# 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.

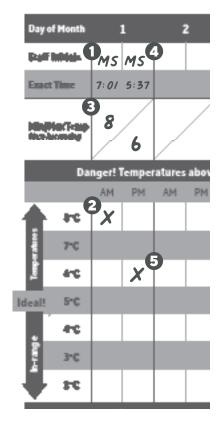
#### At the end of each clinic day

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.



## 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

