Do you have a current inventory of ALL* freezers?

1. If you answered YES:
   - Affix inventory label to front of the freezer (label template available on our webpage)

2. If you answered NO, then please see directions below.

How should you conduct an inventory?

- Sample inventory template is available on our webpage for your use.
- Dispose of all old, unwanted, unnecessary and unlabeled materials in accordance with university biohazardous waste policy
- Organize and clearly label all freezer and refrigerator contents

What to do when your inventory is complete.

1. Affix inventory label to front of the freezer (label template available on our webpage)

*Shared freezers are to be inventoried by all parties involved.
For questions or concerns please email EHRS@EHRS.UPENN.EDU