

Data Logger Setup & Use

All key practice staff monitoring storage unit temperatures must be trained on how to operate and manage data loggers and interpret their temperature readings.

Preparing New Data Loggers for Use

Refer to your device's product guide or video to learn how to use your data logger. Call the vendor's support number for all questions regarding setup, functionality, or configuration.

Set Up and Get Familiar with Functions

1. Open the box and retrieve its contents.

- Store the certificate of calibration in the practice's VFC Program binder.
- Locate vendor's support number for assistance with setup.
- Review any training video or resources.
- Review the manufacturer's product guide.

2. Place the buffered probe in the center of the vaccine storage unit.

- Slide the cable through the hinge side of the door and close the storage unit door.
- Ensure the probe remains in the vaccine storage unit at all times.

3. Set up and prepare your device to monitor temperatures.

- Install software, if necessary based on device make and model. Data download might require a flash drive or cloud account.
- Assign a name to each device (for example, Injection_Room_Unit_01).
- Set the device to current time, date, and year.
- Set the device to either Fahrenheit or Celsius.
- Set the logging interval to record every 30 minutes.
- Set the LO/HI temperature alarm limits for vaccine refrigerators and freezers:

Settings	Refrigerator	Freezer
LO	34.9°F (1.9°C)	-58.1°F (-50.1°C)
HI	46.1°F (8.1°C)	5.1°F (-14.9°C)

4. **Place or mount the digital display outside the storage unit.** Temperatures must be visible without opening the storage unit door.

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

6. **Get familiar with the device using the manufacturer's training materials.**

- Locate CURRENT, MIN, and MAX readings. These readings might appear on the digital display or be accessed by menu buttons (REVIEW, START, or DISPLAY).
- Determine how your device will communicate temperature alarms. For example, audible alarms, visual light/icon, or text/e-mail alerts.

7. **Practice downloading temperature data files.**

8. **Create folders on your computer to store downloaded temperature data files.**

- Create separate folders for each storage unit by location (for example, Injection_Room_Unit_01).

9. **Resume temperature recording after data downloads, if necessary based on device make and model.**

10. **Get familiar with your downloaded temperature data files including summary data.**

- Locate excursion time/date, MIN/MAX temperatures, and total time above/below alarm limits.
- Locate the one-page summary report (if available).

11. **Update the vaccine management plan and provider profile with the device's relevant information.**

12. **Begin using the new device to record storage unit temperatures after 3-5 days of use.**

Data Logger Setup & Use (continued)

Staff must be trained to interpret your device's visual or audible alarms, which indicate out-of-range temperatures. Refer to device product guide as necessary.

How to Monitor Storage Unit Temperatures

IMPORTANT: Record CURRENT, MIN, and MAX temperatures twice daily on paper VFC refrigerator and freezer logs and file for three years—even if using digital data loggers.

If storage units are in the OK range:

Reset if your data logger requires a manual reset. Make sure storage unit door is shut. Record temperatures twice daily.

If an alarm has been triggered:

Follow these steps to complete the process.

1. **Post the "Do Not Use Vaccines" sign and alert your supervisor.**
2. **Download the data logger temperature data file.**
3. **Save the file to your data folder.** Specify a filename that includes your VFC PIN, storage unit ID, and current date. For example: VFC012345_Unit01_01162017.
4. **Look for any excursions.** You'll need to report time/date, MIN/MAX temperatures, and total time above/below alarm limits.
5. **Record temperatures on VFC temperature logs:**
 - Record CURRENT, MIN, and MAX temperatures.
 - If an alarm was triggered but MIN and MAX are in the OK range, record the MIN and MAX from the temperature data file.
6. **Return the data logger to its original location.** Be sure the data logger is now recording storage unit temperatures.
7. **Reset if your data logger requires manual reset.**
8. **Immediately report the temperature excursion to MyVFCvaccines.org.**
9. **Print the summary report and attach to your VFC temperature log.** If no summary report is available, only print the page(s) that indicates any temperature excursions.

Contact the vendor for questions about device use.

For Supervisors

For every two-week reporting period: Supervisors must certify that temperatures were recorded twice daily and all excursions identified and reported.

Required aids: Downloaded temperature data file, completed VFC temperature log, and printed excursion reports (if any)

1. Download and analyze temperature data files for unreported excursions or trends that may indicate storage unit performance issues.
2. Review completed logs to make sure all temperatures were legibly recorded and excursions circled.
3. Report any unreported temperature excursions.
4. Print and attach any excursion reports for all circled temperatures.
5. Certify your review by writing your full name, signature, and the date.
6. Record names and initials for all staff that recorded temperatures on the log.
7. Keep temperature logs and electronic data files for 3 years.

On-site Supervisor's Name & Signature: Cecilia Sanchez *Cecilia Sanchez* Date: 1/15/16
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