

## Vaccine Temperature Monitoring Standards

ODH requires all sites who wish to enroll as COVID-19 Vaccine providers to check and record the minimum and maximum (min/max) temperatures of cold storage refrigerators and/or freezers each workday. In addition, twice daily temperature checks must be conducted at the beginning and end of the day. This information must be documented on an ODH paper temperature log which is located on the [ODH COVID-19 Vaccine Provider website](#).

### Temperature Monitoring Device Minimum Required Functionalities

Temperature monitoring devices, at minimum, must meet the following criteria:

- A temperature probe or sensor
- An active temperature display that can be easily read from outside of the unit that can show current, minimum, and maximum temperatures
- Resettable min/max functionality
- Alarm for out-of-range temperatures

### Daily Temperature Monitoring Procedure:

Each day the office is open, provider sites who store vaccine should complete and document twice daily temperature checks, including the min/max, the coldest and warmest temperatures in the unit, for each refrigerator and/or freezer. This includes weekends and special vaccine clinic days that are outside of normal business hours.

**For quality assurance purposes ODH may request a copy of the facility’s temperature logs.**

To properly complete the ODH temperature log, follow the steps below:

- 1 At the beginning of the month complete the information highlighted at the top of the Temperature Log.

Month/Year _____ VFC PIN or other ID # _____	Page 1 of 3
Facility Name _____	
<b>Take action if temp is out of range – too warm (above 46°F) or too cold (below 36°F).</b>	
1. Label exposed vaccine “do not use,” and store it under proper conditions as quickly as possible. Do not discard vaccines unless directed to by your state/local health department and/or the manufacturer(s).	
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, or call the immunization program at your state or local health department for guidance.	
4. Document the action taken on the “Vaccine Storage Troubleshooting Record” on page 3.	

- 2 At opening and closing each day, record your initials in the “Staff Initials’ box and the time the temperature was recorded in the “Exact Time” box.

Day of Month	1		2		3	
Staff Initials	KH	DK	KH	DK	KH	DK
Exact Time	AM	PM	AM	PM	AM	PM
	8	4	8	4	8	4

- 3 Check and record min/max temperatures at the beginning of the workday. After documenting, reset the min/max temperatures.

Min/Max Temp in Unit (since previous reading)	39	40	38
	42	43	41

- 4 Check and record temperatures a minimum of two times each workday: in the AM when the clinic opens and 30-60 minutes before leaving for the day.

- 5 To document, put an 'X' in the row that corresponds to the unit's current temperature.

Refrigerator Temperature Recommended Range  
(36°-46°F) (2°-8°C)

Freezer Temperature Recommended Range:  
(at or below 5°F) (at or below -15°C)

TEMPERATURES	46° F				
	45° F				
	44° F				
	43° F				
	42° F	X			
	<b>Aim for 41°</b>				
ACCEPTABLE	40° F	X		X	X
	39° F		X		
	38° F				
	37° F				X
	36° F				

**At any time if you have concerns about the temperatures of your storage unit, quarantine your vaccine. Contact the ODH Immunization Program immediately at:  
1-844-9-ODH-VAX  
(1-844-963-4829)**