

Instructions for Transferring Contents from a Defective or to be Defrosted Freezer to a Spare Freezer

Preparation

- 1. Alarm Notification:** In case of a BIBRO email or SMS alarm about a warming $-70^{\circ}\text{C}/-80^{\circ}\text{C}$ or -20°C freezer, first check via BIBRO if your freezer is indeed warming up; view the trend for this.
- 2. On-Site Check:** Check if the suction of the freezer's condenser is blocked (for example, something in front of the inlet).
- 3. Retrieving Spare Freezer:** Retrieve a spare freezer from the west basement -1. Take your access card to gain entry. For -70 freezers: O2-K1PW10, for -20 freezers and $+5$ refrigerators: O2-K1PW08. See wayfinding in the basement.

Access to the Basement and Transport

- 4. Elevator Use:** Use the service elevator in the west wing to go to the basement (-1). To move a -70 freezer from or to the east wing, cross over on the first floor. This is necessary because we cannot cross over with a -70 freezer on the ground floor due to the tiles.
- 5. Selecting Freezer:** In O2-K1PW10, the available spare -70 freezers are right in front of you upon entering. In O2-K1PW08, the -20 freezers and $+5$ refrigerators are in the middle and back right on wheeled stands. (VAUST type in the middle, MediLine type at the back right).
- 6. Temperature Check:** Check the temperature of the spare freezer. It must be -70°C or -20°C . (The $+5$ refrigerators are usually turned off).
- 7. Preparing for Transport:** Turn off the spare -70 freezer as per instructions and disconnect it from the power supply and BIBRO data connection. Use a pallet jack and wedges from the toolkit. (For -20 freezers: just unplug the power and BIBRO data cable).

Transferring the Contents

- 8. Moving Freezer to Location:** Place the spare freezer close to the defective or to be defrosted freezer.
- 9. Transferring Contents:** Wear gloves when transferring contents.

Activating Spare Freezer

- 10. Connecting and Switching On:** Connect the spare freezer to the power supply and BIBRO data connection. Follow the instructions to turn on the freezer.
- 11. CO₂ Connection:** When using CO₂ backup and longer use of the spare freezer in case of malfunction/repair, swap the CO₂ cylinder connection between freezers. First, turn the hand valve on top of the bottle right, clockwise. Be careful when loosening as there can still be pressure in the line,

up to 60 bar. Gradually loosen the nut and let the gas escape, and continue to loosen gently when you no longer hear gas and the line is depressurized. Move the connection over and tighten the Swagelok nut hand-tight and then a quarter turn with a wrench. Check for leaks with leak detection spray. If in doubt, consult FMIB for assistance.

Handling Defective or to be Defrosted Freezer

12. Switching Off Defective or to be Defrosted Freezer: Turn off the freezer according to the shutdown procedure. This prevents a beeping alarm and unnecessary CO2 injection during defrosting. Then disconnect the freezer.

13. Cleaning Defective or to be Defrosted Freezer: Defrost, clean, and disinfect the freezer. Fill in a release form in case of repair.

Registration and Reporting

14. Spare Freezer Registration: Register the spare freezer on the BIBRO loan page and activate alarms.

15. Ordering CO2 Gas Cylinder: CO2 injection active and bottle (almost) empty? Order a new 50-liter CO2 gas cylinder via LabServant for VU. VUmc follows a different route.

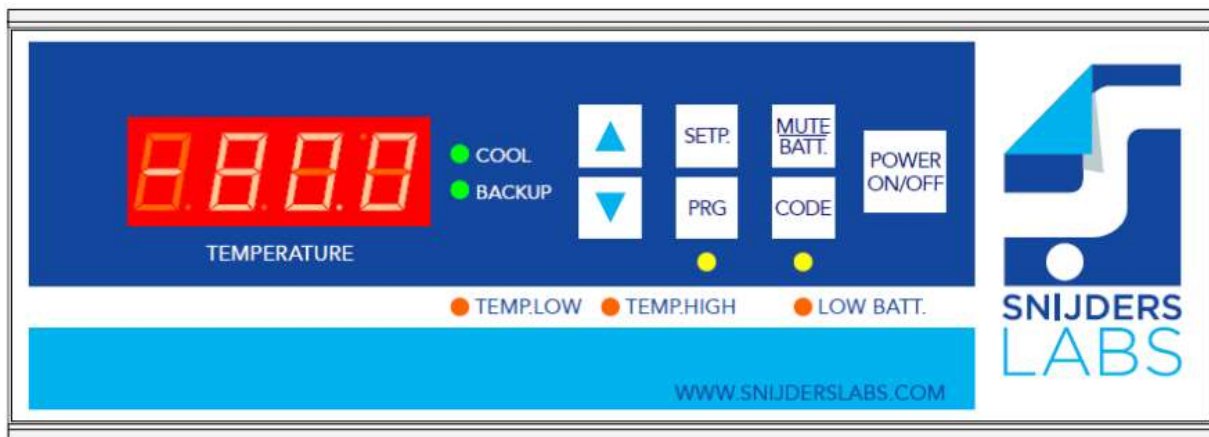
16. Report Defect: Email FMIB with details about the defective freezer.

17. Canceling Reservation: Cancel the reservation in BIBRO when returning the freezer. Extend the reservation in time if you need the freezer longer. This is important for both your own use and that of others. If you do not extend or terminate the reservation in time, you can receive incorrect alarms or miss them.

Tools in the Toolbox on the Pallet Jack:

- Number of door wedges
- Two small adjustable wrenches
- BIBRO loop cord
- BIBRO T-splitter

Instructions for Turning Freezers On and Off



- -80°C Freezer ON/OFF

- Press the 'Code' button, then: ▲ = 1; Setp. = 2; Batt. = 3, ▼ = 4;
- Wait until the flashing stops and press "Power ON/OFF".

- -20°C Freezer ON/OFF

- Vaust freezers: Plug in/out of socket.
- Liebherr freezers: Plug in/out of socket. Optionally: Press on/off button for 5 seconds.