

## **Regarding the storage and management system of the freezer**

At the Open Facility Center, we will manage the freezers used in the Freezer Storage Room, Room 104, on the 1st floor of Building 1, as follows. We appreciate your understanding and cooperation.

1. Entry Restriction: Entry is permitted with an employee ID card. (Pre-registration required)  
Please submit the "Freezer Storage Room Entry Application Form."  
\*Registration takes approximately one month, so please submit it as soon as possible.
2. Patrol of the Freezer Storage Room  
Faculty members of the Open Facility Center and Alpha staff (security guards) will patrol the area. However, please be aware that security guard patrols may be omitted due to responses to other issues.  
**\*Patrols will be conducted in the morning, afternoon, and evening.**
3. Response to Abnormal Situations
  - We will respond only when the alarm goes off, so please be sure to set the alarm.  
\*Please understand that we cannot respond to issues other than the alarm.
  - In case the alarm goes off or an unexpected situation occurs, we will contact each department's designated contact number. In this regard, please fill out the attached "Emergency Contact Information" form and affix it to the freezer.
4. Scope of Response  
We will make a phone call, but please understand that we cannot provide assistance through the phone. Especially during off-hours, responses will be handled by security guards. We appreciate your understanding.
5. Temporary Storage in Joint Usage Research Facility Freezers in Case of Freezer Malfunction  
The usage fee is 2,500 yen per week per unit, with a maximum usage period of 2 months, counted from the first day of use. However, for departments already using the Freezer Storage Room, no additional fees will be charged beyond the regular monthly usage fee. The maximum usage period is 2 months. Other usage notes are as mentioned above in points 1 to 4. Please note that due to the limited number of units available, we may not always be able to accommodate your request. Regular users of the Freezer Storage Room, such as departments with ongoing use, will be given priority.

### **Contact Information**

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