

Storage and Handling

How to Use Your Temperature Logs Guide

Use our **temperature logs** with your certified, calibrated digital data loggers (DDLs) to monitor the temperature in your vaccine storage units.

At the start of each clinic day

Review and record the current and min/max temperatures under the corresponding day of the month.

1. Write in **your initials and the exact time** the temperature was checked.
2. Place an **X** next to the current temperature.
3. Record your **minimum and maximum temperatures** from the previous night by pressing the review button on the DDL twice.

At the end of each clinic day

Review and record the current temperature under the corresponding day of the month.

4. Write in **your initials and the exact time** the temperature was checked.
5. Place an **X** next to the current temperature.

At the end of each month

Finish the log, and store it in your files. **Keep each log on file for 3 years.**

Day of Month	1	2
Day of Month	MS	MS
Exact Time	7:01	5:37
Min/Max Temp (See Accuracy)	8	6
Danger! Temperatures above		
	AM	PM
↑ Temperatures	5°C	X
	7°C	
	4°C	X
Ideal!	5°C	
	4°C	
↓ In-range	3°C	
	1°C	

Out of range temperatures?

If your DDL signals an alarm, or you observe out-of-range temperatures, **take action immediately!**

1. Consult your [Vaccine Management Plan](#)
2. Label the affected vaccines "**do not use.**"
3. Store them under proper conditions.
4. Record the out-of-range temperature and the room temperature in the **Action section** of the paper log.
5. Notify your practice's vaccine coordinator.
6. Contact TempCheck at **215-685-6777** or **TempCheck@phila.gov**