How To Record Refrigerator Temperatures

RECORD TEMPERATURES TWICE A DAY. KEEP REFRIGERATOR AT 35.0ºF – 46.0ºF.

### Before you start

Fill out the page header.

- **Month/Year (Days 1-15):** [December 2014](#)
- **Refrigerator Location:** [Injection Room](#)
- **Refrigerator ID:** [Unit #2](#)
- **VFC PIN:** [012345](#)

### Step 1

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

B. Record your initials.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00 a.m.</td>
<td>NN</td>
</tr>
<tr>
<td>1</td>
<td>4:00 p.m.</td>
<td>TP</td>
</tr>
</tbody>
</table>

### Step 2

A. Record CURRENT, MIN, and MAX temperatures from the thermometer.

If your thermometer looks different, refer to manufacturer’s instructions.

![Thermometer Image]

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>MIN</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>36.4</td>
<td>31.0</td>
<td>40.2</td>
</tr>
</tbody>
</table>

B. Find temperatures on the list of ranges to see if they are OK, TOO WARM (46.1ºF & warmer), or TOO COLD (34.9ºF & colder).

C. **Circle** any temperatures you recorded that are TOO WARM or TOO COLD.

<table>
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<th>MIN</th>
<th>MAX</th>
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<td>36.4</td>
<td>31.0</td>
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</table>

This MIN is TOO COLD even though CURRENT and MAX are OK!
Step 3

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

B. Follow steps for one of the three ranges.

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

**ALL OK**
- Done. Skip Step 4.

**MIN TOO COLD**
- Take action steps on log.

Step 4

Document actions for temperatures that were TOO WARM or TOO COLD 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.

**MIN TOO COLD**
1. Press MEMORY CLEAR/RESET button.
3. Alert your supervisor.
4. **At any time** – Call VFC Call Center.

**CURRENT, MIN, and MAX are all OK**
- Done. Skip Step 4.

**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.**