

Standards for Documenting and Evaluating Out-of-Range Temperatures

Out-of-range temperature(s) must be documented on the ODH paper temperature logs and must be immediately reported to ODH. Min/Max and/or current temperatures that are out of range must be reported. When an out-of-range temperature(s) is discovered, follow these steps:

1. Immediately quarantine vaccines – **DO NOT** administer to patients.
 - a. Post signage on vaccine to indicate “Do Not Use” including the date
2. Call ODH to report the out-of-range temperature(s) and receive further instructions. ODH representatives will be available to take your call M-F, 8:30 a.m. – 5:00 p.m.
 - a. If an out-of-range temperature(s) occurs outside of ODH business hours, vaccines **must remain quarantined** until cleared by ODH.
3. Use the [Vaccine Storage Troubleshooting Record Form](#) to document the out-of-range temperature(s) and all actions taken.
 - a. Temperature logs and associated documentation must be retained and available in the provider office for at least three years
 - b. For quality assurance purposes ODH may request copies of the facility’s temperature logs

If at any time you have concerns about the temperatures of your vaccines, contact ODH immediately at:

**1-844-9-ODH-VAX
(1-844-963-4829)**