



Temperature Log for Refrigerator – Fahrenheit

DAYS 1-15

Month/Year _____ VFC PIN or other ID # _____

Facility Name _____

Monitor temperatures closely!

1. Write your initials below in “Staff Initials,” and note the time in “Exact Time.”
2. If using temperature monitoring device (TMD; digital data logger recommended) that records min/max temps, document min/max *once* each workday, preferably in the morning. If using TMD that does not record min/max temps, document current temps *twice*, at beginning and end of each workday.
3. Put an “X” in the row that corresponds to the refrigerator’s temperature.
4. If any out-of-range temp, see instructions to the right.
5. After each month has ended, save each month’s log for 3 years, unless state/local jurisdictions require a longer period.

Take action if temp is out of range – too warm (above 46°F) or too cold (below 36°F).

1. Label exposed vaccine “do not use,” and store it under proper conditions as quickly as possible. Do not discard vaccines unless directed to by your state/local health department and/or the manufacturer(s).
2. Record the out-of-range temps and the room temp in the “Action” area on the bottom of the log.
3. Notify your vaccine coordinator, or call the immunization program at your state or local health department for guidance.
4. Document the action taken on the “Vaccine Storage Troubleshooting Record” on page 3.

Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Staff Initials																
Exact Time	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Min/Max Temp in Unit (since previous reading)																
Danger! Temperatures above 46°F are too warm! Write any out-of-range temps and room temp on the lines below and call your state or local health department immediately!																
TEMPERATURES	46°F															
	45°F															
	44°F															
	43°F															
	42°F															
Aim for 41°	41°F															
ACCEPTABLE	40°F															
	39°F															
	38°F															
	37°F															
	36°F															
Danger! Temperatures below 36°F are too cold! Write any out-of-range temps and room temp on the lines below and call your state or local health department immediately!																
ACTION	Write any out-of-range temps (above 46°F or below 36°F) here:															
	Room Temperature															

If you have a vaccine storage issue, also complete “Vaccine Storage Troubleshooting Record” found on page 3.



Temperature Log for Refrigerator – Fahrenheit

DAYS 16–31

Month/Year _____ VFC PIN or other ID # _____

Facility Name _____

Monitor temperatures closely!

1. Write your initials below in “Staff Initials,” and note the time in “Exact Time.”
2. If using temperature monitoring device (TMD; digital data logger recommended) that records min/max temps, document min/max *once* each workday, preferably in the morning. If using TMD that does not record min/max temps, document current temps *twice*, at beginning and end of each workday.
3. Put an “X” in the row that corresponds to the refrigerator’s temperature.
4. If any out-of-range temp, see instructions to the right.
5. After each month has ended, save each month’s log for 3 years, unless state/local jurisdictions require a longer period.

Take action if temp is out of range – too warm (above 46°F) or too cold (below 36°F).

1. Label exposed vaccine “do not use,” and store it under proper conditions as quickly as possible. Do not discard vaccines unless directed to by your state/local health department and/or the manufacturer(s).
2. Record the out-of-range temps and the room temp in the “Action” area on the bottom of the log.
3. Notify your vaccine coordinator, or call the immunization program at your state or local health department for guidance.
4. Document the action taken on the “Vaccine Storage Troubleshooting Record” on page 3.

Day of Month	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Staff Initials																
Exact Time	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Min/Max Temp in Unit (since previous reading)																
Danger! Temperatures above 46°F are too warm! Write any out-of-range temps and room temp on the lines below and call your state or local health department immediately!																
TEMPERATURES	46°F															
	45°F															
	44°F															
	43°F															
	42°F															
Aim for 41°	41°F															
ACCEPTABLE	40°F															
	39°F															
	38°F															
	37°F															
	36°F															
Danger! Temperatures below 36°F are too cold! Write any out-of-range temps and room temp on the lines below and call your state or local health department immediately!																
ACTION	Write any out-of-range temps (above 46°F or below 36°F) here:															
	Room Temperature															

If you have a vaccine storage issue, also complete “Vaccine Storage Troubleshooting Record” found on page 3.

Signature

Vaccine Storage Troubleshooting Record (check one) Refrigerator Freezer

Use this form to document any unacceptable vaccine storage event, such as exposure of refrigerated vaccines to temperatures that are outside the manufacturers' recommended storage ranges.
 A fillable troubleshooting record (i.e., editable PDF) can also be found at www.immunize.org/clinic/storage-handling.asp.

Date & Time of Event <small>If multiple, related events occurred, see Description of Event below.</small>	Storage Unit Temperature <small>at the time the problem was discovered</small>		Room Temperature <small>at the time the problem was discovered</small>	Person Completing Report	
Date:	Temp when discovered:		Temp when discovered:	Name:	
Time:	Minimum temp:	Maximum temp:	Comment (optional):	Title:	Date:
Description of Event <i>(If multiple, related events occurred, list each date, time, and length of time out of storage.)</i> <ul style="list-style-type: none"> • General description (i.e., what happened?) • Estimated length of time between event and last documented reading of storage temperature in acceptable range (2° to 8°C [36° to 46°F] for refrigerator; -50° to -15°C [-58° to 5°F] for freezer) • Inventory of affected vaccines, including (1) lot #s and (2) whether purchased with public (for example, VFC) or private funds (Use separate sheet if needed, but maintain the inventory with this troubleshooting record.) • At the time of the event, what else was in the storage unit? For example, were there water bottles in the refrigerator and/or frozen coolant packs in the freezer? • Prior to this event, have there been any storage problems with this unit and/or with the affected vaccine? • Include any other information you feel might be relevant to understanding the event. 					
Action Taken <i>(Document thoroughly. This information is critical to determining whether the vaccine might still be viable!)</i> <ul style="list-style-type: none"> • When were the affected vaccines placed in proper storage conditions? (Note: Do not discard the vaccine. Store exposed vaccine in proper conditions and label it “do not use” until after you can discuss with your state/local health department and/or the manufacturer[s].) • Who was contacted regarding the incident? (For example, supervisor, state/local health department, manufacturer—list all.) • IMPORTANT: What did you do to prevent a similar problem from occurring in the future? 					
Results <ul style="list-style-type: none"> • What happened to the vaccine? Was it able to be used? If not, was it returned to the distributor? (Note: For public-purchase vaccine, follow your state/local health department instructions for vaccine disposition.) 					

TEMPERATURE RECORDING LOG FOR VACCINES

FORM No. 670 & 670F

PURPOSE

This Form is to be used in all health departments and Vaccine for Children (VFC) providers where vaccines are stored to record internal temperature of the vaccine storage units. The VFC coordinating nurses are responsible for ensuring that the temperature logs are maintained in each clinic.

INSTRUCTIONS

1. All refrigerator and freezers, used to store vaccine, must use a thermometer that has an external display of the current temperature and be capable of recording the minimum and maximum temperature of a recording period.

2. Measurements shall be recorded twice a day; one at the beginning of the workday and one prior to the end of the work day.

3. Record the following information:
 - 3.1. Record staff initials of staff member checking the temperatures.
 - 3.2. Record day of month.
 - 3.3. Record time of day.
 - 3.4. Record current vaccine storage unit temperature in Fahrenheit.
 - 3.5. Record minimum and maximum temperatures in Fahrenheit.

4. If the any of the recorded temperatures are in the “Danger Zone”, this represents and unacceptable temperate range, and the following steps should be followed:
 - 4.1. Place potentially compromised vaccine under quarantine.
 - 4.2. Alert your supervisor immediately.
 - 4.3. Notify the Mississippi VFC program at (601) 576-7751.
 - 4.4. Contact vaccine manufacturer to determine if the potency of the vaccines were affected.
 - 4.5. Document the all actions taken to prevent vaccine loss on Vaccine Storage Troubleshooting Record.

The internal temperature of refrigerator units should be between 36°Fahrenheit and 46°Fahrenheit and freezer units must be maintained between 5°Fahrenheit and -58°Fahrenheit. Appropriate adjustments must be made to maintain temperature readings in these ranges.

OFFICE MECHANICS AND FILING

Form No. 670 & 670F shall be completed at each VFC provider, for each unit that stores publicly supplied vaccine. Copies of this form will be forwarded to District Immunization Staff.

RETENTION PERIOD

The Temperature Recording Form No. 670 & 670F are to be retained by each VFC provider, for each unit for three years.