

Site								Month		
Vaccine Storage Unit								Year		
Date	Time	Current Temp	Maximum Temp	Minimum Temp	Initial	Time	Current Temp	Maximum Temp	Minimum Temp	Initial
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Site								Month		
Vaccine Storage Unit								Year		
Date	Time	Current Temp	Maximum Temp	Minimum Temp	Initial	Time	Current Temp	Maximum Temp	Minimum Temp	Initial
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										

Notes**Weekly Audit**

Date	Initials

Initials and Printed Name of Recorder

Initials	Printed Name	Initials	Printed Name

Instructions

1. Start a new form for **each new month**.
2. Fill in the site and vaccine storage unit serial number (or other identifying information, e.g. Fridge #1, Freezer #1, etc.) along with the current month and year that the data is being recorded.
3. Enter the Current Temp., Maximum Temp., Minimum Temp. readings from the temperature monitoring device.
4. At minimum, **record temperatures in °C twice a day** (separated by at least 8 hours). Temperature can be recorded up to 4 times a day.
5. If using a minimum/maximum thermometer, **clear/reset the memory after every temperature reading and recording**. For other temperature monitoring devices, refer to instruction manual for how to clear/reset temperature.
6. Sign your initials as the recorder of the temperature reading. **Initial and print name on reverse side.**
7. If temperature outside of recommended vaccine storage temperature, **report cold chain excursion as per Alberta Health Services (AHS) – Vaccine Storage and Handling standard.**
8. If there are any temperature excursions that do not result in the submission of a cold chain excursion report, **an explanation should be documented on the temperature log after discussion with your AHS Zone Contact** (e.g. the door was open while adding vaccine inventory – temperature out of range for 10 minutes).
9. **Temperature record is to be reviewed weekly** to ensure proper temperature recording and take appropriate action if discrepancies. Date and initial when weekly audit is completed.
10. Temperature monitoring logs **must be kept for 5 years**.

For more information, go to **ahs.ca/coldchainpolicy** and see Alberta Health Services – Vaccine Storage and Handling Standard and Alberta Health Vaccine Storage and Handling for COVID-19 Vaccine