# Freezer Temperature Log

**Instructions**

- Keep freezer in OK range.
- Check temperatures twice a day.
  1. Fill out month, year, freezer ID, and PIN.
  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 SHOTS at MyVFCvaccines.org.
5. Record assigned SHOTS ID.
6. Ensure data logger is in place and recording.

## Supervisor’s Review

When log is complete, check all that apply:

- [ ] Month/year/freezer 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: _____/_____/_____
- [ ] 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:

______________________________

Signature: _______________________

Date: _____/_____/_____  
Staff Names and Initials:

______________________________

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**Notes:**

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VFC 1-877-243-8832

Keep all VFC temperature logs and data files for three years.
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  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:**

2. Post "Do Not Use Vaccines" sign.
3. Alert your supervisor.
4. Report excursion to SHOTS at MyVFCvaccines.org.
5. Record assigned SHOTS ID.
6. Ensure data logger is in place and recording.

**Supervisor’s Review**

When log is complete, check all that apply:

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On-Site Supervisor’s Name:

________________________________________

Signature: __________________________________

Date: ______/______/______

Staff Names and Initials:

________________________________________

________________________________________

________________________________________

### Notes:

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**VFC**

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