

HOW TO RECORD TEMPERATURES

FOR COVID-19 VACCINE STORAGE UNITS

CHECK TEMPERATURES TWICE A DAY.

1 Fill out header.

2 Check the temperature range for the product and storage unit you are using.

3 Record the time and your initials next to the day of the month:

a.m. temperatures **before** opening the refrigerator or freezer.

p.m. temperatures about an hour before the office closes to allow time for corrective actions.

4 Record a check mark if you see or hear an alarm.

If the alarm did not go off, leave blank.

5 Record **CURRENT, MIN, and MAX** temperatures neatly, accurately, and in the correct columns.

Do not record LO/HI alarm settings.

Temperature Log (COVID-19 Vaccine)

MONTH & YEAR	VACCINE STORAGE UNIT LOCATION/ID	COVID PIN
January 2018	Injection Room Unit #2	012345

Select temp range by product.

Pfizer-BioNTech:

- ☐ ULT Freezer: 6 months
-80°C to -60°C (-112°F to -76°F)
- ☒ Refrigerator: 5 days (120 hours)
2°C–8°C (36°F–46°F)

Moderna:

- ☐ Freezer: 6 months
-25°C to -15°C (-13°F to 5°F)
- ☐ Refrigerator: 30 days
2°C–8°C (36°F–46°F)

Remember to write in pen.

Day	Time	Initials	Alarm	CURRENT	MIN	MAX
16	8:00 am	CS	✓	2.4 C	0.6 C	4.1 C
	pm					



IF NO ALARM:

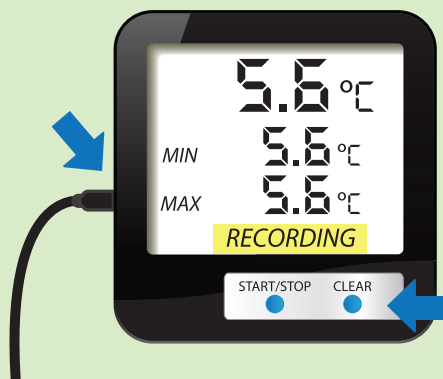
1 Clear MIN and MAX.

(Skip this step if your data logger resets automatically.)

Confirm MIN and MAX now match the CURRENT temperature.

2 Ensure data logger is in place and recording.

(Some devices need to be reconnected and restarted.)



Refer to the device's product guide.

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IF ALARM WENT OFF:

- 1 Clear MIN, MAX and alarm symbol.**
(Skip this step if your data logger resets automatically.)

- 2 Post sign on storage unit.**
Do not use vaccines unless advised by the manufacturer.

- 3 Alert your supervisor.**

- 4 Contact vaccine manufacturer to determine if vaccines are OK to use.**

- Complete "Report Temperature Excursion" worksheet.
- Download and save temperature data file to your folder.
- Review data file to find the excursion.
- Record excursion details the manufacturer will need.
- Call the manufacturer to determine if vaccines are OK to use.

**DO NOT USE
VACCINES**



Sample Data File

	Limit	First Event	Events	Time	Pass/Fail
High	8.1°C	1/16/2018 2:34 PM	5	25 Mins	FAIL
Low	1.9°C	None	0		PASS

Report Temperature
Excursion Worksheet

- 5 Report temperature excursion to CDPH.**

- Fill out and submit the electronic form.
- Record a check after the incident has been resolved.

Day	Time	Initials	Alarm	CURRENT	MIN	MAX	Incident Resolved
16	8:00 am	CS	✓	2.4 C	0.6 C	4.1 C	✓
	pm						

- 6 Ensure data logger is in place and recording.**

(Some devices need to be reconnected and restarted.)

**If the alarm goes off before the end of the day,
follow the same instructions on the log immediately.**

ON-SITE SUPERVISOR'S REVIEW

When the two-week log is complete:

- Review log to make sure all information was properly recorded.
- Download, save, and review temperature data files for the two-week period. Record date on the log.
- Report any missed excursions. Follow instructions above.
- Certify the log by checking off actions taken and filling out names and signatures.
- Keep temperature logs for 3 years.

On-Site Supervisor's Review – When log is complete, check all that apply:

- ☒ Temperatures were recorded twice daily.
- ☒ I reviewed data files to find any missed excursions. Date downloaded: 12 / 30 / 2020
- ☒ Any excursions were reported.

Name: Edna Morales Signature: E. Morales Date: 12/30/2020

Staff Names and Initials:

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