

# Quick Reference Guide: PVP Temperature Logs

*Last Revised: 7/2024*

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Providers enrolled in a Public Vaccine Program (PVP) must submit monthly temperature logs for each storage unit that contains publicly supplied vaccines. This is to ensure that storage units maintain stable temperatures, keep vaccines viable, and avoid temperature excursions. The provider is responsible for ensuring that staff understand the processes and procedures, especially when an out-of-range temperature is identified.

Temperature logs must be:

- Submitted between the first and fifth of each month, regardless of whether or not a vaccine order is submitted.
- Emailed to [wdh.pvpreporting@wyo.gov](mailto:wdh.pvpreporting@wyo.gov) or faxed to 307-777-2913.
- Submitted even when no PVP vaccines are stored in the approved storage units.
- Submitted using the Temperature Log form that the Wyoming Immunization Unit provides. Visit the Wyoming Immunization Unit storage and handling [web page](#) to find temperature log forms for refrigerators, freezers, and ultra-freezers.

Temperature logs must include the following:

- Provider Personal Identification Number (PIN)
- Initials of the person recording the temperatures.
- The time of day the temperature is recorded.
- Temperatures must be physically reviewed and recorded twice daily: in the morning when staff first arrive at the facility and again in the afternoon before staff leave.
- A minimum (MIN) and maximum (MAX) temperature must be recorded daily.
- Indicate “closed” should a facility be closed during regular operating hours, such as for poor weather.
- The temperature readings must be recorded in Celsius, rounding to the nearest tenth, and not converted to Fahrenheit.
- Room temperatures are not recorded on the temperature log.
- The information recorded on the temperature log must be legible.
- Any previous temperature excursions, reviews, unit issues, or other notes that the Immunization Unit needs to be aware of are included in the comments section.

Please note that incomplete temperature logs will be returned to the provider, which could result in a delay in approving vaccine orders.

## Digital Data Logger (DDL)

- Temperature readings must be taken from a digital data logger twice daily and recorded on the Temperature Log form.
- Sensa Phones do not record data and, therefore, cannot be used as a backup to the DDL.
- Temperatures should be recorded from a DDL with a valid calibration certificate.



**IMMUNIZATION  
UNIT**

**Wyoming Department of Health  
Immunization Unit  
(307) 777-7952**

[www.immunizewyoming.com](http://www.immunizewyoming.com)

- See (Calibration Certificate Checklist for Thermometers)
- DDL files must be saved to a computer that both Vaccine Coordinators have access to.
- In addition to recording daily temperatures, providers must download their DDL files at least once a week and review the temperatures for missed alarms, warnings, or cooling trends that may indicate a temperature excursion.
- DDL data reports will not be accepted in place of the Temperature Log form.
- DDL data reports may be requested by the Immunization Unit.

**Sample Temperature Log form**

**Temperature Log for REFRIGERATOR-Celsius**

• 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 and visually review the previous days Min/Max.  
**OUT OF RANGE TEMPERATURES MUST BE REPORTED TO THE IMMUNIZATION UNIT IMMEDIATELY!**

PIN: \_\_\_\_\_ Facility: \_\_\_\_\_  
 Unit ID: \_\_\_\_\_  
 Month/Yr: \_\_\_\_\_

DAY →	1	2
Initials →	BR	KD
Time →	8:15	8:30
AM Temp →	4.5	4.2
MIN →	3.8	3.5
MAX →	4.9	4.2

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:															

1.9°C & Below-TOO COLD!      2°C through 8°C -TEMPS ARE OK      8.1°C & Higher-TOO WARM!!

**TAKE ACTION!!** 1. Mark vaccines "DO NOT USE" and store under proper temperatures.  
 2. Call the Immunization Unit at 307-277-7952

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:																

Initials → SG      JD

Time → 4:50      4:45

PM Temp → 5.3      5.1

Print Names of ALL Staff Who Record Temperatures: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List comments, or dates and details of any actions taken or discussions with IZ staff  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

wdh.pvreporting@wyo.gov  
 COVID ONLY:  
 wdh.covidenrollment@wyo.gov

\*ONLY SUBMIT LOGS FOR STORAGE UNITS THAT CONTAIN PUBLICLY-SUPPLIED VACCINES      Rev. 02/2022

**Out-of-range temperatures must be reported immediately to the Immunization Unit.**

**Resources:**

- [Temp Log Forms](#)
- [Vaccine Storage & Handling Toolkit](#)

Questions? Please contact the WyIR Help Desk at 833-231-1451 or [wyr.helpdesk@wyo.gov](mailto:wyr.helpdesk@wyo.gov)



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