

Clinical Process Instruction Manual

Fridge/Freezer Monitoring Process Instruction

Policy:

Trillium Gift of Life Network (TGLN) conducts an annual preventative maintenance check on freezers and fridges. The preventative maintenance check tests tolerance limits, alarm limits and temperature probe verification. If any deficiencies in functioning are noted, TGLN ensures that immediate corrective action is taken. Regular preventative maintenance checks provide a baseline for daily temperature monitoring. The preventative maintenance check is outsourced to a reputable vendor. All fridges and freezers are inspected annually, as a minimum and calibrated as required as part of the preventative maintenance program. All preventative maintenance activities are documented and retained in equipment files.

TGLN validates and monitors equipment to ensure that required environmental conditions are maintained. Accordingly, TGLN verifies proper functioning of fridges and freezers used for storing blood samples and temperature-sensitive supplies. Daily temperature recordings are documented and retained. If there is any indication that temperature ranges are not maintained, observations are noted and the appropriate person is notified.

Process:

Online monitoring of Fridges

1. Temperature monitoring of fridges is required and is monitored continuously via an automated electronic monitoring system. Temperature monitoring of fridges will be completed manually on a daily basis in the event of a sensor failure.
2. If the automated electronic monitoring system is not working or is not being used for that particular refrigerator/freezer, the temperature must be monitored manually. Steps 7-10 are followed below.
3. The Manager, Surgical Recovery Services (Organ), Clinical Services Coordinator (CSC) or designate is responsible for ensuring that the fridges are in compliance. The Manager, Surgical Recovery Services (Organ), CSC or designate will be alerted if the temperature of the fridge goes below or above the specified range longer than 30 minutes.
4. Any activity such as re-stocking and cleaning may affect the temperature will be recorded in the electronic log as a comment.

Clinical Process Instruction Manual

Fridge/Freezer Monitoring Process Instruction

5. When the Manager, Surgical Recovery Services (Organ), CSC or designate receives an alert that the temperature of the fridge has gone below or above the specified range, they shall investigate and determine if the problem can be remediated. If it cannot, then they should move the supplies to a fridge that is compliant and notify the PRC-Organ Administrative Assistant to contact the contracted repair company and notifies the Surgical Recovery Coordinator (SRC) group and the Manager On-Call.
6. The SRC or designate makes note of any maintenance/repair work on the *Equipment Repair/Annual Equipment Service Log*.

Manual Daily Monitoring of Fridges and Freezers

7. The SRC observes the temperature recorded on the digital reading of the fridges and freezer.
8. The SRC compares the digital temperature reading with that of the required limits.
9. If the temperature is not within its limits or the alarm is sounding and nothing has occurred operationally that would increase the temperature (i.e. opening the door or adding new product), the SRC or designate notifies the contracted company for maintenance/repair as posted on the fridge or freezer.
 - In case of complete breakdown or risk to the product, the SRC or designate removes the product and places it on wet ice in the coolers.
 - The SRC or designate places a sign on the fridge/freezer indicating that it is out of service and not to use the fridge/freezer.
 - The SRC or designate contacts the contracted repair company as indicated on the sticker and notifies the SRC (in the case of a designate) and in all cases the Manager On-Call.
10. The SRC or designate makes note of any maintenance/repair work on the *Equipment Repair/Annual Equipment Service Log*.

Temperature Monitoring Record Maintenance

11. Recommended monthly, the temperature data is obtained by the PRC Administrative Assistant and placed in the appropriate location on the shared drive.

Clinical Process Instruction Manual

Fridge/Freezer Monitoring Process Instruction

Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Equipment Repair/Annual Equipment Service Log	CSF-9-74	PRC	PRC	16 years

References:

- *Safety of Human Cells, Tissues & Organs for Transplantation Regulations, Health Canada, 2007*