

HARVARD UNIVERSITY

HARVARD FOREST

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Harvard Forest Refrigerators/Freezers Protocol

1. Before placing any materials in the Refrigerator/Freezer, make sure it is properly labeled with the following information
 - a. Name: Both yours and your supervisor/mentor
 - b. Contact information: email and/or phone number
 - c. Dates (Current and Expiration/Disposal)
 - d. Description of the materials

Notes:

A. This information should be on every container/bag (even if you have 2 identical containers).

B. There are labels provided at every refrigerator that should be used to provide relevant information.

2. Remove materials in a timely manner
 - a. The maximum time for refrigerator/freezer storage is 3 years. If you require longer term cold storage, contact Elaine Doughty (doughty@fas.harvard.edu).
 - b. **If there is NO disposal date indicated, materials will be disposed of 6 months after the current date.**

Important Note:

Any materials WITHOUT contact information will be thrown out at the discretion of the lab manager.

LABEL IT OR LOSE IT!