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**Specimen Lockbox Usage in Extreme Winter Weather**

To ensure specimen integrity, below are guidelines for lock box using this winter.

**If possible, do not leave your lockbox out in extremely cold weather. It should be brought into the building when not in use.**

 If your lockbox is bolted to the building or it cannot be brought in, here are guidelines to keep your specimens safe from the elements.

Extremely Cold/Freezing Weather

1. Frozen specimens – No matter what time of the year, use a Frozen Specimen Container. Both container and specimen should be frozen separately. The container should be in the freezer at least 18 hours until the green dot appears. The frozen specimen can then be placed into the container and placed in the lockbox.
2. Refrigerated/cool specimens – When placing in the lockbox wrap the specimens in paper towels, newspaper or a towel to prevent freezing. Do not place near the frozen containers. Put them on the opposite side of the box or separate them by any of the items.
3. Ambient (room temperature) specimens – These should be placed on top of any other specimens in the lock box. Keep them as far away from any frozen specimens as possible. Make sure, again to wrap the specimens up before placing them in the box.

It is helpful to wait until the last moment before placing your specimens in a lockbox.

Please contact the CompuNet Dispatcher at (937) 297-8262 if you need frozen containers.