Vaccine Storage Unit Digital Data Logger Sign-off Sheet

It is required that temperatures are reviewed within each vaccine storage unit twice a day and the minimum and maximum temperatures are reviewed each morning. Document time temperatures were taken each day the clinic is open. Follow appropriate procedures to evaluate a new alarm and document follow-up on the data logger print out; **clear the alarm on the data logger**.

Unit Type (circle): **Fridge │ Freezer │ UC Freezer**   Month/Year_____

Unit Location _____   Provider PIN# _____

Day of Month	Daily Min/Max Temp in °C		Time AM	Current Temp in °C	Name/Initials	New Alarm? (Circle)		Time PM	Current Temp in °C	Name/Initials	New Alarm? (Circle)
1						Yes	No				Yes No
2						Yes	No				Yes No
3						Yes	No				Yes No
4						Yes	No				Yes No
5						Yes	No				Yes No
6						Yes	No				Yes No
7						Yes	No				Yes No
8						Yes	No				Yes No
9						Yes	No				Yes No
10						Yes	No				Yes No
11						Yes	No				Yes No
12						Yes	No				Yes No
13						Yes	No				Yes No
14						Yes	No				Yes No
15						Yes	No				Yes No
16						Yes	No				Yes No
17						Yes	No				Yes No
18						Yes	No				Yes No
19						Yes	No				Yes No
20						Yes	No				Yes No
21						Yes	No				Yes No
22						Yes	No				Yes No
23						Yes	No				Yes No
24						Yes	No				Yes No
25						Yes	No				Yes No
26						Yes	No				Yes No
27						Yes	No				Yes No
28						Yes	No				Yes No
29						Yes	No				Yes No
30						Yes	No				Yes No
31						Yes	No				Yes No

Morning (AM)   **Afternoon (PM)**

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If an alarm is noted on the front page, please indicate the category of the event below.

Alarm Date	Time	Category	
	☐AM ☐PM	☐Non-Reportable	☐Reportable
	☐AM ☐PM	☐Non-Reportable	☐Reportable
	☐AM ☐PM	☐Non-Reportable	☐Reportable
	☐AM ☐PM	☐Non-Reportable	☐Reportable
	☐AM ☐PM	☐Non-Reportable	☐Reportable
	☐AM ☐PM	☐Non-Reportable	☐Reportable
	☐AM ☐PM	☐Non-Reportable	☐Reportable
	☐AM ☐PM	☐Non-Reportable	☐Reportable
	☐AM ☐PM	☐Non-Reportable	☐Reportable
	☐AM ☐PM	☐Non-Reportable	☐Reportable
	☐AM ☐PM	☐Non-Reportable	☐Reportable
	☐AM ☐PM	☐Non-Reportable	☐Reportable
	☐AM ☐PM	☐Non-Reportable	☐Reportable
	☐AM ☐PM	☐Non-Reportable	☐Reportable

The first time a new alarm is noted, download the data logger report, quarantine the product with a "do not use until notified by TVPDIP" sign, and Call 800-404-3006 or email Temperature.Health@tn.gov to report the temperature excursion. Please include your PIN number, a good contact phone number, the reason for submitting the report, and a list of the inventory affected if you choose to email the excursion information. The inventory listed must include brand Name, LOT numbers, expiration dates, and the quantity of doses affected.

Please note, the temperature excursion business hours are 8:00 AM to 4:30 PM Monday through Friday. We are closed on all Tennessee state holidays. You must report all excursions within 1 business day.

If you have a non-reportable alarm, please document this with your weekly printouts of your DDL and notate the reason the alarm was unreportable IE no vaccine in unit due to defrost, alarm parameters set incorrectly, etc. If vaccine was not in the unit, you must document the date and time vaccine was removed and returned (if applicable) to the unit.

Tennessee Vaccine-Preventable Diseases and Immunization Program at 800-404-3006 or 615-741-7247