

How To Record Temperatures

For Refrigerators and Freezers

Check Temperatures Twice a Day.

1. Fill out header.

- Complete all fields neatly and in ink.
- Record provider PIN from myCAVax.
- Select temperature scale for your storage unit, one storage unit type and funding sources for all vaccines stored in the storage unit.

Temperature Log		Month & Year	Provider PIN
Storage Unit Location/ID <u>Injection Room Unit #2</u>		Scale <input checked="" type="checkbox"/> Fahrenheit <input type="checkbox"/> Celsius	Storage Unit Type (select) <input checked="" type="checkbox"/> Refrigerator (36° to 46°F) <input type="checkbox"/> Freezer (-58° to 5°F) / -
Funding Source(s) <input checked="" type="checkbox"/> VFC <input checked="" type="checkbox"/> VFA <input type="checkbox"/> LHD 317 <input type="checkbox"/> SGF <input checked="" type="checkbox"/> Private <input type="checkbox"/> _____			

2. Record the 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.

Day	Time	Initials	Alarm	Current	Min	Max	Excursi
16	8:00 am pm	CS	<input checked="" type="checkbox"/>	37.4	33.0	39.2	

3. Record a check mark if you see or hear an alarm.

If temperatures are within the OK range, leave blank.

4. Record Current, Min, and Max temperatures neatly, accurately, and in the correct columns.

Do not record LO/HI alarm settings.



Remember to write in pen.

If No Alarm:

5. Clear Min and Max.

(Skip this step if your data logger resets automatically.)

- Confirm Min and Max now match the Current temperature.
- Clearing ensures you don't record same Min/Max the next time.



6. Ensure data logger is in place and recording.

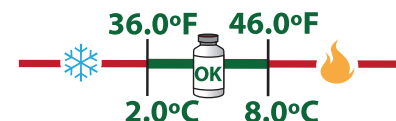
(Some devices need to be reconnected and restarted.)



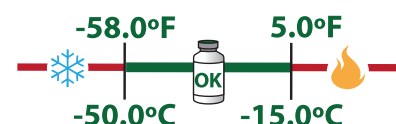
Refer to the device's product guide. See [Data Logger Setup & Use Guide](#) for required settings.

Keep temperatures within range:

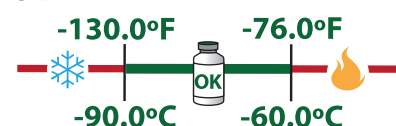
Refrigerator



Freezer



ULT



If Alarm Went Off:**1. Clear MIN, MAX and alarm symbol.**

(Skip this step if your data logger resets automatically.)

2. Post sign on storage unit.

Do not use vaccines unless advised by the manufacturer.

3. Alert your supervisor.**4. Report all excursions at myCAvax for all vaccines in the storage unit.**

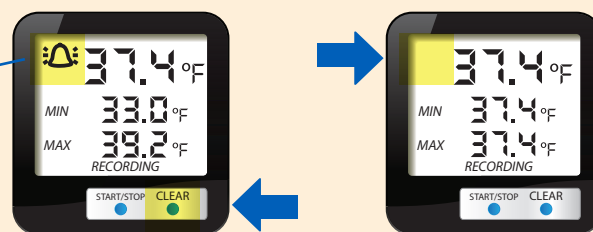
- Download and save temperature data to folder for your device (e.g., PIN-storage unit ID-date-time).
- Review data file to find any excursions.
- Contact vaccine manufacture ([see contact info](#)) and provide excursion details.
- Report excursion at myCAvax.
- Note the assigned Batch Excursion #.
- Follow system prompts to ensure excursions are reported for all funding sources.

5. Record myCAvax Batch Excursion #.

- Excursion number documents the excursion was reported and action was taken.
- Use notes section to record multiple excursion numbers if necessary.

6. Ensure data logger is in place and recording.

(Some devices need to be reconnected and restarted.)



**DO NOT USE
VACCINES**

**Sample Data File**

	Limit	First Event	Events	Time	Pass/Fail
High	46.1°F	6/16/2025 2:34 PM	5	25 Mins	FAIL
Low	35.9°F	None	0		PASS

Sample file name: 113455-Injection Room-06162025-0800am

Initials	Alarm	Current	Min	Max	Excursion #
CS	✓	37.4	33.0	39.2	00000121

If the alarm goes off before the end of the day, follow the same instructions on the log immediately.

Supervisor's review**Review must be done for days 1-15 and again for days 16-31. For each completed temperature log sheet:**

- Confirm temperatures were recorded twice daily for every day the office was open and log is complete.
- Review temperature data files that staff already retrieved.
- Retrieve data file for all remaining days to ensure no excursions were missed; record date on the log.
- Ensure all excursions were reported and excursion numbers were recorded on the log.
- Report any missed excursions. Follow instructions above.
- Certify the log by checking off actions taken and filling out names and signatures.
- Keep temperature logs for 3 years.

When complete, check all that apply:

- ☒ Temperatures were recorded twice daily.
- ☒ I reviewed data files to find any missed excursions.
Download date: 6/30/25
- ☒ Any excursions were reported.

On-Site Supervisor's Name:

Edward Morales, M.D.

Signature: E. Morales

Date: 6/30/25

Staff Names and Initials:

Cecilia Sanchez (CS)