**What to look for when cleaning out your freezer**

When cleaning/performing an inventory of freezer space, please pay special attention to:

* Materials from other researchers. Work with others who are sharing the freezer to perform an inventory at the same time to verify that all materials in the freezer have someone responsible for them.
* Abandoned materials. If you find that materials were abandoned by someone that is no longer at the university, please contact [RICRO\_IBC@mail.colostate.edu](mailto:RICRO_IBC@mail.colostate.edu)
* Institutional Biosafety Committee (IBC) approval. Performing an inventory is a good time to verify that all biohazardous materials have the proper with the IBC approval (AARF/PARF).
* Clearly labeled containers. Easily identifiable containers allow laboratory personnel to find what they are looking for in a timely manner. Clearly labeled containers are also very helpful during the re-inventory process.
* Clean, frequently defrosted freezers. A routine defrosting and cleaning is an opportunity to create some space and organization in the freezer.
* Is the freezer working properly? Freezers fail. Get into the habit of checking your freezer regularly; it is the best way to ensure that it is working properly.

These are small steps to ensure that we are promoting our culture of safety and keeping CSU students, faculty and staff, as well as the community free from potential harm. Thank you for your continued support in this matter.