OKLAHOMA DEPARTMENT OF CORRECTIONS
REFRIGERATOR/ROOM TEMPERATURE LOG

MONTH / YEAR:	UNIT TYPE: Laboratory/Medication/Vaccine Storage
Facility:	Unit Location: Type: ❑ Refrigerator

ROOM TEMP (59°to 77°F) **UNIT TEMP:** Refrigerator (36°to 46°F)/Unit: (#) _____

Date	A.M. Time	A.M. Temp	A.M. Init	A.M. Time	A.M. Temp	A.M. Init	P.M. Time	P.M. Temp	P.M. Init	Daily Temp RANGE MIN	Daily Temp RANGE MAX
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30.											
31.											

CORRECTIVE ACTION Taken for out of range readings

Date	Steps Taken	New Temp	Resolved? (Y/N)	If no, next steps	Init

Initial	Signature	Initial	Signature	Initial	Signature

1. Measure and log room temperature daily and refrigerator temperatures twice daily with min/max readings. If out of range reading, adjust temperature control and check again in 30 minutes. Document steps taken and new temperature in Corrective Action Section. If temperature remains outside/above parameters, call facility maintenance.
2. Do not store food or beverages in the same refrigerator unit as medications or vaccines or in the attached freezer.
3. Do not use the freezer section of a combination unit to store vaccine.
4. Keep temperature logs available for inspection for at least three years.

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Tracking the daily temperature range (the minimum and maximum temperature reached each day) will alert us to any out of range readings that can be damage the integrity of refrigerated pharmaceuticals. The twice daily temp checks are a snapshot, indicative only of the unit's temperature at the exact time it is read. This is helpful for identifying trends, but does not guarantee the unit has been holding the proper temperature at all other times. Setting the min/max range will ensure that we are alerted if the unit is not. After you check and document the minimum and maximum readings for the previous 24 hours, the memory should be reset.

The following information is specific to the Traceable ® 4307 Dual Thermometer. Please consult the instruction manual for your specific thermometer if the following directions do not work for the model of thermometer that you are currently using.

MINIMUM AND MAXIMUM MEMORY
- There are four points that are automatically recorded into memory:
  1. *Minimum (MIN) Sensor 1 (S1) Temperature achieved with time-of-day and date achieved*
  2. *Maximum (MAX) Sensor 1 (S1) Temperature achieved with time-of-day and date achieved*
  3. *Minimum (MIN) Sensor 2 (S2) Temperature achieved with time-of-day and date achieved*
  4. *Maximum (MAX) Sensor 2 (S2) Temperature achieved with time-of-day and date achieved*

- ***Minimum and maximum temperature memories are NOT programmable.*** The minimum temperature recorded into memory is the minimum temperature achieved since the last time the memory was cleared. The maximum temperature recorded into memory is the maximum temperature achieved since the last time the memory was cleared. The minimum and maximum temperature memories are maintained over the period since the memory was cleared. Minimum and maximum memories are recorded for both sensors regardless of the display mode.

VIEWING THE MINIMUM/MAXIMUM MEMORIES
1. Press the S1/S2 button to display the desired temperature sensor.
2. Press the MODE button, the minimum temperature achieved by that sensor along with the time-of-day the temperature was achieved will appear on the display (indicated by MIN on the display).
3. To toggle the display between the time-of-day/date achieved, press the TIME/DATE button.
4. Press the MODE button a second time, the maximum temperature achieved by that sensor along with the time-of-day the temperature was achieved will appear on the display (indicated by MAX on the display).
5. To toggle the display between the time-of-day/date achieved, press the TIME/DATE button. **Note:** If no button is pressed for ten seconds, the unit automatically returns to the current temperature/time-of-day display mode.
6. To exit from the memory display mode, press and release the MODE button until MIN, MAX, LO, HI no longer appears on the display, or simply do not press any button for ten seconds.

CLEARING THE MINIMUM/MAXIMUM MEMORIES
- *When clearing the min/max memory, all four memories (S1 Min/Max and S2 Min/Max) are cleared simultaneously, regardless of which sensor or memory value is being displayed.*
  1. Press the MODE button to enter the memory display mode (indicated by MIN or MAX appearing on the display).
  2. Press the CLEAR button to clear the temperature memories. The display will show all dashes and will then display the current probe temperature and time-of-day.