How To Record Refrigerator Temperatures (°C)

RECORD TEMPERATURES TWICE A DAY. KEEP REFRIGERATOR AT 2.0ºC – 8.0ºC.

Before you start

Fill out the page header.

Month/Year (Days 1-15): December 2014
Refrigerator Location: Injection Room
Refrigerator ID: Unit #2
VFC PIN: 012345

Step 1

A. Record time next to the day of the month:
   a.m. temperatures before opening the refrigerator.
   p.m. temperatures about an hour before the office closes to allow time for corrective actions.

B. Record your initials.

Step 2

A. Record CURRENT, MIN, and MAX temperatures from the thermometer.
   If your thermometer looks different, refer to manufacturer’s instructions.

B. Find temperatures on the list of ranges to see if they are OK, TOO WARM (8.1ºC & warmer), or TOO COLD (1.9ºC & colder).

C. Circle any temperatures you recorded that are TOO WARM or TOO COLD.

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How To Record Refrigerator Temperatures (ºC) contd.

TAKE CORRECTIVE ACTIONS & DOCUMENT TEMPERATURES THAT ARE TOO WARM OR TOO COLD!

Step 3

A. Press MEMORY CLEAR/RESET button(s) on thermometer.

B. Follow steps for one of the three ranges.

MAX TOO WARM

Take action steps on log (different for a.m. and p.m. recordings).

ALL OK

Done. Skip Step 4.

MIN TOO COLD

Take action steps on log.

Step 4

Document actions for temperatures that were TOO WARM or TOO COLD on the next page.

MAX TOO WARM?

1. Press MEMORY CLEAR/RESET button.
3. Alert your supervisor.
4. A.M. – Call VFC Call Center, or
   P.M. – Wait 1 hour:
   • If CURRENT is still TOO WARM, call VFC Call Center.
   • If CURRENT is OK, no need to call VFC Call Center.

MIN TOO COLD?

1. Press MEMORY CLEAR/RESET button.
3. Alert your supervisor.
4. At any time – Call VFC Call Center.

ALL OK

MIN

TOO COLD

Done. Skip Step 4.

A. Read and Acknowledge

• Write in full names and initials.
• The on-site supervisor must review the log and write in full name with signature.

REMEMBER: The Vaccine Coordinator is required to review logs weekly.

File and keep log for 3 years.