**How To Record Refrigerator Temperatures**

**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

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**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.**

<table>
<thead>
<tr>
<th>Date</th>
<th>a.m.</th>
<th>p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00</td>
<td>NN</td>
</tr>
<tr>
<td>1</td>
<td>4:00</td>
<td>TP</td>
</tr>
</tbody>
</table>

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**Step 2**

A. **Record CURRENT, MIN, and MAX temperatures from the thermometer.**

If your thermometer looks different, refer to manufacturer’s instructions.

- **CURRENT:** 36.4°F
- **MIN:** 31.0°F
- **MAX:** 40.2°F

B. **Find temperatures on the list of ranges to see if they are OK, TOO WARM (46.1°F & warmer), or TOO COLD (34.9°F & colder).**

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

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>MIN</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>36.4</td>
<td>31.0</td>
<td>40.2</td>
</tr>
</tbody>
</table>

This MIN is TOO COLD even though CURRENT and MAX are OK!
How To Record Refrigerator Temperatures (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.

**Refrigerator Temperature Log**

- **CURRENT, MIN, and MAX are all OK**
  - 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.

- **MAX TOO WARM**
  - 1. Press MEMORY CLEAR/RESET button.
  - 3. Alert your supervisor.
  - 4. At any time – 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.

**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.