**Freezer Cleanout Program**

Protect the Research, Preserve Your Freezer, Save Energy

The Office of Sustainability within Facilities Management has purchased an ultra-low temperature (ULT) freezer to assist labs on campus with routine cleanouts of their own equipment. In order to extend the life of your freezer(s) as well as save energy, it’s important to perform routine maintenance on your equipment to keep it working properly and efficiently. The freezer in this program is one of the most energy efficient models on the market and has a temperature range from -86°C to -20°C.

In order to request use of this freezer, please complete the following and submit it to [sustainability@unthsc.edu](mailto:sustainability@unthsc.edu). Email us with questions or call 817-735-2451. The freezer rotates between the CBH, EAD, and RES. Rolling coolers are available to transport samples between freezers.

**General Information**

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| Head/Principal Investigator | |  |  |  | Department | |  |  | |  |
|  |  |  |  |  |  |  |  |  | |  |
|  | | |  |  |  | | | |
| Lab Manager (if applicable) | |  |  |  | Lab Location | |  |  | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  | | | |  |  | | |
| Contact (primary) | |  |  | Email |  |  |  | | | Phone # | |
|  |  |  |  |  |  |  |  | | |  |  |
|  | | |  |  | | | |  |  | | |
| Contact (secondary) | |  |  | Email |  |  |  | | | Phone # | |

**Freezer Request**

Preferred date(s) to use the freezer:

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| --- |
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| |  | | --- | |  | |  | |  |   What temperature will you need the freezer set at?  The range is from -86°C to -20°C.  How many freezers do you plan to clean out? | |  |  |

**What Happens Next?**

After you submit this form, we will let you know if the freezer is available on the date(s) you requested. Once we have a date set, you’ll be instructed to put in a [Facilities Workorder](https://hscfacilitiesworkorder.hosts.hsc.unt.edu/archibus/) to have the lab freezer moved for defrost (if you choose to defrost outside). In the workorder, put the day requested for moving the lab freezer (please give at least a 5 days’ notice). Our maintenance staff will contact you to coordinate moving the freezer in and out of the lab for defrost on the date specified in the work order.

**Preparing for Freezer Defrost**

Please have the freezer ready for defrost by following these guidelines.

1. Put a sign on the freezer to ensure the correct freezer is moved.
2. Make sure everything is out of the freezer. If items are frozen in place, you will be responsible for removing the items once thawed. Please contact the Environmental Health and Safety Office to ensure proper disposal ([SafetyOffice@unthsc.edu](mailto:SafetyOffice@unthsc.edu)).
3. Please contact the Office of Sustainability ([sustainability@unthsc.edu](mailto:sustainability@unthsc.edu)) if you need additional supplies to help with the cleanout, such as a brush/ice scraper, gloves, etc.

**Programs & Additional Resources for Labs**

Lab Efficiency Action Program (LEAP): The Lab Efficiency Action Program or LEAP is a new incentive program encouraging labs at UNTHSC to be more sustainable through efficiency, conservation, safety and collaboration.  Labs can be awarded up to $3000 for participating!  See the [informational brochure here](https://www.unthsc.edu/operations/wp-content/uploads/sites/24/LEAP-Brochure_Web-1.pdf). If you are interested in learning more about the program, contact the Office of Sustainability ([sustainability@unthsc.edu](mailto:sustainability@unthsc.edu)).

Funds to Purchase Energy Efficient ULT Freezers: The Office of Sustainability has funds available to help labs purchase more efficient freezers. The funds can be used to either replace an existing freezer or for a new freezer on campus. Click [here](https://unthsc.qualtrics.com/jfe/form/SV_ba4cruYQcEr5sHz) to submit the form to request funds.