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WASHINGTON, DC

Office of Research Safety
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Cold Room Guidelines

The contained atmosphere in environmental rooms and recirculation of most of the air creates a potential for retaining any aerosols that are formed during research procedures. This can lead to cross-contamination of research projects and personnel exposure. Keep these rooms as clean as possible.

1. Each laboratory using a shared cold room is responsible for ensuring that no items stored within the designated storage space are harboring mold.

2. All items in the cold room must be labeled with the Principal Investigator's (PI) name. Any items not labeled, are subject to being removed and discarded.

3. **DO NOT** store cardboard or any paper products in cold rooms. Metal or plastic containers are allowed. If some paper products (e.g. Kim wipes) are required, place the item in a closed plastic container between uses.

4. **DO NOT** store dry ice in cold rooms. Cold rooms have minimal or no fresh air exchanges so storing dry ice can result in asphyxiation.

5. Glassware, boxes and equipment should be placed on an open stainless steel shelf or a steel or plastic cart. Open stainless steel shelves permit airflow throughout the entire storage area. Any item being used for storage that is non-compliant is subject to being removed and discarded.

6. **DO NOT** store items on the floor. Items left on the floor are subject to being removed and discarded.

7. **DO NOT** use 100 % bleach on stainless steel items. Bleach is a corrosive and can drill a hole through stainless steel. If and when a bleach solution is used as a disinfectant, it is very important that metal surfaces be wiped down with water after being treated with bleach solutions. Always wear rubber gloves during this maintenance process.

8. Dispose of all trash (paper towels, tubes, etc.) **outside** of the cold room.

9. Promptly clean up any spilled liquid (e.g. buffers).

10. To prevent condensation, close cold room doors and assure the door stays firmly shut.

11. Immediately report water leaks or any other mechanical issues to Facilities Management at 202-994-5755.