Refrigerator and Freezer Temperature Log

One sheet per unit per month. Record min/max at the start of each workday, or the current temperature at least twice per workday if the device cannot show min/max.

FACILITY / DEPARTMENT **UNIT ID / LOCATION** **MONTH / YEAR** **DEVICE SHOWS MIN/MAX?** Yes No

Vaccine ranges Refrigerator 2°C to 8°C (36°F to 46°F) Freezer -50°C to -15°C (-58°F to +5°F) Ultra-cold -90°C to -60°C (-130°F to -76°F) Confirm range in package insert.

Date	Time	Minimum	Maximum	Current (if no min/max)	Staff name or initials	In range (Y/N)	Room temp (if out of range)	Corrective action

Weekly review (initials and date) Week 1: _____ Week 2: _____ Week 3: _____ Week 4: _____ Week 5: _____

If a reading is out of range

1	**Notify the coordinator.** Whoever hears an alarm or sees the excursion tells the primary or backup vaccine coordinator, or their supervisor, right away.
2	**Label and move the product.** Mark exposed vaccines "DO NOT USE: TEMPERATURE EXCURSION" and move them to correct storage in a separate container. Do not discard them.
3	**Document the event.** Record the date and time, the unit temperature with min/max and the room temperature, who completed the report, and what happened. Add how long the product may have been affected, an inventory with lot numbers and funding source, and any problem with the unit beforehand.
4	**Correct the unit.** Follow your SOPs to bring the temperature back into range, and check that the device probe sits in the center of the vaccines.
5	**Ask whether the product is usable.** Contact your state or local immunization program or the manufacturer under your SOPs, with the log data ready.
6	**Close the record.** Note the action taken, who was contacted and what they advised, the prevention measures, and the final disposition of the product.

Notes on using this log

- Leave a missed reading blank. Do not fill it in later.
- Review the sheets at least weekly to spot shifts in trend.
- Keep completed logs for 3 years. Facilities using publicly funded vaccines should confirm record-keeping rules with their state or local immunization program.
- Some products carry narrower ranges, and medications follow their own labeling. Check each package insert.
- A log shows the moments someone looked. A digital data logger records readings at preset intervals between checks.