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 January 2018 Provider PIN 012345

Storage Unit Location/ID	Scale	Storage Unit Type (select one)
Injection Room Unit #2	☑ Fahrenheit ☐ Celsius	☑ Refrigerator (36º to 46ºF / 2º to 8ºC)
Funding Source(s): ☑ VFC ☑ VFA ☐ LHD 317 ☐ SGF Flu ☑ Private ☐ _____		☐ Freezer (-58º to 5ºF / -50º to -15ºC)
		☐ ULT (-130º to -76ºF /- 90º to -60ºC)

This job aid uses the Fahrenheit scale.

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.**

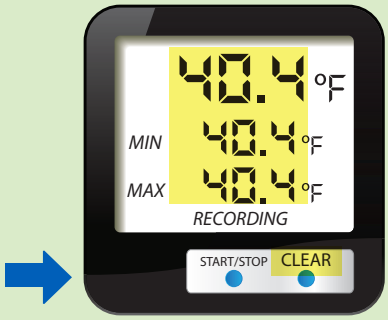
   Do not record LO/HI alarm settings.

Day	Time	Initials	Alarm	Current	Min	Max	Incident IDs
16	8:00 am	CS	✓	37.4	33.0	39.2	
	pm						

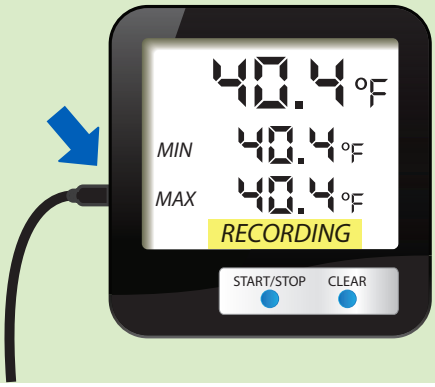
Remember to write in pen.

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.

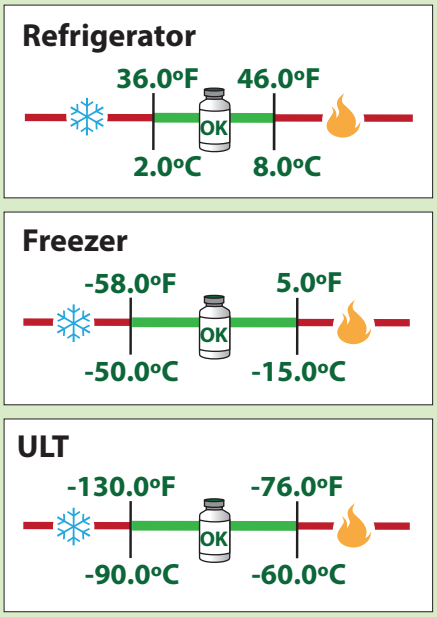


6. **Ensure data logger is in place and recording.**
   (Some devices need to be reconnected and restarted.)



Refer to the device's product guide. See Data Logger Setup & Use Guide for required settings.

Keep temperatures within range:



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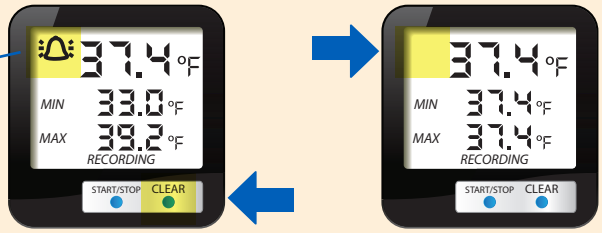
IF ALARM WENT OFF:



1. **Clear MIN, MAX and alarm symbol.**
   (Skip this step if your data logger resets automatically.)
2. **Post sign on storage unit.**
   Do not use vaccines unless advised by the manufacturer.

3. **Alert your supervisor.**
4. **Report ALL excursions to myCAvax for all funding sources.**
   - 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 Number.
   - Follow system prompts to ensure excursions are reported for all funding sources.

Sample Data File

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

Sample file name: 113455-Injection Room-07232024-0800am

5. **Record myCAvax Batch Excursion # under Incident IDs.**
   - Incident ID documents the excursion was reported and action was taken.
   - Use notes section to record multiple incident IDs if necessary.

Day	Time	Initials	Alarm	Current	Min	Max	Incident IDs
16	8:00 am	CS	✓	37.4	33.0	39.2	00000121
	pm						

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

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. 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 complete, check all that apply:

- [x] Temperatures were recorded twice daily.
- [x] I reviewed data files to find any missed excursions.
  Download date: 5/30/24
- [x] Any excursions were reported.

On-Site Supervisor's Name: Edward Morales, M.D.

Signature: E. Morales

Date: 5/30/24

Staff Names and Initials: Cecilia Sanchez (CS)