# South Carolina Refrigerator Temperature Log - Celsius for Vaccine Storage Units (DAYS 1-15)

**C°**

Month/Year_____  VFC PIN# _____

Facility Name_____

**Monitor temperature closely!**

1. Write your initials below in "Staff Initials," and note the time in "Exact Time."
2. Record the MIN/MAX temps once each workday—at the start of the clinic day.
3. Review CURRENT temperature prior to administering vaccines.
   (Recording current temperature **TWICE A DAY IS OPTIONAL**)
4. If temperature is out-of-range, see instructions to the right.
5. Download and save weekly temperature data report each MONDAY from digital data logger.
   *(Provider will upload same file in SIMON).*
6. Keep all temperature monitoring records and reports (paper and electronic) for 3 years.

**Take corrective action if temp is out of range—too warm (above 8°C) or too cold (below 2°C).**

1. Quarantine exposed vaccine and label "**DO NOT USE**," and store it under proper conditions as quickly as possible. Do not discard vaccines unless directed to by the Immunization Division.
2. Record the out-of-range temps and the room temp in the **"Action"** area as labeled on the temperature log.
3. Download the temperature data report from your digital data logger and upload into SIMON under "Clinic Tools" by Selecting "Storage Units".
4. Document the action taken on the Vaccine Storage Troubleshooting Record OR Failure Report in SIMON.
5. Notify your vaccine coordinator and submit a SIMON Helpdesk ticket to the Immunization Division for guidance at https://www.scdhec.gov/SIMON.

| Day of Month | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | | 10 | | 11 | | 12 | | 13 | | 14 | | 15 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Staff Initials** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Record Exact Time of MIN/MAX** (Start of Clinic Day) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **MIN/MAX Temp** (since previous reading) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTION** — Write any **OUT-OF-RANGE** temps (above 8°C or below 2°C) here. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Room Temperature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**RECORDING CURRENT TEMPERATURES TWICE DAILY IS OPTIONAL**

| Record Exact Time (Current Temps.) | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Danger! Temperatures above 8°C are too warm! Write any out-of-range temps and room temp on the lines below and call Immunization Division at 800-277-4687, immediately!**

ACCEPTABLE TEMPERATURES

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 8°C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7°C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6°C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Aim for 5°** → **5°C** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4°C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3°C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2°C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Danger! Temperatures below 2°C are too cold! Write any out-of-range temps and room temp on the lines below and call Immunization Division at 800-277-4687, immediately!**

| **ACTION** — Write any **OUT-OF-RANGE** temps (above 8°C or below 2°C) here. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Room Temperature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**If you have a vaccine storage issue, also complete Vaccine Storage Troubleshooting Record OR Failure Report in SIMON.**

# South Carolina Refrigerator Temperature Log - Celsius for Vaccine Storage Units (DAYS 16-31)

**C°**

Month/Year_____   VFC PIN#_____

Facility Name_____

**Take corrective action if temp is out of range—too warm (above 8°C) or too cold (below 2°C).**

**Monitor temperature closely!**

1. Write your initials below in "Staff Initials," and note the time in "Exact Time."
2. Record the MIN/MAX temps once each workday—at the start of the clinic day.
3. Review CURRENT temperature prior to administering vaccines.
   (Recording current temperature **TWICE A DAY IS OPTIONAL**)
4. If temperature is out-of-range, see instructions to the right.
5. Download and save weekly temperature data report each MONDAY from digital data logger.
   *(Provider will upload same file in SIMON).*
6. Keep all temperature monitoring records and reports (paper and electronic) for 3 years.

1. Quarantine exposed vaccine and label "**DO NOT USE**," and store it under proper conditions as quickly as possible. Do not discard vaccines unless directed to by the Immunization Division.
2. Record the out-of-range temps and the room temp in the "**Action**" area as labeled on the temperature log.
3. Download the temperature data report from your digital data logger and upload into SIMON under "Clinic Tools" by Selecting "Storage Units".
4. Document the action taken on the Vaccine Storage Troubleshooting Record OR Failure Report in SIMON.
5. Notify your vaccine coordinator and submit a SIMON Helpdesk ticket to the Immunization Division for guidance at https://www.scdhec.gov/SIMON.

| Day of Month | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Staff Initials | | | | | | | | | | | | | | | | |
| **Record Exact Time of MIN/MAX** (Start of Clinic Day) | | | | | | | | | | | | | | | | |
| **MIN/MAX Temp** (since previous reading) | | | | | | | | | | | | | | | | |
| ACTION — Write any OUT-OF-RANGE temps (above 8°C or below 2°C) here. | | | | | | | | | | | | | | | | |
| Room Temperature | | | | | | | | | | | | | | | | |

**RECORDING CURRENT TEMPERATURES TWICE DAILY IS OPTIONAL**

| Record Exact Time (Current Temps.) | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**Danger! Temperatures above 8°C are too warm! Write any out-of-range temps and room temp on the lines below and call Immunization Division at 800-277-4687, IMMEDIATELY!**

ACCEPTABLE TEMPERATURES

| | 8°C |
| | 7°C |
| | 6°C |
| Aim for 5° → | 5°C |
| | 4°C |
| | 3°C |
| | 2°C |

**Danger! Temperatures below 2°C are too cold! Write any out-of-range temps and room temp on the lines below and call Immunization Division at 800-277-4687, IMMEDIATELY!**

| ACTION — Write any OUT-OF-RANGE temps (above 8°C or below 2°C) here. | | | | | | | | | | | | | | | | |
| Record Room Temp. | | | | | | | | | | | | | | | | |

If you have a vaccine storage issue, also complete Vaccine Storage Troubleshooting Record OR Failure Report in SIMON.

DHEC 3266 (rev.8/2020)

# Vaccine Storage Troubleshooting Record (check one) ☐**Refrigerator** ☐**Freezer**

Use this form to document any unacceptable vaccine storage event, such as exposure of refrigerated or frozen vaccines to temperatures that are outside the manufacturers' recommended storage ranges.

| Date & Time of Event<br>If multiple, related events occurred, see Description of Event below. | Vaccine Storage Unit (VSU) Temperature<br>at the time the problem was discovered<br>When recording temperatures, indicate F (Fahrenheit) or C (Celsius). | | Room Temperature<br>at the time the problem was discovered | Person Completing Report | |
|---|---|---|---|---|---|
| Date: | VSU Temp when discovered: | | Room Temp when discovered: | Name: | |
| Time: | Minimum temp: | Maximum temp: | Comment (optional): | Title: | Date: |

**Description of Event** (*If multiple, related events occurred, list each date, time, and length of time out of storage.*)

- General description (i.e., what happened?)
- Estimated length of time between event and last documented reading of storage temperature in acceptable range (36º to 46ºF [2° to 8°C] for refrigerator; -58º to 5ºF [-50° to -15°C] for freezer)
- Inventory of affected vaccines, including (1) lot #s and (2) whether purchased with public (for example, VFC) or private funds (Use separate sheet if needed, but maintain the inventory with this troubleshooting record)
- At the time of the event, what else was in the storage unit? For example, were there water bottles in the refrigerator and/or frozen coolant packs in the freezer?
- Prior to this event, have there been any storage problems with this unit and/or with the affected vaccine?
- Include any other information you feel might be relevant to understanding the event.

**Action Taken** (*Document thoroughly. This information is critical to determining whether the vaccine might still be viable!*)

- When were the affected vaccines placed in proper storage conditions? (Note: Do not discard the vaccine. Store exposed vaccine in proper conditions and label it "do not use" until after you can discuss with Immunization Division and/or the manufacturer[s].)
- Who was contacted regarding the incident? (For example, supervisor, state/local health department, manufacturer—list all.)
- IMPORTANT: What did you do to prevent a similar problem from occurring in the future?

(Required)☐ Call the Immunization Division    Spoke with:_____

**Results**

- What happened to the vaccine? Was it able to be used? If not, was it returned to the distributor? (Note: For public-purchase vaccine, follow the Immunization Division's instructions for vaccine disposition.)

<p style="text-align:center">South Carolina Refrigerator Temperature Log- Celsius for Vaccine Storage Units<br>Instructions Page</p>

**Purpose:**

The purpose of the South Carolina Refrigerator Temperature Log-Celsius for Vaccine Storage Units is to review and record daily monitoring of temperatures of vaccine storage units per VFC program requirements for continuous temperature monitoring devices known as a digital data logger (DDL).

**Item-By-Item Instructions:**

1. VFC provider's sites must review and record temperatures on this temperature log for the refrigerator storage unit that holds publicly funded vaccines.
   - Provider will record minimum (MIN) and maximum (MAX) temperatures at the start of each clinic day;
   - MIN/MAX must be reset after the MIN/MAX temperature has been recorded if the digital data logger (DDL) does not automatically reset, check the instructions guideline per the DDL manufacturer;
   - Record the date, exact time, and initials of the person reviewing and recording the temperature on the temperature log;
   - Review the current temperature prior to accessing and administering vaccines.
     - (RECORDING CURRENT TEMPERATURES TWICE A DAY IS RECOMMENDED NOT REQUIRED);
   - Download and save weekly temperature data report each MONDAY from the digital data logger. Save as a portable document format (pdf).
     - ***(Provider will upload same file in SIMON).***
   - Upload the temperature data report into SIMON under Clinic Tools and select Storage Units.

2. Take corrective action- If temperatures are out-of-range – too warm (above 8°C) or too cold (below 2°C) are discovered, they must be reported to the Immunization Division immediately and submit a SIMON helpdesk ticket at https://www.scdhec.gov/SIMON..
   - Quarantine exposed vaccine and label "DO NOT USE" and store it under proper conditions as quickly as possible. Do not discard vaccines unless directed by the Immunization Division.
   - Record the out-of-range and room temperatures in the "Action" area as labeled on the temperature log.
   - Download the temperature data report from the digital data logger.
   - Document the action taken on the Vaccine Storage Troubleshooting Record.
   - Notify your vaccine coordinator.

Office Mechanics and Filing:
  1. Providers can obtain the temperature log in one of the following ways:
     1. By visiting SIMON  and submitting a SIMON helpdesk ticket;
     2. Contacting the Immunization Division by phone at 803-898-0460 select option 2;
     3. Email at scvfc@dhec.sc.gov.
2. Form Retention:
     -VFC & STATE Vaccine providers: retain the original form of this temperature log and the weekly pdf. version of the temperature data reports from the DDL for (3) three years as required by the Federal Immunization Program.
     -DHEC Immunization Program: retain providers' copies for (3) three years as required by the Federal Immunization Program.
     -Contracting Parties under a DHEC Memorandum of Agreement (MOA) for Adult Vaccines: Both Provider and DHEC must retain the original/copy for (6) six years.