



# Vaccine Storage Troubleshooting Record

Date	Time	Storage Unit Temp	Room Temp	Problem	Action Taken	Results	Staff Initials



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**Complete this temperature log:** Check the temperature in the refrigerator compartment of your vaccine storage unit at least twice each working day. Place an "X" in the box that corresponds with the temperature, the time of the temperature reading, and your initials. Please document the out of range temperature and the min/max on the appropriate lines below. Once the month has ended, save each month's completed form for 3 years.

**If the recorded temperature is warmer than 46°F or colder than 35°F:** this represents an unacceptable temperature range. You must **take action!**

## Take Action!

1. **Store the vaccine** under proper conditions as quickly as possible.
2. **Temporarily mark exposed vaccine "do not use"** until you have verified whether or not the vaccine may be used.
3. **Call the VFC program** at 404-657-5013 or 1-800-848-3868 and the vaccine manufacturer to determine whether the potency of the vaccine(s) has been affected.
4. **Document the action taken** on the troubleshooting page of this log.
5. **Review and sign the log** at the end of each month below.

Staff Initials															
Day of Month	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
Room Temp.															
Exact Time	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
Min/ Max Temp.	/														
*Write any out-of-range temps (min/max) here: Then take action!	/														
<b>Danger! Temperatures above 46°F are too warm! Write any unacceptable temperature on the line below* and call your VFC Representative Immediately!</b>															
Acceptable Temperatures	46°F														
	45°F														
	44°F														
	43°F														
	42°F														
	41°F														
	40°F														
	39°F														
	38°F														
	37°F														
36°F															
35°F															
<b>Danger! Temperatures below 35°F are too cold! Write any unacceptable temperature on the line below* and call your VFC Representative Immediately!</b>															
*Write any out-of-range temps (above 46°F or below 35°F) here: Then take action!	/														

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Day of Month	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
Room Temp.																
Exact Time	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Min/ Max Temp.																
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	37°F															
	36°F															
35°F																
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**If the recorded temperature is warmer than 8°C or colder than 2°C:** this represents an unacceptable temperature range. You must **take action!**

## Take Action!

1. **Store the vaccine** under proper conditions as quickly as possible.
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	7°C														
	6°C														
	5°C														
	4°C														
	3°C														
2°C															
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Vaccines for Children  
 404-657-5013 / 1-800-848-3868 (phone)  
 404-657-5736 / 1-800-372-3627 (fax)  
 DPH-gavfc@dph.ga.gov

See back for "Vaccine Storage Troubleshooting Record"  
 Adapted with appreciation from California Department of Public Health

End of the Month Reviewer's Signature \_\_\_\_\_

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