



PROCEDURE FOR RESPONSIBLE USE OF COMMUNAL STORAGE COOLERS, FREEZERS AND OTHER STORAGE ROOMS

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| Office of Administrative Responsibility | Agri-Food Discovery Place |
| Approver | Executive Director |
| Scope | Compliance with this Procedure extends to all employees, faculty, students, researchers, clients, contractors and sub-contractors at Agri-Food Discovery Place |

Purpose

The purpose of this procedure is to describe the responsibilities and overarching AFDP-wide procedures with respect to responsible use of communal coolers, freezers, and storage rooms.

Scope

This procedure applies to communal freezers, coolers, and storage rooms located within each of the two AFDP Wings:

Crop Wing: 1-215B (solvent), 1-205A1 (dry/wet freezer), 1-205A2 (dry/wet cooler), 1-201 (grain storage), 1-206B (food app cooler), and 1-206C (food app freezer).

Meat Wing: 1-110A (receiving), 1-103A (cooler), 1-103B (cooler), 1-103C (cooler), 1-103D (freezer), 1-113C (cooler), 1-203 (spice room), -80°C freezer (AFDP), and -80°C freezer (client).

Responsibilities

➤ **Executive Director**

- Ensure adequate resources and support is available to implement this procedure.
- Hold managers and supervisors accountable for the implementation and application of this procedure.
- Hold managers and supervisors accountable for the development & implementation of wing-specific SOPs/records in support of this procedure.

➤ **Management**

- Provide training for supervisors on this procedure.
- Verify that this procedure and supporting SOPs/records are developed, implemented and maintained.
- Ensure that inspections include verification that this procedure and supporting SOPs/records are followed / maintained.
- Follow this procedure and supporting SOPs/records as required.

➤ **Supervisors**



- Implement this procedure and develop supporting SOPs/records as required.
- Provide training for workers on this procedure and supporting SOPs/records.
- Verify that workers are following this procedure and supporting SOPs and completing records as required (e.g., inspections can be used for this purpose).
- Follow this procedure and supporting SOPs/records as required.

➤ **Workers**

- Follow this procedure and supporting SOPs and complete records as required.
- Make recommendations to supervisors regarding ideas for improvement of this procedure and associated SOPs/records

Procedure:

➤ **Minimal Item labelling requirements:**

When an item is placed into one of the communal storage areas it must be labelled with the following information.

- i. Item Description;
- ii. Contact Name,
- iii. Date In, and
- iv. Expected Date Out
- v. Plus applicable WHMIS labelling requirements.
 - a. In some situations additional labelling may be required to denote usage restrictions for the item. This will be determined via communication between managers/supervisors/workers.

➤ **Inventory Control System:**

- A documented inventory must be maintained for the communal storage areas. In order to facilitate this process, *inventory tracking documents* have been developed (e.g., cooler/freezer inventory control records).
- These records must be completed by workers, supervisors and managers as directed by wing specific SOPs/processes.
- The AFDP inventory control system is not a live inventory management system (e.g., 50 samples can be placed in a storage area at the beginning of storage study with a few samples being removed each week or each day for analysis. This daily/weekly removal will not be captured live via the inventory control system).

➤ **Labelling of Individual Items/Containers:**

- Generally, individual items must be labelled with the aforementioned information. In some situations the container holding many sub-units may



be labelled at the discretion of managers and supervisors with ultimate decision come from the AFDP Operations Team.

➤ **Maximum storage time for materials/samples:**

- In order to ensure that AFDP continues to support research & development for several concurrent clients, communal storage areas must be managed in accordance with this policy & procedure. The AFDP Operations Team requests that all storage facility users remove materials from storage in as timely a fashion as possible. This ensures that valuable communal storage space continues to be available for the support of client projects.
 - As such, the general policy for maximum storage time is 90 days from receipt (date in).
 - Client management or a UofA principle investigator will be notified via e-mail and memo approximately one week before the discard actually takes place.

➤ **Consequences for improper labelling:**

- General labelling compliance is monitored as part of the monthly, documented laboratory inspections. Labelling deficiencies will be noted on inspection reports and will be communicated to workers/supervisors/managers as necessary via e-mail.
 - Items may be discarded at AFDP discretion if labelling deficiencies are noted for a particular item owner on successive inspections.
- General labelling compliance is also monitored via ongoing, informal inspections conducted by supervisors and managers.
 - Labelling deficiency details will be sent to the owner of the item in an e-mail.
 - Items may be discarded at AFDP discretion if labelling deficiencies are noted more than once for the same item owner.

➤ **Materials / Samples that exceed time limit:**

- Once the 90 day time limit has passed, AFDP management will expect an extension application (this can be done at the beginning of the project as well). In some cases AFDP management may request that the material be removed from the facility and placed into offsite storage.
- Owners of all items in storage that have exceeded the time limit will be notified via e-mail and must remove their items within 30 days of the notice, at which time they will be discarded.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use

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| Executive Director | Refers to the senior manager at AFDP |
| Manager | Refers to the individual who is responsible for the |




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| | administration of a department or specific service component |
| Supervisor | A person who has been delegated to supervisory responsibility for others working or studying at AFDP |
| Worker | A person who is engaged in an occupation |
| Owner | The person's name that appears on the labeling of an item. |
| Functional Supervisor | Person who directs the daily work activities of the worker |

Related Documents

➤ **Wing specific SOPs and records:**

- Meat Wing cooler/freezer inventory record
- Meat Wing Labelling SOP;
- Meat Wing Culture Accountability SOP

Approval:



Executive Director

Sept-8, 2011
Date