WASHINGTON STATE
CVP
Childhood Vaccine Program
Office of Immunization | (360) 236-2829 | doh.wa.gov/cvp | wachildhoodvaccines@doh.wa.gov

Temperature Reporting Guide

REQUIREMENTS

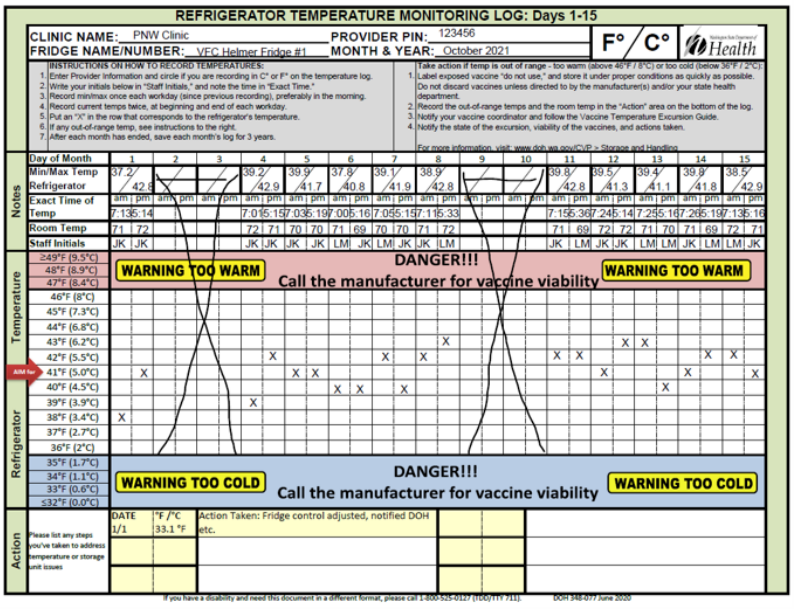
As required by the Centers for Disease Control and Prevention (CDC) and Washington State Childhood Vaccine Program (CVP), providers storing publicly supplied vaccine must follow certain rules for reviewing and recording the temperature readings in vaccine storage units daily. This helps to identify temperature excursions quickly so corrections can be made to prevent vaccine loss and avoid the need to revaccinate patients.

Providers have two options for documenting temperature readings:
Option 1: Handwrite on the CVP Paper Temperature Log. The log should be posted on each vaccine storage unit door or nearby in a readily accessible and visible location.
Option 2: Use a continuous temperature monitoring and recording system (TMS) or digital data logger (DDL) that electronically documents temperatures and staff readings. Providers must get pre-approval of reports before using this option.

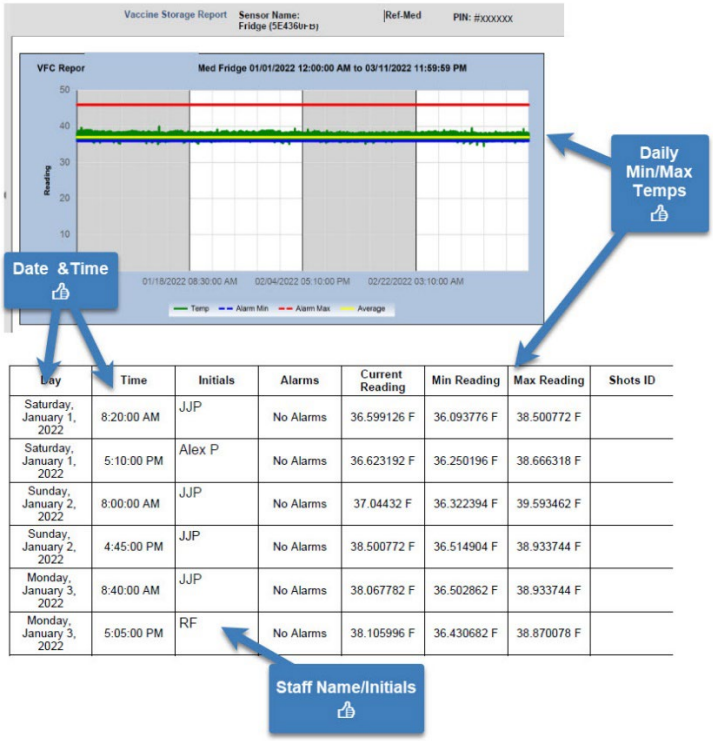
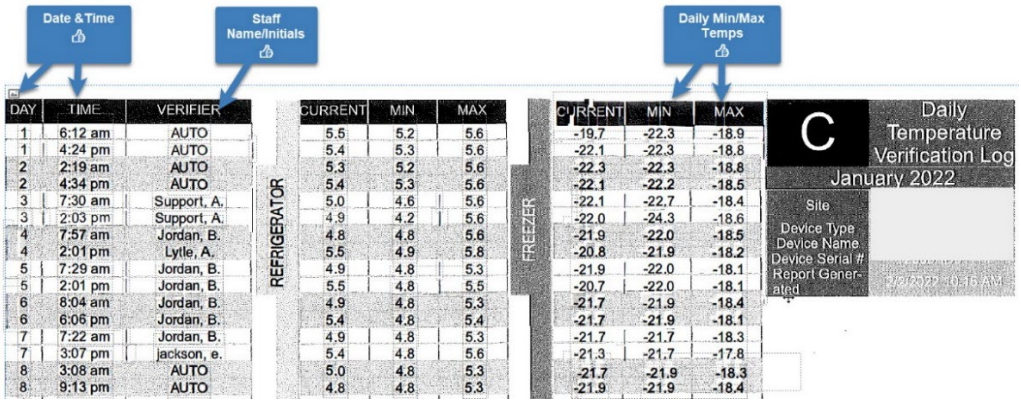
Reporting Options

OPTION 1 – PAPER TEMPERATURE LOG

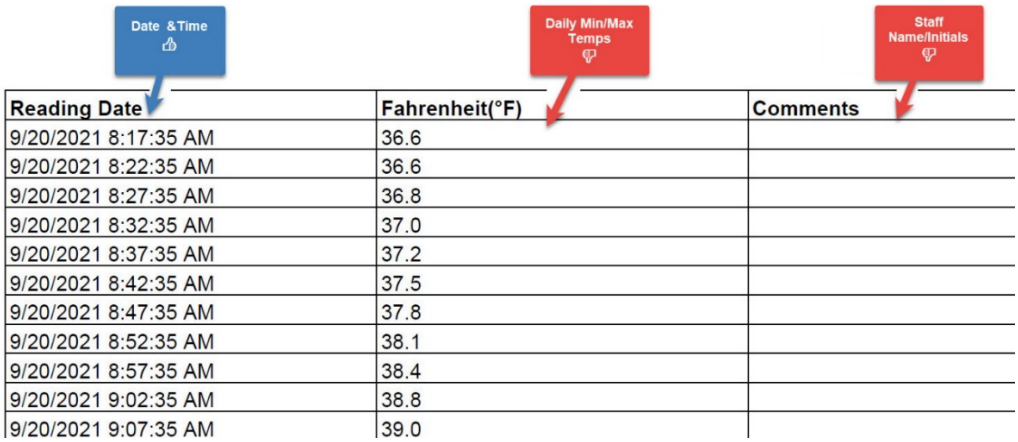
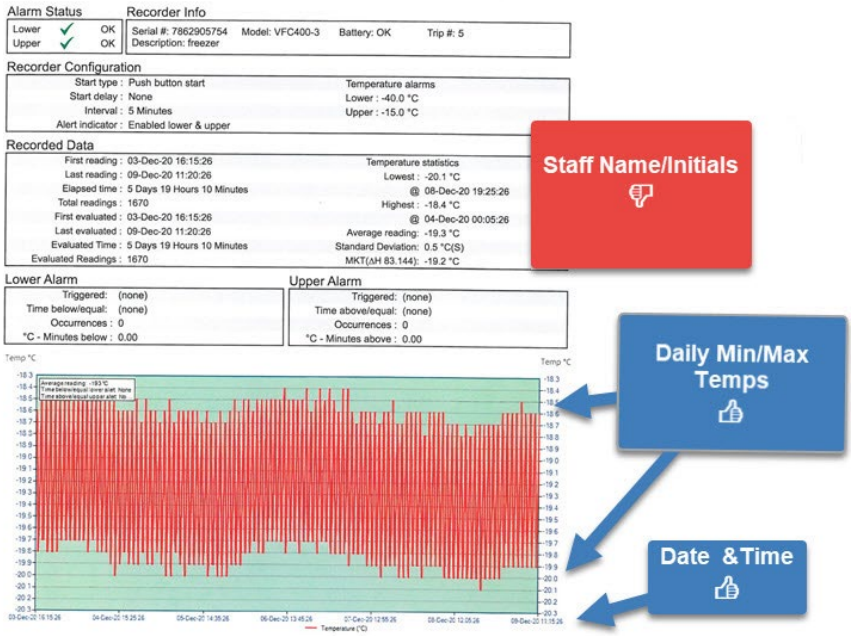
RECORDING REQUIREMENTS	SAMPLE TEMPERATURE LOG

• Twice daily: Record current storage unit(s) temperatures on paper temperature log
• Once daily: Record the minimum and maximum temperatures of the storage unit(s)
 	
Temperature Excursions
  • Submit via your REDCap portal after the excursion or when you submit your monthly temperature logs
  • Follow the Vaccine Temperature Excursion Guide
	

OPTION 2 – TEMPERATURE MONITORING SYSTEM OR DIGITAL DATA LOGGER REPORTS

REPORTING REQUIREMENTS	APPROVED REPORT FORMATS
• Once daily: Min/max manual temperature check • Time and date of reading • Name or initials of staff member who recorded the reading (manual audit) Temperature Excursions • Submit via your REDCap portal after the excursion or when you submit your monthly temperature logs • Follow the Vaccine Temperature Excursion Guide.	 Day | Time | Initials | Alarms | Current Reading | Min Reading | Max Reading | Shots ID Saturday, January 1, 2022 | 8:20:00 AM | JJP | No Alarms | 36.599126 F | 36.093776 F | 38.500772 F Saturday, January 1, 2022 | 5:10:00 PM | Alex P | No Alarms | 36.623192 F | 36.250196 F | 38.666318 F Sunday, January 2, 2022 | 8:00:00 AM | JJP | No Alarms | 37.04432 F | 36.322394 F | 39.593462 F Sunday, January 2, 2022 | 4:45:00 PM | JJP | No Alarms | 38.500772 F | 36.514904 F | 38.933744 F Monday, January 3, 2022 | 8:40:00 AM | JJP | No Alarms | 38.067782 F | 36.502862 F | 38.933744 F Monday, January 3, 2022 | 5:05:00 PM | RF | No Alarms | 38.105996 F | 36.430682 F | 38.870078 F 

UNAPPROVED TEMPERATURE MONITORING REPORTS

MISSING REQUIREMENTS	SAMPLES OF UNAPPROVED REPORTS
• Name or initials of staff member who recorded the reading (manual audit) • No min/max daily temperatures	
	

FREQUENTLY ASKED QUESTIONS

Why are we required to do daily temperature checks?
Monitoring vaccine storage equipment and temperatures are daily responsibilities to ensure the viability of your vaccine supply and the safety of your patients. Implementing routine monitoring activities can help you identify temperature excursions quickly and take immediate action to correct them, preventing loss of vaccines and the potential need for revaccination of patients.

When do we submit our monthly temperature logs/reports?
Temperature logs/summary reports are due at the end of each month. Submitting reports in a timely manner is a requirement of participation in the Childhood Vaccine Program.

How do we get approval to begin submitting DDL/TMS reports?
To be considered for approval, DDL and TMS summary reports must contain the following as required by CDC's Vaccines for Children Program:

- Min/max temperature check once per day
- Time and date of reading
- Name or initials of staff member who recorded the reading (manual audit)

Providers wishing to obtain approval must submit a copy of their report to the program at WAChildhoodVaccines@DOH.WA.GOV for review.

Can we submit TMS summary reports?
No, TMS summary reports (previously accepted by the COVID-19 program) do not meet the requirements of the Childhood Vaccine Program.

Once approved, how do we submit our DDL/TMS reports?
Monthly reports can be submitted via fax at 360-236-3811 or email at WAChildhoodVaccines@DOH.WA.GOV.

Which DDL/TMS units meet the reporting criteria?
We are reviewing and approving all reports on a case-by-case basis. All systems have different software and reporting capabilities. If you are unsure if your unit meets the criteria, please contact the device/software manufacturer or your IT department

Can we add staff initials after we have printed the monthly DDL/TMS report?
No, this does not meet the Childhood Vaccine Program reporting criteria. This program is grant funded through the CDC Vaccines for Children Program and requires a daily, manual audit with the name or initials of the person who assessed and recorded the reading.

What if we can't meet the DDL/TMS reporting criteria?
Providers whose DDL or TMS reports do not meet the reporting requirements listed above must continue to submit monthly paper temperature logs.