# Hourly Temperature Log

For Off-Site Clinics

Monitor and record current, MIN, and MAX temperatures on this form every hour.

## Instructions

- Keep cooler in OK range.
- Check temperatures hourly.

1. Fill out clinic details in header.
2. Record the time and your initials.
3. Record a check if an alarm went off.
4. Record Current, MIN, and MAX.

### If no alarm:

1. Clear MIN/MAX.
2. Ensure data logger is in place and recording.

### IF ALARM WENT OFF:

3. Alert your supervisor.
4. Report excursion to myCAvax for all funding sources.
5. Record myCAvax Batch Excursion numbers under Incident IDs.
6. Ensure data logger is in place and recording.

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## Vaccine Tracking

<table>
<thead>
<tr>
<th>Doses at Start</th>
<th>Lot Numbers</th>
<th>Administered</th>
<th>Wasted</th>
<th>Returned</th>
</tr>
</thead>
</table>

### Funding Source(s)

- [ ] VFC
- [ ] VFA
- [ ] LHD 317
- [ ] SGF
- [ ] Private
- [ ]

### Notes:

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## Supervisors Review

- Data Download Date: ___/___/____
- On-Site Supervisor’s Name: ____________________________
- Signature: ____________________________
- Date: ___/___/____
- Staff Names and Initials: ____________________________

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Keep all temperature logs and data files for three years. Falsifying log is grounds for vaccine replacement and program termination.

**VFC:** (877) 243-8832  
**VFA, LHD 317, SGF:** (833) 502-1245

California Department of Public Health, Immunization Branch
The total transport time for transport alone (or transport plus clinic workday if vaccines are stored in transport containers) should be a maximum of 8 hours. For example, if transport to an off-site clinic is 1 hour each way and the clinic runs for up to 6 hours, then the total transport time would be 8 hours. Follow the manufacturer’s guidance if it differs from this 8-hour timeframe. (See CDC’s Vaccine Storage & Handling Toolkit & COVID-19 Addendum.)

<table>
<thead>
<tr>
<th>Transport Date</th>
<th>Lot Numbers</th>
<th>Vaccine Transported</th>
<th>Transport Time</th>
<th>Clinic Workday</th>
<th>Total Transport Time</th>
<th>Notes</th>
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</thead>
<tbody>
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