



University of Colorado Denver

UCD Administrative Policy

Title: **Monitoring Ultra-Low Temperature (ULT) Freezers (-80° Freezers)**

Source: Chancellor's Office

Prepared by: Electronic Security Department

Approved by: Chancellor

Effective Date: April 1, 2009

Replaces: October 17, 2007

Applies: Anschutz Medical Campus

A. Introduction

1. This policy is applicable to all buildings/sites that are owned/leased for use by the University of Colorado Denver (UCD), where the university wired network is available, and where -80° freezers (also referred to as ULTs) are located, and where there is both capability of and need to monitor status and condition of the ULTs.

Independent equipment monitoring systems that have been installed in University owned/leased facilities may be used to supplement but not replace the electronic security system.

2. The Electronic Security Department will, consistent with available resources, install the alarm monitoring infrastructure in the research facilities to support equipment monitoring.

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C. Policy Statement

In order to preserve and protect the integrity of University research, this equipment monitoring policy is hereby established.

ULTs are required to be connected to the central alarm system, where available, or any claims for losses of research material contained within the ULTs will not be submitted for coverage by UCD. Exceptions to the prohibition against losses being covered by UCD must be approved by the Vice Chancellor for Research, the Vice Chancellor for Administration and Finance, and the Chancellor.

D. Purpose

1. For the purpose of this policy, monitored equipment is defined as research equipment that is or can be attached to the electronic security system maintained by the Electronic Security Department.
2. To identify the responsibilities of the equipment owner and the Electronic Security Department.
3. This is a requisite supplement to other actions taken by equipment owners to protect research equipment and contents.
4. This policy requires owners of the research equipment, specifically ultra-low temperature freezers, to connect to the university security system to receive warning of temperature changes to prevent damage to equipment contents. Failure to connect to the system will limit reimbursement of losses.

E. Standards

1. All new ULTs purchased for use in UC Denver Anschutz Medical Campus facilities shall be specified to have the capability to be remotely monitored by the Electronic Security Department's security system.
2. Existing ULT freezer research equipment currently in use in UCD facilities must be upgraded to have the capability to be remotely monitored by the Electronic Security Department's Electronic Security system.
3. The central alarm system has been installed in specific areas, such as the linear equipment rooms within the research facilities. All ULTS located outside the areas supported by the central alarm system must be connected to the system.
4. Other research equipment such as incubators and other freezers can also be monitored if appropriate sensor connections are installed or attached to the units.

F. Equipment Owner Responsibilities

1. The equipment owner is defined as the individual(s) who is responsible for the custody, maintenance and care of the equipment and any related research products or processes.
2. Either any ULTs outside the coverage area of the electronic security system must be moved to a covered area or it is the financial responsibility of the equipment owner to extend the electronic coverage to the ULT location. The exception to this will be the lack of appropriate electrical power (or circuits), available equipment space in the linear equipment room, or the lack of electronic security system connections. In these cases:

- a. Facilities Operations will review the possibility to add either power outlets or circuits, if power is available from the closest power panel.
- b. Electronic Security Department will review the location to determine if the central alarm monitoring system can be extended to the ULT, and if possible, will extend the electronic security system.
- c. If the ULT is located in the laboratory due to a lack of space in the linear equipment room, the department administrator, working with Facilities Operations and the electronic security personnel, will determine if there are non-essential furniture, tanks or equipment that could be relocated to create the necessary space for the ULT.

Newly constructed laboratory and research facilities will have the infrastructure for monitoring research equipment in place upon completion of construction.

3. Any cost associated with the purchase of new ULTs or upgrading ULTs is the financial responsibility of the ULT owner.
4. The equipment owner is responsible for providing the Electronic Security Department with a completed Electronic Security Monitored Equipment Agreement (see Exhibit A).
5. The equipment owner is responsible for providing the Electronic Security Department with current contact information for all persons associated with the monitored equipment and to ensure the contact information is updated immediately when the information changes. It is suggested that the information be reviewed on a quarterly basis. This contact information shall consist of the following information:
 - The staff member's full name
 - His/her campus phone number
 - A cellular telephone's email address or, an Alpha numeric (text capable) pager's email address, and/or
 - An E-mail address(es) that is/are checked during non-work hours.
6. The equipment owner will attach a placard on each piece of equipment being monitored with current contact information that is on file in the Electronic Security Department (see Exhibit B). The equipment owner is responsible to advise Security of any changes to this form and to keep a current form posted.
7. The equipment owner should respond in person or send a representative capable of investigating and/or correcting the cause of the alarm after receiving a notification from the electronic security system of an alarm. Response may include the relocation of equipment contents to other support equipment to maintain the appropriate condition or temperature. Facilities Operations maintain a limited number of short-term loaner ULT freezers for this purpose. It is very **IMPORTANT** to call the campus information hot line at 1-877-INFO-070 (or 1-877-463-6070) first to determine if there is a building or system-wide outage. The Information hot line will be updated with pertinent information if there is a building or systemic outage. However, an outage does not preclude the need for the equipment owner to respond and otherwise preserve freezer contents.
8. Response to alarms and protection of research processes, equipment and materials are the sole responsibility of the equipment owner.
9. The equipment owner is responsible for minimizing alarms by providing reasonable preventive maintenance to the freezer or research equipment to ensure its stability, reliability, and lack of false or nuisance alarms. The equipment owner should maintain a service agreement with a qualified service provider, and ensure service providers have access to the equipment when service is needed.

10. If the equipment alarm cannot be activated due to the condition of the ULT, it is the responsibility of the equipment (ULT) owner to have the necessary maintenance performed to take the ULT out of alarm so that the central alarm system can be activated.

G. Electronic Security Department Responsibilities

1. The Electronic Security Department is defined as the university department responsible for defining electronic security standards applicable to UCD, maintaining the electronic security system, and coordinating system monitoring with University Police and the equipment alarm responders.
2. The Electronic Security Department and University Police will provide continuous monitoring of installed alarm status on monitored research equipment to ensure operability of the system but not response to the alarms generated.
3. The Electronic Security Department will link equipment alarm output to the university's electronic security system.
4. The electronic security system will be programmed to cause a text email to be sent to specified staff members' specified email accounts, cellular telephones, and/or text pagers advising them when an alarm is triggered for monitored research equipment.
5. Electronic Security Department and University Police personnel are not qualified to, and will not, respond to equipment alarms. Response to alarms is the responsibility of the equipment owner.