**How To Record Freezer Temperatures (C°)**

**RECORD TEMPERATURES TWICE A DAY. KEEP FREEZER COLDER THAN -15.0°C.**

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**Before you start**

Fill out the page header.

<table>
<thead>
<tr>
<th>Month/Year (Days 1-15)</th>
<th>December 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freezer Location</td>
<td>Injection Room</td>
</tr>
<tr>
<td>Freezer ID</td>
<td>Unit #4</td>
</tr>
<tr>
<td>VFC PIN</td>
<td>012345</td>
</tr>
</tbody>
</table>

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**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**

-16.2 | -23.6 | -14.3

B. Find temperatures on the list of ranges to see if they are OK or TOO WARM (-14.9°C & warmer).

**Circle** any temperatures you recorded that are TOO WARM.

**CURRENT | MIN | MAX**

-16.2 | -23.6 | **-14.3**

This MAX is TOO WARM even though CURRENT and MIN are OK!
How To Record Freezer Temperatures (°C) 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 -50°C, 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).

When Log Is Complete

Sign and Acknowledge. File and keep log for 3 years.

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.