How To Record Refrigerator Temperatures (ºC)

RECORD TEMPERATURES TWICE A DAY. KEEP REFRIGERATOR AT 2.0ºC – 8.0ºC.

Fill out the page header.

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

Before you start

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.

     1  8:00 a.m.  NN
     2  4:00 p.m.  TP

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
   2.4  -0.6  4.6

B. Find temperatures on the list of ranges to see if they are OK, TOO WARM (8.1ºC & warmer), or TOO COLD (1.9ºC & colder).

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

   CURRENT  MIN  MAX
   2.4  -0.6  4.6

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

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TAKE CORRECTIVE ACTIONS & DOCUMENT TEMPERATURES THAT ARE TOO WARM OR TOO COLD!

**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.

**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.**