

Vaccine Temperature Log Book

Public Health Unit Contact Information

Public Health Unit: _____

Website: _____

Telephone: _____

Fax: _____

Always keep your vaccines refrigerated between +2 °C and +8 °C.
If the temperature is outside of +2 °C and +8 °C, contact your public health unit immediately.

- Always keep vaccines refrigerated between +2 °C and +8 °C.
- Never leave vaccines out of the refrigerator.
- Monitor refrigerator temperatures and record twice daily in the *Vaccine Temperature Log Book*.
- Reset the maximum-minimum thermometer after temperature recordings (if applicable).
- Store vaccines on the middle shelves of the refrigerator, never on the door or in the drawers.
- Check vaccine expiry dates regularly.
- Always use vaccines with the earlier expiry date first.
- Order no more than a one-month supply of vaccine at a time.
- Call your public health unit immediately to report vaccines that have been exposed to temperatures below +2 °C and/or above +8 °C.
- NEVER administer or discard exposed vaccine until your public health unit has assessed the situation. Keep exposed vaccines in the refrigerator by placing these vaccines in a labelled container (or bag), marked with the date and time and "DO NOT USE".
- Spoiled or expired vaccine should always be returned to your source of supply (i.e., public health unit or Ontario Government Pharmaceutical and Medical Supply Service (OGPMSS)).
- Reorder *Vaccine Temperature Log Books*:
 - Outside Toronto, through your public health unit
 - Within Toronto, through OGPMSS at (416) 327-0837

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Month/Year: _____ Office/Facility: _____

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Vaccine Storage Troubleshooting Record

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Vaccine Storage Troubleshooting Record

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Vaccine Storage Troubleshooting Record

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