Clinical Trials Fridge/Freezer Cleaning Schedule

This form is to be used in conjunction with SOP Pharm/S96 – Fridge/Freezer Cleaning & Maintenance

**IT IS THE RESPONSIBILITY OF ALL USERS OF THIS FORM TO ENSURE THAT THE CORRECT VERSION IS BEING USED**

All staff should regularly check the R&D Unit’s website and/or Q-Pulse for information relating to the implementation of new or revised versions. Staff must ensure that they are adequately trained in the new procedure and must make sure that all copies of superseded versions are promptly withdrawn from use unless notified otherwise by the SOP Controller.

The definitive versions of all R&D Unit SOPs appear online. If you are reading this in printed form check that the version number and date below is the most recent one as shown on the R&D Unit website: www.research.yorkhospitals.nhs.uk/sops-and-guidance-/ and/or Q-Pulse

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| Form Reference: | Pharm/F40 |
| Version Number: | 2.0 |
| Author: | Dominic Burns |
| Implementation date of current version: | 28th December 2022 |

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| Approved by: | Name/Position: | Poppy Cottrell-Howe, Pharmacy Clinical Trials Manager |
| Signature: | Shape  Description automatically generated |
| Date: | 16th November 2022 |
|  | Name/Position: | Sarah Sheath, SOP Controller |
|  | Signature: |  |
|  | Date: | 23rd November 2022 |

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| This Form will normally be reviewed every 3 years unless changes to the legislation require otherwise |

Version History Log

This area should detail the version history for this document. It should detail the key elements of the changes to the versions.

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| Version | **Date Implemented** | **Details of significant changes** |
| 1.0 | 12th March 2020 |  |
| 2.0 | 28th December 2022 | Change of author. Updated list to match equipment in use. |
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| **Year:** | | | **CTF-1** | **CTF-2** | **CTF-3** | **CTF-4** | **CTF-5** | **CT-Quarantine**  **Fridge** | **CT-Freezer**  To be cleaned twice a year | **CT Ultra Low Freezer –** To be cleaned once a year when defrosted | **Other**  **State name of location:** |
|  |  | **Q1** | | | | | | | | | |
| **Cleaning carried out by** | | |  |  |  |  |  |  |  |  |  |
| **Date cleaning carried out** | | |  |  |  |  |  |  |  |  |  |
| **Time cleaning started** | | |  |  |  |  |  |  |  |  |  |
| **Time cleaning finished** | | |  |  |  |  |  |  |  |  |  |
| **Location where items/stock was stored during cleaning** | | |  |  |  |  |  |  |  |  |  |
|  |  | **Q2** | | | | | | | | | |
| **Cleaning carried out by** | | |  |  |  |  |  |  |  |  |  |
| **Date cleaning carried out** | | |  |  |  |  |  |  |  |  |  |
| **Time cleaning started** | | |  |  |  |  |  |  |  |  |  |
| **Time cleaning finished** | | |  |  |  |  |  |  |  |  |  |
| **Location where items/stock was stored during cleaning** | | |  |  |  |  |  |  |  |  |  |
|  |  | **Q3** | | | | | | | | | |
| **Cleaning carried out by** | | |  |  |  |  |  |  |  |  |  |
| **Date cleaning carried out** | | |  |  |  |  |  |  |  |  |  |
| **Time cleaning started** | | |  |  |  |  |  |  |  |  |  |
| **Time cleaning finished** | | |  |  |  |  |  |  |  |  |  |
| **Location where items/stock was stored during cleaning** | | |  |  |  |  |  |  |  |  |  |
|  |  | **Q4** | | | | | | | | | |
| **Cleaning carried out by** | | |  |  |  |  |  |  |  |  |  |
| **Date cleaning carried out** | | |  |  |  |  |  |  |  |  |  |
| **Time cleaning started** | | |  |  |  |  |  |  |  |  |  |
| **Time cleaning finished** | | |  |  |  |  |  |  |  |  |  |
| **Location where items/stock was stored during cleaning** | | |  |  |  |  |  |  |  |  |  |

This cleaning schedule must complete throughout the year by filling in the sections below.

Once complete store in the relevant section of the temperature monitoring file.