

Offsite Temperature Log

Instructions: *Temperature must be monitored throughout the day and documented every **30 MINUTES**. Record the temperature, initial. This form must be completed per cooler. If at any time the unit is not in temperature range, take Action by calling the Bureau of Immunizations immediately at 800-219-3224 for further guidance. Logs must be returned to location where vaccine was picked up and dropped off each day.*

General Information

Person Responsible for Vaccine	COVID-19 Vaccination PIN#/ VFC PIN #	Date
Signature		

Vaccine Inventory Information

Vaccine	Lot Number	#Of Doses	Expiration Date	NDC Number	Comments	
Time	Refrigerator 2°-8° C/ 36°- 46°F /Freezer -15°-(-)50° C or 5°- (-) 58°F			Min/Max	Staff Initials	Notes
Time:	Temp:					
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If the temperatures of the cooler exceed the recommended range please follow these instructions

Temperature ≤appropriate temperature

- Assure the thermometer probe is not in direct contact with the ice packs
- Leave the cooler slightly opened until temperature has returned to recommended temperature

Temperature ≥appropriate temperature

- Assure that storage unit lid is tightly closed.
- Add more ice packs
- Plug in portable vaccine refrigerator

If temperature is still out of range after 30 minutes

- Immediately return the vaccine to the location it was picked up from and place in vaccine storage unit. Label the vaccine “Do Not Use” but do not discard the vaccine
- Notify the Bureau of Immunizations at 800-219-3224 immediately to determine further instructions.

All vaccine vials that are opened and or mixed with diluent need to be used within 6 hours

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