

LogTag® Data Logger

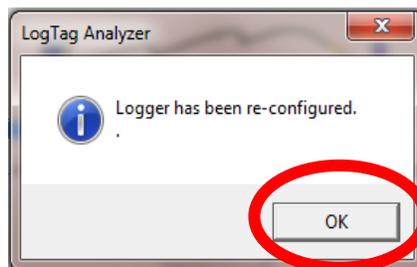
Device Configuration Guide – BACKUP

Before You Begin

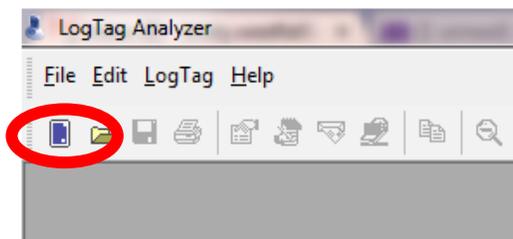
- It is important to note that the definition of a backup data logger thermometer is:
 - A thermometer that is not being used to monitor/record temperatures of any storage unit.
 - If the device is being used as a secondary thermometer and is recording temperatures on a unit, the data would need to be downloaded from the device prior to use in an emergency situation. This can add unnecessary and time consuming steps to the vaccine relocation process.
- The backup data logger(s) for your facility need to be readily available for use in the case of an emergency, equipment failure, vaccine transport, etc.
 - The location of the backup device needs to be noted in the Vaccine Management Plan as well as the Emergency Plan for your facility.
 - The device needs to be stored in an area of the facility that all staff can access – if the device is locked in an office, it will be of no use in an emergency situation.
- Because the device will be used as a backup device only and could potentially be used in either a refrigerator or freezer, this device configuration guide will walk through configuring the device to record data, read current temperatures, and read min/max temperatures only.
 - No alarm settings will be configured for the backup devices to eliminate false out-of-range temperature alarms if the device is used to monitor a different type of storage unit than what it is configured for.
 - If you have more than one backup device for your facility, you can configure the backup devices for specific unit types using the “Device Configuration Guide - Refrigerator” and “Device Configuration Guide – Freezer.”

Device Configuration - Backup

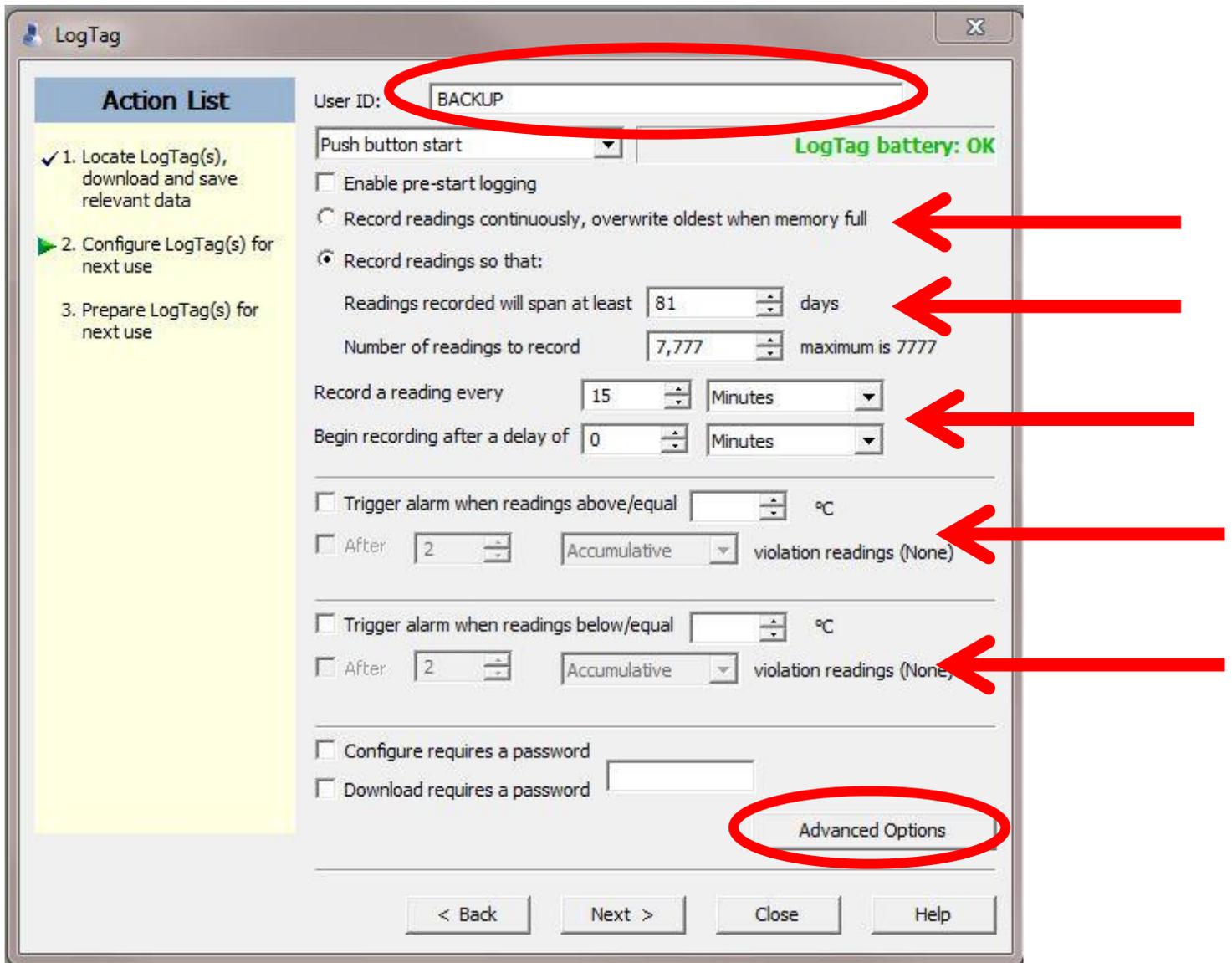
1. Open the LogTag® Analyzer software and then place the LogTag® device into the docking station as shown.
2. Several boxes will appear; don't click anything until the box showing “Logger has been re-configured” appears. Then, click OK.



3. Start the “LogTag® Access Wizard” by clicking the blue square at the top left of the screen.

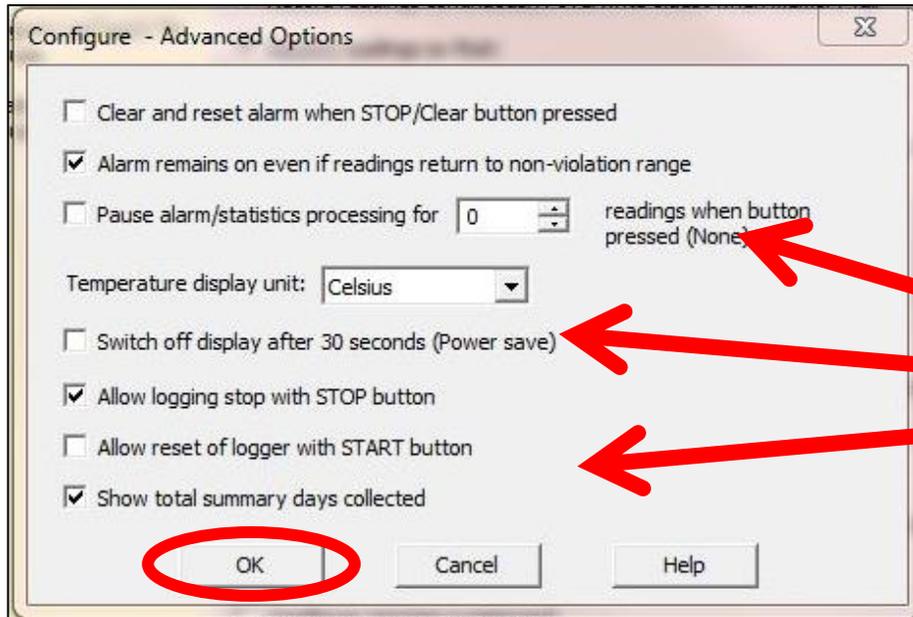


5. If the “Welcome” screen appears, check the box next to “Do not show me this information again” and then click “Next.”
6. The wizard should automatically “find” the device and advance you to the next screen.
 - *If the device is not found automatically, remove the device from the docking station and unplug the docking station from the USB port. Plug the docking station into an alternate USB port if one is available (otherwise, plug it back into the available USB slot). After the docking station is plugged into the computer, put the device into the docking station and re-start at step 1 in this section.*
7. On the Device Configuration screen:
 - a. Name the device by changing the “User ID” to “BACKUP.”
 - If you have more than one device, name them “BACKUP 1, BACKUP 2, etc.”
 - b. All of the other settings must match the settings **exactly** as shown below:

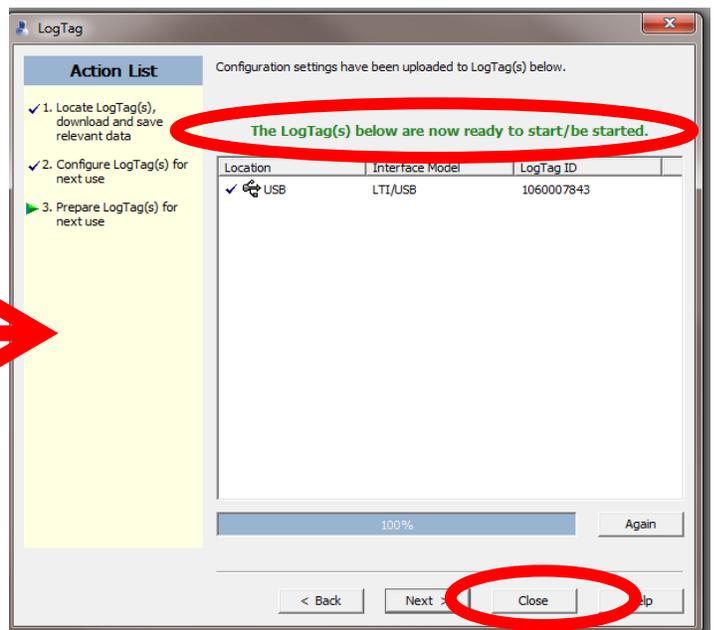
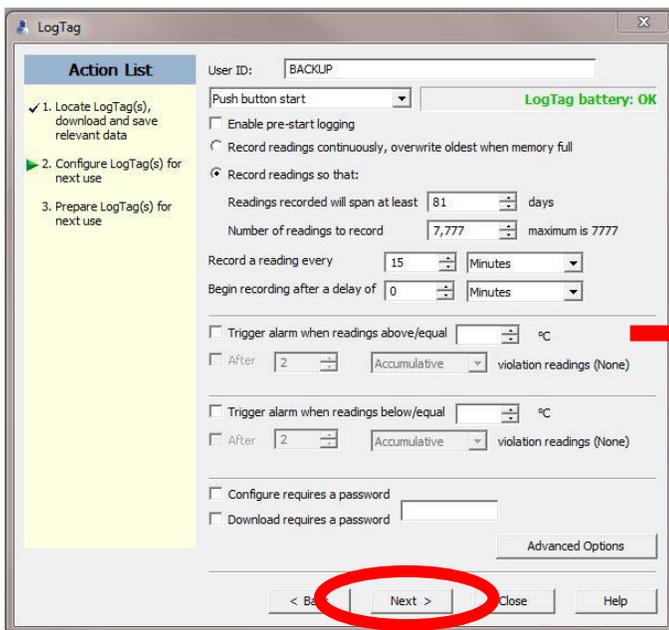


- c. Once the settings are entered **exactly** as shown, click “Advanced Options.”

8. In the “Advanced Options”, check only the 2nd, 5th, and last box. No other boxes should be checked. The settings must match the settings shown below **exactly**.
 - a. The “Temperature display unit” needs to be set to Celsius.



- b. After the settings for the device are **exactly** as shown, click “OK.”
9. On the Device Configuration screen, click “Next” to apply these settings to the device.
10. When the screen displays “The LogTag(s) below are now ready to start/be started.”, click “Close.”



11. Remove the device from the docking station.
12. The device should now show “Ready” as well as the current time on the device’s display.

13. Mark the device as “BACKUP” to avoid confusing the backup device with your primary data logger thermometer.
 - a. This can be done by putting a label on the device, or by writing directly on the device in permanent marker.

Next Steps

1. Store the glycol probe that came with the device in a storage unit.
 - a. The glycol probe does not need to be in the center of the unit; it can be stored anywhere out of the way. You just need to make sure the glycol is cold and ready for use when needed.
 - b. If you have only one backup device, it is recommended that you store the glycol in the refrigerator. However, if the facility has more than one backup device, store one probe in the refrigerator and one in the freezer.
2. If the device came with a mounting bracket kit, it is recommended that the backup device be stored on the side of a storage unit next to the primary thermometer for easy access to the device when needed.
 - a. Again, it is **very** important that all staff know the location of the backup device.

Things to Remember

- The backup device will need to be used any time the vaccines are moved from the primary storage unit or if the primary data logger thermometer stops working for any reason.
- A calibrated data logger thermometer must **always** remain with the vaccines, even if the vaccines are located in a back-up storage unit.
- Only temperatures from a calibrated data logger thermometer will be accepted.
 - This includes temperatures for a new unit that is being prepared for use, a storage unit that had out of range temperatures and is waiting to be re-approved for use, etc.
 - It is never acceptable to monitor temperatures with a non-calibrated thermometer no matter the situation.
 - Because of this, if your facility has multiple storage units, it may be necessary to purchase more than one backup data logger thermometer to ensure there is always a backup calibrated data logger available for use when needed.

Be sure to check out the other LogTag® Resources available at www.immunizewyoming.com!

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