

Contact EHS Radiation Safety (368-2906) or Chemical Safety (368-2907) if you have any questions concerning the procedures below.

Clearance Procedure – Cold Room Repairs

This procedure applies to all cold rooms at Case Western Reserve University that need to be repaired by campus facilities or off-campus personnel. Each laboratory using the cold room should complete the instructions below prior to a clearance being posted.

1. If your cold room is in need of repair, **EHS will need to be contacted to post a clearance prior to being worked on by outside repairpersons.**
 - a. You can contact customer service with repair requests
 - b. You can also contact EHS and request a clearance prior to ordering a repair. This may prove easiest if you have temperature sensitive materials in your cold room.
2. Before a clearance can be posted, **the cold room should be cleared of all laboratory samples and equipment items.**
 - a. If there is an issue with the ventilation system or cooling system of your cold room, it is important for each PI to understand the process of repair.
 - To the right you can see the flow of air that is typical of most cold rooms.
 - Often, repair people will use the countertops as leverage to access hard to reach ducts in the ceiling.
 - b. Remove all items from the countertops and carts from the interior of the cold room.
 - c. Experiments should be stopped until the completion of the repair.
 - d. The PI is responsible for
 - e. Clean up all spills from the interior of the cold room. This includes the countertops and floors.
 - f. Wipe down countertops with 10% bleach solution if you conduct experiments involving biological materials. Otherwise, wipe down counters with 70% alcohol solution.
3. Once the cold room has been completely cleared of laboratory items, EHS can be contacted to post a clearance.
 - a. The EHS safety specialist is the final say in all matter involving cold room clearance
 - b. The cold room should be completely empty

