

# HOW TO RECORD TEMPERATURES (F°)

## FOR REFRIGERATORS AND FREEZERS

### CHECK TEMPERATURES TWICE A DAY.

#### 1 Fill out header.

#### 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.

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

If the alarm did not go off, leave blank.

#### 4 Record **CURRENT**, **MIN**, and **MAX** temperatures neatly, accurately, and in the correct columns.

Do not record LO/HI alarm settings.

F° Refrigerator Temperature Log		
MONTH & YEAR	REFRIGERATOR LOCATION/ID	VFC PIN
January 2018	Injection Room Unit #2	012345

DAY OF MONTH	TIME	INITIALS	ALARM	CURRENT	MIN	MAX	SHOTS ID
16	8:00 a.m.	CS	✓	37.4	33.0	39.2	
	p.m.						
17	a.m.						
	p.m.						

Remember to write in pen.



### IF NO ALARM:

#### 1 Clear MIN and MAX.

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

Confirm MIN and MAX now match the CURRENT temperature.

#### 2 Ensure data logger is in place and recording.

(Some devices need to be reconnected and restarted.)

Refer to the device's product guide. Additional instructions at [EZIZ.org/assets/docs/IMM-1206.pdf](http://EZIZ.org/assets/docs/IMM-1206.pdf).



#### Temperatures should be within range:

##### Refrigerator

46.0°  
45°  
44°  
43°  
42°  
41°  
40°  
39°  
38°  
37°  
36.0°

##### Freezer

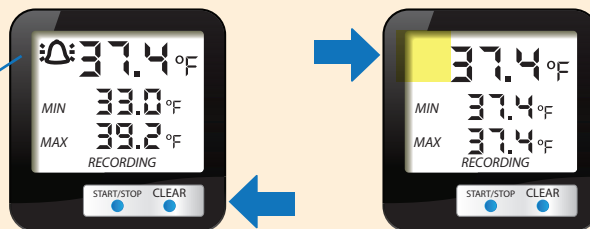
5.0°  
4°  
3°  
2°  
1°  
0°  
-1°  
-2°  
-3°  
-4°  
-5°  
-6°  
-7°  
-8°  
-9°  
-10 to -58°



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## IF ALARM WENT OFF:

- 1 Clear MIN, MAX and alarm symbol.**  
(Skip this step if your data logger resets automatically.)



- 2 Post sign on refrigerator or freezer.**  
Do not use vaccines unless advised by manufacturers or SHOTS at MyVFCvaccines.org.

**DO NOT USE  
VACCINES**



- 3 Alert your supervisor.**

- 4 Report ALL excursions to SHOTS.**

- Download and save temperature data file to the folder for your device. (Use file name: PIN-Unit ID-Date-Time.)
- Review file to find the excursion.
- Report the details of the excursion to SHOTS at MyVFCvaccines.org.

Sample Data File					
	Limit	First Event	Events	Time	Pass/Fail
High	46.1°F	None	0		PASS
Low	35.9°F	1/16/2018 2:34 PM	5	25 Mins	<b>FAIL</b>



- 5 Record assigned SHOTS ID on the temperature log.**

- 6 Ensure data logger is in place and recording.**  
(Some devices need to be reconnected and restarted.)

## F° Refrigerator Temperature Log

MONTH & YEAR		REFRIGERATOR LOCATION/ID			VFC PIN		
January 2018		Injection Room Unit #2			012345		
DAY OF MONTH	TIME	INITIALS	ALARM	CURRENT	MIN	MAX	SHOTS ID
16	8:00 a.m.	CS	✓	37.4	33.0	39.2	67891
	p.m.						

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

## SUPERVISOR'S REVIEW

### When the two-week log is complete:

- Review log to make sure all information was properly recorded.
- Download, save, and review temperature data files for the two-week period. Record date on the log.
- Report any missed excursions to SHOTS. Follow instructions above.
- Certify the log by checking off actions taken and filling out names and signatures.
- Keep temperature logs for 3 years.

**Review must be done for days 1-15 and again for days 16-31.**

When log is complete, check all that apply:

- ☒ Month/year/fridge ID/PIN are recorded.
- ☒ Temperatures were recorded twice daily.
- ☒ I reviewed data files for all the days on this log to find any missed excursions.  
Date downloaded: 1 / 31 / 2018
- ☒ Any excursions were reported to SHOTS at MyVFCvaccines.org.
- ☒ We understand that falsifying this log is grounds for vaccine replacement and termination from the VFC Program.

On-Site Supervisor's Name:

Edward Morales, M.D.

Signature: E. Morales

Date: 1 / 31 / 2018

Staff Names and Initials:

Cecilia Sanchez (CS)