How To Record Refrigerator and Freezer Temperatures ºF

If your thermometer looks different, refer to the product guide.
For data loggers, refer to additional instructions at  EZIZ.org/assets/docs/IMM-1206.pdf.

Before you start

Fill out the page header.
- Month/Year (Days 1-15): January 2016
- Refrigerator Location/ID: Injection Room
- Refrigerator Location/ID: 012345

Record time and your initials next to the day of the month:
- a.m. temperatures before opening the refrigerator or freezer.
- p.m. temperatures about an hour before the office closes to allow time for corrective actions.

NEW:
- Record a check mark if you see or hear an alarm. If the alarm was not triggered, leave blank.

A. Record CURRENT, MIN, and MAX temperatures neatly, accurately, and in the correct columns.

<table>
<thead>
<tr>
<th></th>
<th>CURRENT</th>
<th>MIN</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>37.4</td>
<td>33.0</td>
<td>39.2</td>
<td></td>
</tr>
</tbody>
</table>

Data loggers: If alarm was triggered, record MIN and MAX temperatures from downloaded data.

B. Circle ALL temperatures that are TOO WARM or TOO COLD.
- Refer to the colored ranges on the log.
- All temperatures must be in the OK range. If not, there is a problem.

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This MIN is TOO COLD even though CURRENT and MAX are OK!
How To Record Refrigerator and Freezer Temperatures °F (contd.)

Take action for one of the colored temperature ranges.

MIN & MAX are OK.

A. Press MEMORY CLEAR/RESET buttons on thermometer after every recording.
   Confirm MIN and MAX now match the CURRENT temperature.
   (Skip this step if your data logger has an automatic reset.)

B. Make sure the refrigerator or freezer door is shut.
   Done.

MAX TOO WARM? or MIN TOO COLD?

A & B. Same as above.

C. Post sign on refrigerator or freezer. Do not use vaccines unless advised by manufacturers or MyVFCvaccines.

D. Alert your supervisor.

E. NEW:
   Report ALL excursions at MyVFCvaccines.org.
   • Fill out details about the temperature excursion.
   • If you do not have internet access, call the VFC Call Center at 1-877-243-8832.

On-site Supervisor Review

• Review completed logs at the end of each two-week period to make sure all temperatures were properly recorded and excursions circled.
• Print and attach excursion reports for all circled temperatures.
• Certify the log by writing your full name, signature, and the date.
• Record the names and initials for all staff that recorded temperatures on the log.
• Keep temperature logs for 3 years.

If the alarm is triggered before the end of the day, follow steps 1-4 immediately.

Report Excursion