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!