

Use these instructions to configure primary and backup data loggers for all storage units storing publicly supplied vaccines. Refer to your device's product guide or video to learn how to use it. Call the vendor's support number for all questions regarding setup and functionality.

Set Up Your Device

1. Open the box and retrieve its contents.

- Store certificate of calibration in practice's program binder.
- Locate vendor's support number for assistance with setup.
- Review manufacturer's system requirements and any training video or product guide.
- Ensure you have all the necessary equipment to operate the device (e.g., Wi-Fi, flash drive, smart device, tablet, etc.).

2. Place buffered probe vertically in center of storage unit and leave there at all times.

- Slide cable through hinge side of door (use port hole for pharmacy-grade units if available) and close storage unit door. (See appendix for Probe Placement for Wired Shelves.)
- Place backup data logger probe in storage unit to ensure it is conditioned and ready for use.

3. Set up and prepare your device following any configuration prompts.

- Install software or download app indicated by manufacturer based on device make and model (download might require flash drive or cloud account).
- Assign a device name (e.g., Injection_Room_Unit_01).
- Determine how device will communicate temperature alarms (e.g., audible alarms, visual light/icon, or text/ email alerts).
- Configure alarms to alert immediately and continuously when temperatures are out of range.
- Configure settings for temperature logging and alarm using LO/HI limits shown on right.

Settings	Refrigerator	Freezer
LO	35.9°F (1.9°C)	-58.1°F (-50.1°C)
HI	46.1°F (8.1°C)	5.1°F (-14.9°C)

Configure Options

Date, Time:

Today, 12:00 pm

Temperature Scale:

Fahrenheit

Record every:

30 Minutes

Alarm Trigger

HI (above/equal): 46.1°F

LO (below/equal): 35.9°F

4. Place or mount digital display outside storage unit so temperatures are visible without opening storage unit door.

- Attach digital display to probe's cable.

5. Ensure device is set to begin monitoring vaccine temperatures.



Learn How to Use Your Device

- 1. Get familiar with the device using manufacturer's training materials.**
 - Locate CURRENT, MIN, and MAX readings. Readings might appear on digital display or be accessed by menu buttons (for example, REVIEW, START, or DISPLAY).
 - Ensure staff can locate all device icons and symbols indicating an alarm has been triggered.
- 2. Practice retrieving temperature data files (e.g., download, upload, or export depending on data logger).**
 - Locate excursion time/date, MIN/MAX readings, and total time above/below alarm limits.
 - Locate summary report that includes MIN/MAX readings, alarm settings, and total time out of range (if any) since device reset.
- 3. Save temperature data file to your computer or cloud account.**
 - Create separate folders for each storage unit by location (e.g., Injection_Room_Unit_01).
- 4. Resume temperature recording after data downloads.**
 - If device was stopped and disconnected, carefully reconnect and restart.
- 5. Update your [vaccine management plan \(Word\)](#) with primary and backup devices.**
 - Plan includes information on device maintenance and calibration schedules.

Ensure staff practice using devices for several days to build proficiency. Now you're ready to monitor temperatures.

For Daily Temperature Monitoring

Follow instructions to [record storage unit temperatures \(PDF\)](#) twice daily and respond to any data logger alarms. **Tip:** Post this job aid on storage units as a quick reference guide.

Appendix

Probe Placement for Wired Shelves

Digital data logger bottle probes come in multiple sizes and variations. This guidance applies to storage units equipped with wire shelves. (For storage units equipped with glass or metal shelves, simply use double-sided Velcro or double-sided tape to affix probe **vertically** to the shelves.)

Option 1: Use a Test Tube Holder/Tray to Support the Bottle Probe

A test tube holder/tray will keep probes vertical and in place for both larger swappable probes or smaller ones that are commonly used onsite.

Option 2: Use Ties to Suspend the Bottle Probe

Select one of these materials to affix and suspend probes from wired storage unit shelves:

- Rubber-Covered Plant Ties
- Multi-Purpose Zip Ties
- Wire Twist Ties



Multiple options to secure and suspend the bottle probe

Depending on the material chosen above, follow the corresponding instructions by column as listed below.

Rubber-Covered Plant Ties	Multipurpose Zip Ties	Wire Twist Ties
		

Data Logger Setup & Use

Prepare materials

(2) Rubber-Covered Plant Ties	3-7" Zip Ties	18" Wire Twist Tie
		

Ready rubber, zip, or wire tie materials

Connect Rubber Ties	Bend 2 Zip Ties at the Middle	Close Wire Twist in a Loop
		

Data Logger Setup & Use

Affix tie materials to probe bottle, 2 options: probe bottle neck or bottle body

Wrap Around Bottle Neck or Body	Zip Tie Bottle Neck or Body First	Create a Loop Over Bottle Neck
		

Position tie materials to create hanging arms and hook

Notice air bubbles in probes below. Probes must be properly placed to minimize the negative impacts of air bubbles.

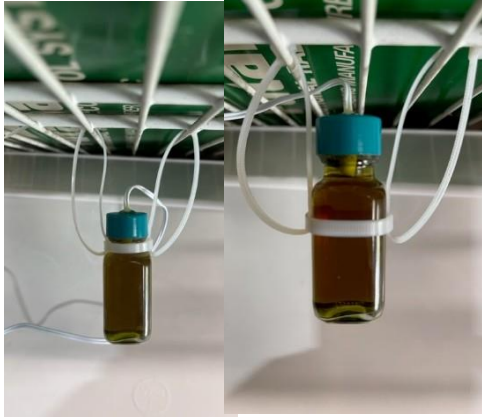
Create Arms and Hooks	Create Arms and Hooks	Create Arms and Hooks
		

Data Logger Setup & Use

Proper vertical placement of bottle probe

Ensure your bottle probe is **vertically positioned*** by adjusting the length of the arms.

- Ensure arm hooks are closed around the shelf rods and zip ties are looped and locked to prevent probe from accidentally falling when accessing your vaccine inventory.
- Cut zip tie excess to prevent any interference when accessing your vaccine inventory.

Hang Probe and Close Hook Loops	Hang Probe by Looping Arm Zip Ties	Close Wire Twist in a Loop
		

*** Do not lay probes horizontally on shelves.** Horizontal positioning can lead to liquid buffer leakage or an air bubble (as shown above) to develop, which could lead to errors in temperature measurement.