

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 1117.2

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TITLE:	Traceable® Refrigerator/Freezer Thermometer
SCOPE:	Research and Animal Care Personnel
RESPONSIBILITY:	Facility Manager, Surgical Core Manager, All Animal Program Personnel
PURPOSE:	To Outline the Proper Procedures for Use and Maintenance of the Traceable® Refrigerator/Freezer Alarm Thermometer

I. PURPOSE

1. This procedure outlines the use and maintenance of the Traceable® Refrigerator/Freezer Thermometer used to monitor refrigerator temperature within the animal facilities.

II. RESPONSIBILITY

1. It is the responsibility of the Facility Manager in conjunction with the Surgical Core Manager to ensure that equipment is appropriately cleaned, maintained in good working order, and available for research personnel as requested.
2. It is the responsibility of the veterinary professional, administrative, and managerial staff to ensure that all research and technical staff using this equipment are adequately trained and experienced to perform hygrometer/thermometer determinations.

III. EQUIPMENT USE

1. Before using, slide open battery cover located on back of unit and insert one AA battery. Replace cover.
2. Slide the switch on back of unit to °C for Celsius.
3. Slide alarm to off. Refer to instruction booklet if necessary to use the alarm mode.
4. Insert external sensor probe jack into outlet on side of unit.
5. To mount unit, apply Velcro® to back of thermometer unit and to the desired location outside the refrigerator unit.
6. Place liquid vial/probe inside the refrigerator in a location it will not get broken.
7. Normal display mode shows the current, minimum, and maximum readings at the same time. Record these temperatures on the **Reagent Refrigerator Temperature Log**.

8. Press Memory clear button to reset the MAX/MIN temperatures.

IV. MAINTENANCE

1. Clean unit by wiping with a mild disinfectant and soft cloth.
2. Replace AA alkaline battery when digits flash, there is no display, or display is faint.
3. Abnormal readings not corrected by battery replacement should be promptly reported to the Facility Manager or Veterinary Care Manager.
4. Annually recertify and label the unit in accordance with **SOP #1115**
Thermometer/Hygrometer Calibration.
4. Any additional maintenance/service should be performed by authorized personnel.

V. REFERENCES

Refer to the manufacturer's instructions for additional information.

Approved:

Date: