

HOW TO RECORD TEMPERATURES (C°)

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.

C° 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	✓	2.4	0.6	4.1	
	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.)



Temperatures should be within range:

Refrigerator

8.0°C
7°
6°
5°
4°
3°
2.0°C

Freezer

-15.0°C
-16°
-17°
-18°
-19°
-20°
-21°
-22°
-23°
-24°
-25°
-26°
-27°
-28°
-29°
-30 to -50°C

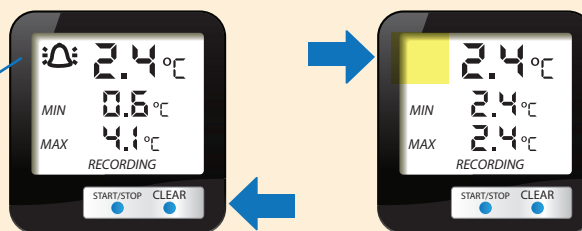


Refer to the device's product guide.
Additional instructions at
EZIZ.org/assets/docs/IMM-1206.pdf.

CONTINUED ON PAGE 2.

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	8.1°C	None	0		PASS
Low	1.9°C	1/16/2018 2:34 PM	5	25 Mins	FAIL



- 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.)

C° Refrigerator Temperature Log

MONTH & YEAR		REFRIGERATOR LOCATION/ID				VFC PIN	
January 2018		Injection Room Unit #2				012345	
DAY OF MONTH	TIME	INITIALS	ALAPM	CURRENT	MIN	MAX	SHOTS ID
16	8:00 a.m.	CS	✓	2.4	0.6	4.1	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)