

Procedure 5.1 – Freezer Location Assignment

Date: _____

Experiment ID: 5.1-*yyyymmdd*

Technician: _____

Project: _____

Client Signature: _____

- **All reagents and materials placed into a -80C freezer are catalogued in the appropriate *Laboratory of Microarray Technology Freezer LogBook*.**
- **For renewable reagents, new freezer boxes do not need to be created each time. The existing boxes can be refilled.**
- **New materials must be logged in according to the following procedure.**
 1. **Place materials in appropriate type of freezer box.**
 2. **Open the appropriate Freezer Logbook to the next available location.**
 3. **Apply matching barcodes to the freezer box and the barcode space in the logbook.**
 4. **Complete the entry in the logbook. The origination date is the date the material first existed at the Van Andel Institute.**
 5. **Place the box in the appropriate location.**
- **If the material being logged in is a tissue, it must also be entered into the Van Andel Tissue Repository (VATR) as described in Procedure 4.2**