### Temperature Recording Form for Freezer – Celsius

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.

<table>
<thead>
<tr>
<th>Day of Month</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
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<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Initials</td>
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</tr>
<tr>
<td>Exact Time</td>
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<td>pm</td>
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<td>pm</td>
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<td>pm</td>
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<tr>
<td>Min / Max Temp (since previous reading)</td>
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</tbody>
</table>

**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!

<table>
<thead>
<tr>
<th>ACCEPTABLE TEMPERATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>-15°C</td>
</tr>
<tr>
<td>-16°C</td>
</tr>
<tr>
<td>-17°C</td>
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<tr>
<td>-18°C</td>
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<td>-19°C</td>
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<tr>
<td>-20°C</td>
</tr>
<tr>
<td>-21°C</td>
</tr>
<tr>
<td>-22°C</td>
</tr>
<tr>
<td>-50°C to -23°C</td>
</tr>
</tbody>
</table>

**ACTION**

Write any out-of-range temps (above 15°C or below -50°C) here:

<table>
<thead>
<tr>
<th>Room Temperature</th>
</tr>
</thead>
</table>

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

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**Month / Year** ___________________________ **VFC PIN** ___________________________

**Facility Name** ___________________________

**TVFC Coordinator** ___________________________

**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.
### Temperature Recording Form for Freezer –Celsius

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1. Write your initials below in “Staff Initials,” and note the time in “Exact Time.”
2. Record temps twice each workday.
3. Record 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.

<table>
<thead>
<tr>
<th>Day of Month</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>21</th>
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<th>31</th>
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<tbody>
<tr>
<td>Staff Initials</td>
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</tbody>
</table>

**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

**Min / Max Temp**
(since previous reading)

**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
- -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

If you have a vaccine storage issue, also complete “Vaccine Storage Troubleshooting Record” found on page 3.
Use this form to document any unacceptable vaccine storage event, such as exposure of refrigerated vaccines to temperatures that are outside the manufacturers’ recommended storage ranges.

Use one form to document all unacceptable storage events.

Date & Time of Event
If multiple, related events occurred, see Description of Event below.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Temp when discovered:</th>
<th>Temp when discovered:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>Minimum temp:</td>
<td>Maximum temp:</td>
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</tbody>
</table>

Storage Unit Temperature at the time the problem was discovered

Room Temperature at the time the problem was discovered

Person Completing Report

**Description of Event** *(If multiple, related events occurred, list each date, time, and length of time out of storage.)*

- General description (i.e., what happened?)
- Estimated length of time between event and last documented reading of storage temperature in acceptable range (35°F to 46°F [2°C to 8°C] for refrigerator; -58°F to 5°F [-50°C to -15°C] for freezer).
- Inventory of affected vaccines, including (1) lot #s and (2) whether purchased with public (for example, VFC) or private funds (Use separate sheet if needed, but maintain the inventory with this troubleshooting record.)
- At the time of the event, what else was in the storage unit? For example, were there water bottles in the refrigerator and/or frozen coolant packs in the freezer?
- Prior to this event, have there been any storage problems with this unit and/or the affected vaccine?
- Include any other information you feel might be relevant to understanding the event.

**Action Taken** *(Document thoroughly. This information is critical to determining whether the vaccine might still be viable!)*

- When were the affected vaccines placed in proper storage conditions? (Note: Do not discard the vaccine. Store exposed vaccine in proper conditions and label it “do not use” until after you can discuss with your state/local health department and/or the manufacturer[s].)
- Who was contacted regarding the incident? (For example, supervisor, state/local health department, manufacturer—list all.)
- **IMPORTANT:** What did you do to prevent a similar problem from occurring in the future?

**Results**

- What happened to the vaccine? Was it able to be used? If not, was it returned to the distributor? (Note: For public-purchase vaccine, follow your state/local health department instructions for vaccine disposition.)

Texas Department of State Health Services
Immunization Unit

Stock No. EC-105FC
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