

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

Locate Freezer and Refrigerator Temperature Logs on the VFC/WyVIP Providers Forms & Reports webpage at www.immunizewyoming.com.

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

DAY →	1	2	
Initials →	JS	LW	Initials of staff recording temperatures.
Time →	8:15	8:30	Time current a.m. is recorded.
AM Temp:	4.5	4.2	Current temperature rounded to the tenth
MIN →	3.8	3.5	Min temperature recorded in the am
MAX →	4.9	4.2	Max temperature recorded in the am
Initials →	LM	VK	Initials of staff recording temperatures.
Time →	4:50	4:45	Time current p.m. is recorded.
PM Temp:	5.3	5.1	Current p.m. temperature rounded to the tenth

Temperature Log Basics

- Every Temperature Log contains:
 - Instructions on how to complete
 - Fields to record facility and storage unit information
 - Temperature information fields (initials, time, temp, m/m)
 - Field to "Print Names of All Staff Who Recorded Temperatures"
 - 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.
 - Indicators for what temperatures are considered in range and out of range
 - Guidance on what to do if an out of range temperature is found
 - Contact information for Immunization Program Clinical Specialists
 - Submission information.

1 **Temperature Log for REFRIGERATOR-Celsius** **2** PIN: _____ Facility: _____
 Unit ID: _____
 Month/Year: _____

- Record initials and exact time of each recording.
- Record temps twice each workday (weekends and state holidays are the only exception).
- Record Min/Max temps once each morning ONLY from a calibrated data logger, otherwise leave blank.
- Out-of-range temps should be reported immediately. See instructions at the bottom of this page.

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DAY →	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Initials →															
Time →															
AM Temp:															
MIN →															
MAX →															
Initials →															
Time →															
PM Temp:															

DAY →	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials →																
Time →																
AM Temp:																
MIN →																
MAX →																
Initials →																
Time →																
PM Temp:																

TOO COLD

1.9°C & Below

DANGER! TOO COLD

2°C through 8°C

THESE TEMPERATURES ARE OK.

TOO HOT

8.1°C & Higher

DANGER! TOO WARM

TOO HOT

Take action if Current temp. or min/max temp. is out-of-range -- too warm (above 8°C) or too cold (below 2°C)

- Mark vaccines **DO NOT USE** and store under proper temperatures.
- Call a clinical staff member- Val Knepp, RN, 307-777-8981, Albany, Campbell, Carbon, Converse, Crook, Goshen, Johnson, Laramie, Natrona, Niobrara, Platte, Sheridan, and Weston counties • Diana Martin, RN, 307-787-6052, Big Horn, Fremont, Hot Springs, Lincoln, Park, Sublette, Sweetwater, Teton, Uinta, and Washakie counties.

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Print Names of ALL Staff Who Record Temperatures:

Comments & Actions Taken:

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Fax to 307-777-3615 or email to lachel.may@wyo.gov

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