How To Record Freezer Temperatures

RECORD TEMPERATURES TWICE A DAY. KEEP FREEZER COLDER THAN 5.0°F.

Before you start

Fill out the page header.

Step 1

A. Record time next to the day of the month: a.m. temperatures before opening the freezer.
   p.m. temperatures about an hour before the office closes to allow time for corrective actions.

B. Record your initials.

Step 2

A. Record CURRENT, MIN, and MAX temperatures from the thermometer.
   If your thermometer looks different, refer to manufacturer's instructions.

   CURRENT
   MIN
   MAX
   2.8
   -10.5
   6.3

B. Find temperatures on the list of ranges to see if they are OK or TOO WARM (5.1°F & warmer).
   Circle any temperatures you recorded that are TOO WARM.

   CURRENT
   MIN
   MAX
   2.8
   -10.5
   6.3

This MAX is TOO WARM even though CURRENT and MIN are OK!

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How To Record Freezer Temperatures (contd.)

TAKE CORRECTIVE ACTIONS & DOCUMENT TEMPERATURES THAT ARE TOO WARM!

Step 3

A. Press MEMORY CLEAR/RESET button(s) on thermometer after every recording.

B. Follow steps for one of the two ranges.

MAX TOO WARM

- Take action steps on log (different for a.m. and p.m. recordings).

ALL OK

- Done. Skip Step 4.

Note: Most freezers do not reach temperatures below -58°F, but if you see temperatures this low, call the VFC Call Center.

Step 4

Document actions for temperatures that were TOO WARM on the next page.

MAX TOO WARM?

1. Press MEMORY CLEAR/RESET button.
3. Alert your supervisor.
4. A.M. – Call VFC Call Center, or
   P.M. – Wait 1 hour:
   • If CURRENT is still TOO WARM, call VFC Call Center.
   • If CURRENT is OK, no need to call VFC Call Center.

CURRENT, MIN, and MAX are all OK

1. Press MEMORY CLEAR/RESET button.
   Done. Skip Step 4 (next page).

A. Read and Acknowledge

- Write in full names and initials.
- The on-site supervisor must review the log and write in full name with signature.

REMEMBER: The Vaccine Coordinator is required to review logs weekly.

File and keep log for 3 years.