Four Steps to Protect Your Vaccines
Avoid patient recalls by accurately recording temperatures twice a day.

**Step 1**
Record the Time and your Initials.

<table>
<thead>
<tr>
<th>Day of Month</th>
<th>Time</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>8:00 a.m.</td>
<td>NN</td>
</tr>
<tr>
<td>1</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>a.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
<td>TP</td>
</tr>
</tbody>
</table>

**Step 2**
- Record CURRENT, MIN, and MAX temperatures.
- Circle if TOO WARM or TOO COLD. Refer to ranges.

**Step 3**
Follow steps for one of the three ranges.

- **MAX TOO WARM?**
  1. Press MEMORY CLEAR/RESET button.
  3. Alert your supervisor.
  4. **A.M. – Call VFC Call Center, or**

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

- **OK**
  1. Press MEMORY CLEAR/RESET button.
  3. Alert your supervisor.
  4. **Current, MIN, and MAX are all OK.**

**When Log Is Complete**
Sign and Acknowledge. File and keep log for 3 years.

I certify that the temperatures recorded on this log are correct. All temperatures that were TOO WARM or TOO COLD have been circled and corrective action was taken and documented. I understand that falsifying logs will result in vaccines being unusable, patients being revaccinated, and provider possibly replacing vaccines.

Staff Names and Initials: ____________________________

On-site Supervisor’s Name & Signature: ____________________________ Date: ____________

California Vaccines for Children Program         VFC Call Center: 1-877-243-8832         EZIZ.org
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### Step 4: Document actions for temperatures that are TOO WARM or TOO COLD.

**TOO WARM**

- 54° & warmer
- 53°
- 52°
- 51°
- 50°
- 49°
- 48°
- 47°
- 46.1°

**TOO COLD**

- 34.9°
- 34°
- 33°
- 32°
- 31°
- 30°
- 29°
- 28° & colder

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Incident</th>
<th>Called VFC?</th>
<th>Corrective Action</th>
<th>Results</th>
<th>Temperatures 1 hour after reset</th>
<th>How long temps too warm?</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>MIN temp. 91.0, too cold. Thermostat set too cold.</td>
<td>Yes</td>
<td>Called VFC and manufacturers, adjusted thermostat to warmer setting.</td>
<td>Vaccine not usable, returned to McKesson, recalled patients. Temps stabilized.</td>
<td>CURRENT MIN MAX</td>
<td></td>
<td>NN</td>
</tr>
<tr>
<td>Example</td>
<td>Temps went up during inventory when doors were opened a lot.</td>
<td>No</td>
<td>Reset thermometer, added water bottles, kept door shut, and checked temps in 1 hour.</td>
<td>Temperatures returned to OK range.</td>
<td>42.5</td>
<td>42.5</td>
<td>46.7</td>
</tr>
</tbody>
</table>

- Fill out this section if you recorded a MAX that was TOO WARM.
Refrigerator Temperature Log

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Avoid patient recalls by accurately recording temperatures twice a day.

**Step 1**
Record the Time and your Initials.

**Step 2**
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**Staff Names and Initials:**

**On-site Supervisor’s Name & Signature:** ____________________________ Date: __________

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**MAX TOO WARM?**
1. Press MEMORY CLEAR/RESET button.
3. Alert your supervisor.
4. **A.M. – Call VFC Call Center, or**
   - If CURRENT is still TOO WARM, call VFC Call Center.
   - If CURRENT is OK, no need to call VFC Call Center.

**OK**
46.0°
45°
44°
43°
42°
41°
40°
39°
38°
37°
36°
35.0°

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

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**On-site Supervisor’s Name & Signature:** ____________________________ Date: __________

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**California Vaccines for Children Program**
**VFC Call Center: 1-877-243-8832**

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**EZIZ.org**
IMM-1125 Page 3 (12/14)
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<td>MIN temp. 31.0, too cold. Thermostat set too cold.</td>
<td>Yes</td>
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28° & colder

**TOO WARM**

**TOO COLD**

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