

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

- 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](#)

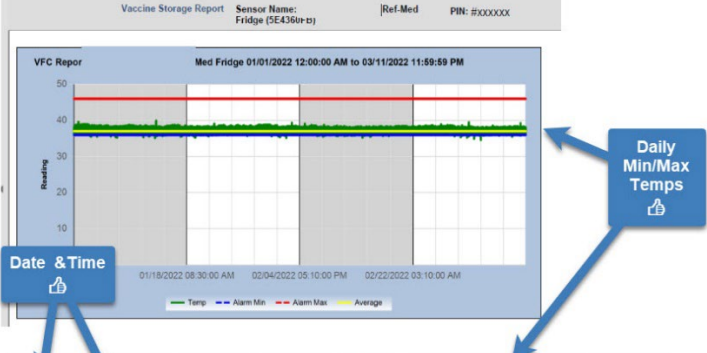
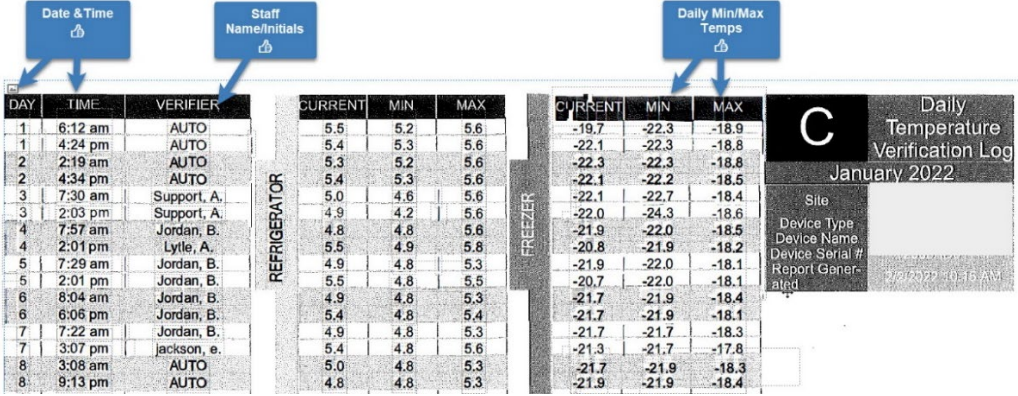
SAMPLE TEMPERATURE LOG

REFRIGERATOR TEMPERATURE MONITORING LOG: Days 1-15																
CLINIC NAME: PNW Clinic				PROVIDER PIN: 123456				F° / C°								
FRIDGE NAME/NUMBER: VFC Helmer Fridge #1				MONTH & YEAR: October 2021												
INSTRUCTIONS ON HOW TO RECORD TEMPERATURES: 1. Enter Provider information and circle if you are recording in C° or F° on the temperature log. 2. Write your initials below in "Staff Initials," and note the time in "Exact Time." 3. Record minima once each workday (since previous recording), preferably in the morning. 4. Record current temps twice, at beginning and end of each workday. 5. Put an "X" in the row that corresponds to the refrigerator's temperature. 6. If any out-of-range temp, see instructions to the right. 7. After each month has ended, save each month's log for 3 years.																
Take action if temp is out of range - too warm (above 46°F / 8°C) or too cold (below 36°F / 2°C): 1. Label exposed vaccine "do not use," and store it under proper conditions as quickly as possible. Do not discard vaccines unless directed by the manufacturer(s) and/or your state health department. 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 and follow the Vaccine Temperature Excursion Guide. 4. Notify the state of the excursion, viability of the vaccines, and actions taken.																
For more information, visit: www.doh.wa.gov/CVP - Storage and Handling																
Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Min/Max Temp	37.2° / 42.8°	39.2° / 42.9°	39.7° / 41.7°	39.7° / 40.8°	39.7° / 41.9°	38.9° / 42.8°	38.9° / 42.8°	39.9° / 42.8°	39.9° / 41.3°	39.9° / 41.1°	39.9° / 41.8°	39.9° / 42.9°	39.9° / 42.9°	39.9° / 42.9°	39.9° / 42.9°	
Exact Time of Temp	7:13:14		7:04:15	15:03:36	10:00:16	7:05:15	7:11:33			7:15:36	7:24:14	7:25:16	7:26:19	7:13:16		
Room Temp	71	72	72	71	70	70	71	69	70	70	71	72	71	69	72	71
Staff Initials	JK	JK		JK	LJK	LJK	LJK	LJK	LJK	LJK	LJK	LJK	LJK	LJK	LJK	LJK
Temperature	≥49°F (9.5°C)															
	48°F (8.9°C)															
	47°F (8.3°C)															
	46°F (8°C)															
	45°F (7.3°C)															
	44°F (6.8°C)															
	43°F (6.2°C)															
	42°F (5.5°C)				X			X	X			X	X		X	X
	41°F (5.0°C)	X				X	X				X			X	X	X
	40°F (4.5°C)							X						X		
Refrigerator	39°F (3.9°C)			X												
	38°F (3.4°C)	X														
	37°F (2.7°C)															
	36°F (2°C)															
	35°F (1.7°C)															
	34°F (1.1°C)															
33°F (0.6°C)																
≤32°F (0.0°C)																
Action	Please list any steps you've taken to address temperature or storage unit issues.															
	DATE	1/1														
	F° / C°	33.1° F														
	Action Taken:	Fridge control adjusted, notified DOH														

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

DOH 348-870, December 2023

OPTION 2 – TEMPERATURE MONITORING SYSTEM OR DIGITAL DATA LOGGER REPORTS

REPORTING REQUIREMENTS	APPROVED REPORT FORMATS																																																																																																																																																									
<ul style="list-style-type: none"> Once daily: Min/max manual temperature check Time and date of reading Name or initials of staff member who recorded the reading (manual audit) <p>Temperature Excursions</p> <ul style="list-style-type: none"> Submit via your REDCap portal after the excursion or when you submit your monthly temperature logs Follow the Vaccine Temperature Excursion Guide. 	 <table border="1" data-bbox="646 758 1312 1045"> <thead> <tr> <th>Day</th> <th>Time</th> <th>Initials</th> <th>Alarms</th> <th>Current Reading</th> <th>Min Reading</th> <th>Max Reading</th> <th>Shots ID</th> </tr> </thead> <tbody> <tr> <td>Saturday, January 1, 2022</td> <td>8:20:00 AM</td> <td>JJP</td> <td>No Alarms</td> <td>36.599126 F</td> <td>36.093776 F</td> <td>38.500772 F</td> <td></td> </tr> <tr> <td>Saturday, January 1, 2022</td> <td>5:10:00 PM</td> <td>Alex P</td> <td>No Alarms</td> <td>36.623192 F</td> <td>36.250196 F</td> <td>38.666318 F</td> <td></td> </tr> <tr> <td>Sunday, January 2, 2022</td> <td>8:00:00 AM</td> <td>JJP</td> <td>No Alarms</td> <td>37.04432 F</td> <td>36.322394 F</td> <td>39.593462 F</td> <td></td> </tr> <tr> <td>Sunday, January 2, 2022</td> <td>4:45:00 PM</td> <td>JJP</td> <td>No Alarms</td> <td>38.500772 F</td> <td>36.514904 F</td> <td>38.933744 F</td> <td></td> </tr> <tr> <td>Monday, January 3, 2022</td> <td>8:40:00 AM</td> <td>JJP</td> <td>No Alarms</td> <td>38.067782 F</td> <td>36.502862 F</td> <td>38.933744 F</td> <td></td> </tr> <tr> <td>Monday, January 3, 2022</td> <td>5:05:00 PM</td> <td>RF</td> <td>No Alarms</td> <td>38.105996 F</td> <td>36.430682 F</td> <td>38.870078 F</td> <td></td> </tr> </tbody> </table>	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																																																																																																		
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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

Reading Date	Fahrenheit(°F)	Comments
9/20/2021 8:17:35 AM	36.6	
9/20/2021 8:22:35 AM	36.6	
9/20/2021 8:27:35 AM	36.8	
9/20/2021 8:32:35 AM	37.0	
9/20/2021 8:37:35 AM	37.2	
9/20/2021 8:42:35 AM	37.5	
9/20/2021 8:47:35 AM	37.8	
9/20/2021 8:52:35 AM	38.1	
9/20/2021 8:57:35 AM	38.4	
9/20/2021 9:02:35 AM	38.8	
9/20/2021 9:07:35 AM	39.0	

Alarm Status **Recorder Info**

Lower OK Serial #: 7862905754 Model: VFC400-3 Battery: OK Trip #: 5
 Upper OK Description: freezer

Recorder Configuration

Start type: Push button start Temperature alarms
 Start delay: None Lower: -40.0 °C
 Interval: 5 Minutes Upper: -15.0 °C
 Alert indicator: Enabled lower & upper

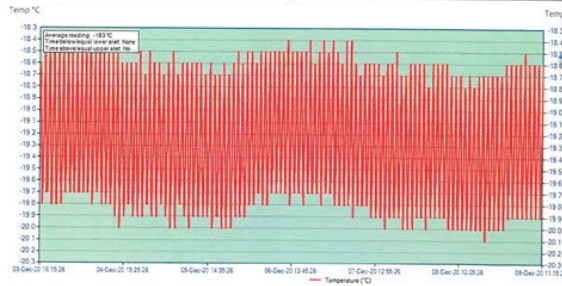
Recorded Data

First reading: 03-Dec-20 16:15:26 Temperature statistics
 Last reading: 09-Dec-20 11:20:26 Lowest: -20.1 °C
 Elapsed time: 5 Days 19 Hours 10 Minutes @ 08-Dec-20 19:25:26
 Total readings: 1670 Highest: -18.4 °C
 First evaluated: 03-Dec-20 16:15:26 @ 04-Dec-20 00:05:26
 Last evaluated: 09-Dec-20 11:20:26 Average reading: -19.3 °C
 Evaluated Time: 5 Days 19 Hours 10 Minutes Standard Deviation: 0.5 °C(S)
 Evaluated Readings: 1670 MKT(AH 63.144): -19.2 °C

Lower Alarm **Upper Alarm**

Triggered: (none) Triggered: (none)
 Time below/equal: (none) Time above/equal: (none)
 Occurrences: 0 Occurrences: 0
 °C - Minutes below: 0.00 °C - Minutes above: 0.00

Staff Name/Initials



Daily Min/Max Temps

Date & Time

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 WChildhoodVaccines@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 WChildhoodVaccines@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.