Temperature Logs

Quick Reference Guide

Procedures
- Temperature Logs must:
  - Be the most recent template version
  - Be submitted monthly between the 1st and the 5th of each month
  - For every storage unit that contains publicly supplied vaccines, and
  - Regardless of whether or not a vaccine order is needed
  - Contain twice a day current temperatures and an a.m. min/max temperature in Celsius
  - NOT contain any missing recordings
  - With the exception of State Holidays and weekends.
  - Be legible


Min/Max Temperatures
- Should only be recorded from a data logger thermometer with a valid calibration certificate.
  - See Resource: Calibration Certificate Checklist for Thermometers
- Should be recorded in the morning at the same time the current a.m. temperature is recorded
- Out of range temperatures should be reported to the Immunization Program immediately

Recording Temperatures
- The provider is responsible for ensuring that any staff recording temperatures are aware of the policies and procedures, especially when an out of range temperature is identified,
- Current temperatures must be recorded in Celsius with rounding to the nearest tenth.
- Do not record room temperatures on the temperature log.
- Write legibly.

Example Temperature Recording

<table>
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<tr>
<th>Day</th>
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<th>L</th>
<th>M</th>
<th>V</th>
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<td>5.3</td>
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Initials of staff recording temperatures.
Time current a.m. is recorded.
Current temperature rounded to the tenth
Min temperature recorded in the am
Max temperature recorded in the am
Initials of staff recording temperatures.
Time current p.m. is recorded.
Current p.m. temperature rounded to the tenth
Temperature Log Basics
- Every Temperature Log contains:
  1. Instructions on how to complete
  2. Fields to record facility and storage unit information
  3. Temperature information fields (initials, time, temp, m/m)
  4. Field to “Print Names of All Staff Who Recorded Temperatures”
  5. Field for “Comments and Actions Taken”
     - This section of the temperature log should be used to notate any discussions with an Immunization Program Clinical Specialist.
  6. Indicators for what temperatures are considered in range and out of range
  7. Guidance on what to do if an out of range temperature is found
  8. Contact information for Immunization Program Clinical Specialists

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<th>MN</th>
<th>MAX</th>
<th>Initial</th>
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**Too Cold**
- 1.9°C & Below
- DANGER! TOO COLD
- THESE TEMPERATURES ARE OK.

**Too Hot**
- 8.1°C & Higher
- DANGER! TOO WARM

Print Names of ALL Staff Who Record Temperatures:

Comments & Actions Taken: