



Temperature Recording Form for Refrigerator —Celsius

Month / Year _____ VFCPIN _____
 Facility Name _____
 TVFC Coordinator _____

Monitor temperatures closely!

1. Write your initials below in "Staff Initials," and note the time in "Exact Time."
2. Record temps twice each workday.
3. Record the min / max temps once each workday—preferably in the morning.
4. Put an "X" in the row that corresponds to the refrigerator's temperature.
5. If any out-of-range temp, see instructions to the right.
6. After each month has ended, save each month's log for 5 years.
7. Enter the data logger expiration date.

- Take action if temp is out of range—too warm (above 8°C) or too cold (below 2°C).**
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	am pm	am pm	am pm	am pm	am pm	am pm	am pm
Min / Max Temp (since previous reading)															
Danger! Temperatures above 8°C 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	8°C														
	7°C														
	6°C														
	Aim for 5°C														
	4°C														
ACCEPTABLE	3°C														
	2°C														
Danger! Temperatures below 2°C 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 8°C or below 2°C) here.														
	Room Temperature														

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

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Data Logger Expiration Date _____

TEMPERATURE RECORDING FORM



AM & PM TEMPERATURES MUST BE CAPTURED TWICE DAILY DURING CLINIC OPERATING HOURS - EXACT TIME = DOWN TO MINUTES.

REMEMBER WHEN CAPTURING TEMPERATURE READINGS WRITE ONLY THE WHOLE NUMBER TO THE LEFT OF THE DECIMAL - (5.1 = 5, 5.9 = 5. REMEMBER TO INCLUDE THE NEGATIVE SIGN FOR FREEZER TEMPS.

FILL IN ALL THE REQUIRED INFORMATION ON THE FORM - MONTH/YEAR, PIN#, FACILITY NAME, TVFC COORDINATOR EQUALS PVC OR SVC'S NAME. PRE-FILLING THIS FORM LEAVING OUT MONTH/YEAR AND PRINTING UP MULTIPLE COPIES WILL SAVE TIME; ADD MONTH AND YEAR WHEN PLACING ON UNIT.

DON'T FORGET TO WRITE IN DATALOGGER EXPIRATION DATES INCLUDING BACKUP LOGGERS.

HOW TO CORRECTLY FILL IN TEMPERATURE LOGS

FRAUDULENT DOCUMENTING CONSISTS OF THE FOLLOWING:

ENTERING MISSED A.M. OR P.M. READINGS AFTER THE DAY HAS PASSED.

FILLING IN THE TEMP LOG ALL AT ONCE.

Day of Month	16	17	18	19	20
Staff Initials	UP UP			UP UP	UP UP
Exact Time	am pm	am pm	am pm	am pm	am pm
Min / Max Temp (since previous reading)	-20 -17			-20 -17	-20 -17
Danger! Temperatures above -15°C are too warm! Write any out of range temps					
ACCEPTABLE TEMPERATURES					
-15°C					
-16°C					
-17°C					
-18°C					
-19°C	X X				
-20°C					
-21°C					
-22°C					
-50°C to -23°C					
ACTION					
Write any out-of-range temps (above -15°C or below -50°C) here:					
Room Temperature					

C^o Temperature Recording Form for Freezer -Celsius

VACCINE FREEZER

Monitor temperatures closely!

1. Write your initials below in "Staff Initials," and note the time in "Exact Time."
2. Record temps twice each workday.
3. Record the min / max temps once each workday - preferably in the morning.
4. Put an "X" in the row that corresponds to the freezer's temperature.
5. If any out-of-range temp, see instructions to the right.
6. After each month has ended, save each month's log for 5 years.
7. Enter the data logger expiration date.

Month / Year DECEMBER 2022 VFCPIN 070954

Facility Name CHILDREN'S COMPREHENSIVE CARE

TVFC Coordinator LEXI PRICE, RN

Take action if temp is out of range—too warm (above -15°C) or too cold (below -50°C).

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	UP UP			UP UP	UP UP	UP UP	UP UP	UP UP	UP UP			UP UP	UP UP	UP UP	UP UP	
Exact Time	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm	am pm
Min / Max Temp (since previous reading)	-20 -17			-20 -17	-20 -17	-20 -17	-20 -17	-20 -17	-20 -17			-20 -17	-20 -17	-20 -17	-20 -17	
Danger! Temperatures above -15°C 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!																
ACCEPTABLE TEMPERATURES																
-15°C																
-16°C																
-17°C																
-18°C																
-19°C	X X					X X										
-20°C																
-21°C																
-22°C																
-50°C to -23°C																
ACTION																
Write any out-of-range temps (above -15°C or below -50°C) here:																
Room Temperature																

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Data Logger Expiration Date 08 / 30 / 2023

Texas Department of State Health Services
Immunization Unit

Texas Department of State Health Services

Stock No. EC-105FC
Revised 09/2020