



Site								Month				
Vaccine Storage Unit								Year				
Date	Time	Current Temp	Max Temp	Min Temp	Cont temp device checked (Y/N)	Initial	Time	Current Temp	Max Temp	Min Temp	Cont temp device checked (Y/N)	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	Max Temp	Min Temp	Cont temp device checked (Y/N)	Initial	Time	Current Temp	Max Temp	Min Temp	Cont temp device checked (Y/N)	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. Indicate Yes (Y) or No (N) that continuous temperature recording device was checked.
7. Sign your initials as the recorder of the temperature reading. Initial and print name on reverse side.
8. If temperature outside of recommended vaccine storage temperature, report cold chain excursion as per Alberta Health Services (AHS) – Vaccine Storage and Handling standard.
9. 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).
10. 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.
11. 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