage shall be evaluated to determine if their shelf life or suitability for use has been compromised. Chemicals or reagents found to have been compromised shall be appropriately disposed of.

**D. Sources of Error:**

**E. References:**