



STEM CELL LABORATORY (STCL)



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Control Rate Freezer Checklist JA2

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Author: WATE02

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Control Rate Freezer Checklist

AFFIX BARCODE

Date: _____

✓ Check and initial each step when completed

- _____ Place the appropriate number of presses and vial holder inside the CRF.
- _____ Select the desired freezing profile, close and latch the door, and check the thermal printer paper supply to ensure there is enough for the freezing run.
- _____ Press **RUN** to start the freezing program before adding DMSO to the product bags.
- _____ Once the product is ready for freezing, arrange the product freezer bags on the freezing presses so they are evenly distributed. Be sure the probe is sandwiched between 2 bags and not touching the metal from the presses.
- _____ Check to make sure the temperature probe is seated tightly in the port. **PUSH.**
- _____ Close and latch the control rate freezer door and press **RUN.**
- _____ Record the date and time of the RUN (2nd time) on the initial freezing graph and in the freezer book.
- _____ Label the freezing graph with the patient's name, Duke medical record (history) number, procedure number, barcode, type of cells being frozen, and the CRF number (serial #) used. (**NOTE:** Do NOT cover the date, time or program # printed on the tape with affixed labels).
- _____ Do **NOT** walk away from the control rate freezer (CRF) until there is confirmation that the freezing program has advanced from Step 1 to **Step 2.**
- _____ Fill out the Freezer Book and vial location book to reflect the storage locations assigned to the product bags and vials.
- _____ Press the **Back arrow key** to end the program once end of freezing run alarm has sounded (approximately 1 hour and 45 minutes to complete the freezing run). **If you are NOT ready to STOP the CRF, hit the SILENCE button until you are ready to end the program.**
- _____ **Place all of the assigned canisters in a LN2 vapor freezer as quickly as possible to minimize exposure to room temperature. (Product BAGS should be stored in the LN2 freezer as a 1st priority; vials should be stored as a 2nd priority).**
- _____ Relocate all of the sample vials to the appropriate designated LN2 freezer(s) as quickly as possible.

Signature Manifest

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All dates and times are in Eastern Time.

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