

Use these instructions to configure primary and backup data loggers. Refer to your device's product guide or video to learn how to use it. Call the vendor's support number for all questions regarding setup and functionality.

## Set Up Your Device

### 1. Open the box and retrieve its contents.

- Store the certificate of calibration in the practice's program binder.
- Locate vendor's support number for assistance with setup.
- Review manufacturer's operating system requirements and any training video or product guide.
- Ensure you have all necessary equipment to operate the device, (e.g., Wi-Fi, flash drive, smart device, tablet, etc.).

### 2. Place the buffered probe vertically in the center of the vaccine storage unit and leave there at all times.

- Slide cable through hinge side of the door (use port hole for pharmacy-grade units if available) and close storage unit door. (See appendix for Probe Placement for Wired Shelves.)
- Place backup data logger probe in the storage unit to ensure it is conditioned and ready for use.

### 3. Set up and prepare your device following any configuration prompts.

- Install software or download app indicated by manufacturer based on device make and model. Data download might require a flash drive or cloud account.
- Assign a device name (e.g., Injection\_Room\_Unit\_01).
- Determine how device will communicate temperature alarms (e.g., audible alarms, visual light/icon, or text/email alerts).
- Configure alarms to alert immediately and continuously when temperatures are out of range.
- Configure settings for temperature logging and alarm. Use the LO/Hi limits shown on right.

| Settings | Refrigerator   | Freezer           |
|----------|----------------|-------------------|
| LO       | 35.9°F (1.9°C) | -58.1°F (-50.1°C) |
| HI       | 46.1°F (8.1°C) | 5.1°F (-14.9°C)   |

Configure Options

**Date, Time:** Today, 12:00 pm

**Temperature Scale:** Fahrenheit

**Record every:** 30 Minutes

**Alarm Trigger**

**HI (above/equal):** 46.1°F

**LO (below/equal):** 35.9°F

### 4. Place or mount digital display outside storage unit so temperatures are visible without opening storage unit door.

- Attach digital display to probe's cable.

### 5. Ensure the device is set to begin monitoring vaccine temperatures.



### Learn How to Use Your Device

#### 1. Get familiar with the device using manufacturer's training materials.

- Locate CURRENT, MIN, and MAX readings. Readings might appear on the digital display or be accessed by menu buttons (for example, REVIEW, START, or DISPLAY).
- Ensure staff can locate all device icons and symbols indicating an alarm has been triggered.

#### 2. Practice retrieving temperature data files (e.g., download, upload, or export depending on device).

- Locate excursion time/date, MIN/MAX readings, and total time above/below alarm limits.
- Locate summary report that includes MIN/MAX readings, alarm settings, and total time out of range (if any) since device reset.

#### 3. Save temperature data file to your computer or cloud account.

- Create separate folders for each storage unit by location (e.g., Injection\_Room\_Unit\_01).

#### 4. Resume temperature recording after data downloads.

- If the device was stopped and disconnected, carefully reconnect and restart.

#### 5. Update your vaccine management plan ([IMM-1122](#)) with the primary and backup devices.

- Plan includes information on device maintenance and calibration schedules.

**Ensure staff practice using devices for several days to build proficiency. Now you're ready to monitor temperatures.**

### For Daily Temperature Monitoring

**Follow instructions on [IMM-1029](#) to record storage unit temperatures twice daily and respond to any data logger alarms. Tip: Post the job aid on storage units as a quick reference guide.**

# Appendix

## Probe Placement for Wired Shelves

Digital data logger bottle probes come in multiple sizes and variations. This guidance applies to storage units equipped with wire shelves. (For storage units equipped with glass or metal shelves, simply use double-sided Velcro or double-sided tape to affix probe **vertically** to the shelves.)

### Option 1: Use a Test Tube Holder/Tray to Support the Bottle Probe

A test tube holder/tray will keep probes vertical and in place for both larger swapable probes or smaller ones that are commonly used onsite.

### Option 2: Use Ties to Suspend the Bottle Probe

Select one of these materials to affix and suspend probes from wired storage unit shelves:

- Rubber-Covered Plant Ties
- Multi-Purpose Zip Ties
- Wire Twist Ties



### Multiple options to secure and suspend the bottle probe

Depending on the material chosen above, follow the corresponding instructions by column as listed below.

#### RUBBER COVERED PLANT TIES



#### MULTI-PURPOSE ZIP TIES



#### WIRE TWIST TIES



## Prepare materials

2 Rubber-Covered Plant Ties



3-7" Zip Ties



18" Long Wire Twist Tie



## Ready rubber, zip, or wire tie materials

Connect Rubber Ties



Bend 2 Zip ties at the middle



Close Wire Twist in a loop

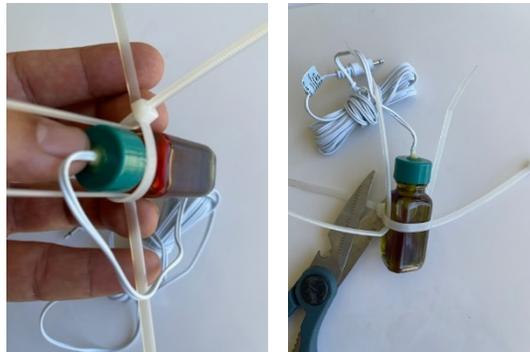


## Affix tie materials to probe bottle, 2 options: probe bottle neck or bottle body

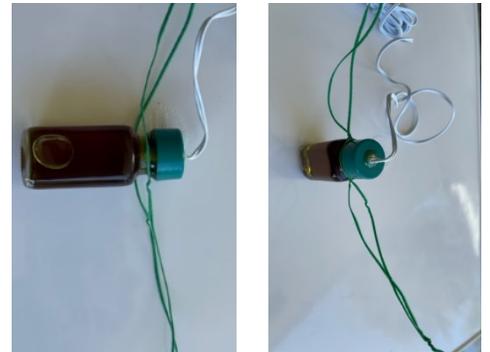
Wrap Around Bottle Neck or Body



Zip Tie Bottle Neck or Body First



Create a Loop Over Bottle Neck



## Position tie materials to create hanging arms and hook

Notice the air bubbles in the probes below. Probes must be properly placed to minimize negative impacts of air bubbles.

Create Arms and Hooks



Create Arms/Loops



Create Arms and Hooks



## Proper vertical placement of bottle probe

Ensure your bottle probe is **vertically positioned\*** by adjusting the length of the arms.

- Ensure arm hooks are closed around the shelf rods and zip ties are looped and locked to prevent probe from accidentally falling when accessing your vaccine inventory.
- Cut zip tie excess to prevent any interference when accessing your vaccine inventory.

Hang Probe and Close Hook Loops



Hang Probe by Looping Arm Zip Ties



Close Wire Twist in a Loop



**\* Do not lay probes horizontally on shelves.** Horizontal positioning can lead to liquid buffer leakage or an air bubble (as shown above) to develop, which could lead to errors in temperature measurement.