
	CP 2 Monitoring of Temperature Regulated Equipment	Department:	Central Processing Lab
		Effective Date:	6/1993
		Revised Date:	2/28/2019
		Contact:	Central Processing Lab Section Manager
CLIA Medical Director Signature: 		Approved Date:	3/5/19

1. General Procedure Statement:

- a. Purpose:** To provide laboratory personnel with guidelines for checks of temperature regulated equipment and corrective actions to ensure the equipment is functioning properly and within acceptable range per regulatory guidelines
- b. Responsible Department/Scope:**
 - i.** Procedure owner/Implementer: Central Processing
 - ii.** Procedure prepared by: Jennifer Hausman
 - iii.** Who performs procedure: Central Processing Team Members

2. Procedure:

Note: Temperature logs with corrective actions will be reviewed by the Laboratory Section Manager in a timely manner upon completion of each month

- a. Spin Refrigerator**
 - i.** On a daily basis, read and record the temperature of the refrigerator and freezer on the Central Processing Spin Refrigerator and Freezer Temperature Log (Form CP 2.1) in the corresponding box
 - 1. Refrigerator: Probe 2
 - 2. Freezer: Probe 1
 - ii.** Record your initials on the log in the Initials column for the corresponding date

iii. If the temperature is outside of the acceptable range, check that the door is properly closed and has not been open for an extended period of time

1. If the door was open

- a.** Correct it and recheck the temperature in 30 minutes
- b.** If the temperature remains out of range, determine if samples must be moved to maintain stability and contact Clinical Engineering for service
- c.** Document your corrective action on the temperature log

2. Acceptable temperature ranges

- a.** Refrigerator: 2 to 8 degrees C
- b.** Freezer: 0 to -20 degrees C

iv. At the end of each month, place the completed temperature log in the Central Processing Lab Section Manager's mailbox for review and document retention

b. RVP Refrigerator

- i.** On a daily basis, read and record the temperature of the refrigerator on the Central Processing RVP Refrigerator Temperature Log (Form CP 2.2) in the corresponding box
- ii.** Record your initials on the log in the Initials column for the corresponding date
- iii.** If the temperature is outside of the acceptable range, check that the door is properly closed and has not been open for an extended period of time

1. If the door was open

- a.** Correct it and recheck the temperature in 30 minutes
- b.** If the temperature remains out of range, determine if the RVP kits must be moved to maintain stability and contact Clinical Engineering for service
- c.** Document your corrective action on the temperature log

2. Acceptable temperature range
 - a. Refrigerator: 2 to 8 degrees C
- iv. At the end of each month, place the completed temperature log in the Central Processing Lab Section Manager's mailbox for review and document retention
- c. SPOT Monitors for Continuous Temperature Monitoring
 - i. Refrigerators and freezers are equipped with a CenTrak temperature tag and probe to allow for continuous temperature monitoring of the equipment
 1. Spin Refrigerator (C066100) tag number: 355622
 2. Spin Freezer (C066100) tag number: 355784
 3. RVP Refrigerator (C051487) tag number: 1361841
 - ii. If the temperature is outside of the acceptable range, a notification by phone will be made to Central Processing
 1. Document notification of the call and corrective action on the temperature log for the equipment and notify the Central Processing Lab Section Manager
 2. If the temperature remains out of range, determine if specimens or supplies must be moved to maintain stability and contact Clinical Engineering for service
 - iii. Accessing the SPOT website
 1. Open a web browser to <http://spot.wakehealth.edu>
 2. Login with your assigned username and password
 - a. Username: jahausma
 - b. Password: spot
 3. Click on "Monitoring"
 4. In the Filters menu, select
 - a. South-West Building Main Floor, instead of Medical Center
 - b. Central Processing, instead of All Monitored Items

5. Click “Apply”
6. In the Show Fields menu, select
 - a. Temperature Status
 - b. Temperature Range

iv. Documenting Corrective Action on the SPOT website

1. Follow the steps above to access the SPOT website
2. Identify the equipment using the CenTrak tag number
3. Double click on the Temperature Status icon
4. Click “Log Corrective Action”
5. Enter the corrective action completed followed by your name
6. Click “Save”

v. Pulling SPOT reports for temperature monitoring

1. Follow the steps above to access the SPOT website
2. Select “Reporting”
3. Select a report type: Environmental History
4. Select a location: Select the “+” beside South-West Building (Facility) and then double click South-West Building Main Floor (Floor)
5. Select type: Temperature
6. Select a start date and end date
7. Select the “+” beside Environmental Readings
8. Select the “+” beside Equipment
9. Select the “+” beside Environmental Monitoring
10. Select the “+” beside Freezer or Refrigerator, depending on which equipment you are requesting a report and continue to the report by selecting the following:

a. Spin Freezer (C066100)

- i. Freezer
- ii. Temp, Freezer, Reagent-Specimen
- iii. Temp, Freezer, Core Lab Spin–C066100

b. Spin Refrigerator (C066100)

- i. Refrigerator
- ii. Temp, Refrigerator, Lab
- iii. Temp, Refrigerator, Core Lab Spin-C066100

c. RVP Refrigerator (C051487)

- i. Refrigerator
- ii. Temp, Refrigerator, Lab Products
- iii. Temp, Refrigerator, Central Processing-C051487

11. Select the Excel or Adobe icon to export the data

- a. Use Excel for large amounts of data**

12. Report can be saved or printed, as applicable

vi. Pulling SPOT reports for temperature monitoring corrective actions

1. Follow the steps above to access the SPOT website
2. Select "Reporting"
3. Select a report type: Environmental Corrective Actions
4. Select a location: Select the "+" beside South-West Building (Facility) and then double click South-West Building Main Floor (Floor)
5. Select type: Temperature
6. Select a start date and end date
7. Select the "+" beside Environmental Corrective Actions
8. Select the "+" beside Equipment
9. Select the "+" beside Environmental Monitoring
10. Select the "+" beside Freezer or Refrigerator, depending on which equipment you are requesting a report and continue to the report by selecting the following:

a. Spin Freezer (C066100)

- i. Freezer
- ii. Temp, Freezer, Reagent-Specimen
- iii. Temp, Freezer, Core Lab Spin-C066100

b. Spin Refrigerator (C066100)

- i. Refrigerator
- ii. Temp, Refrigerator, Lab
- iii. Temp, Refrigerator, Core Lab Spin-C066100

c. RVP Refrigerator (C051487)

- i. Refrigerator
- ii. Temp, Refrigerator, Lab Products
- iii. Temp, Refrigerator, Central Processing-C051487

11. Select the Excel or Adobe icon to export the data

- a. Use Excel for large amounts of data
- b. Adobe works well for the corrective actions report

12. Report can be saved or printed, as applicable

3. Review/Revision/Implementation:

- a. All procedures must be reviewed at least every 2 years.
- b. All new procedures and procedures that have major revisions must be signed by the CLIA Laboratory Medical Director.
- c. All reviewed procedures and procedures with minor revisions can be signed by the designated section medical director.

4. Related Procedures:

- a. Laboratory Compliance, QA, and Safety Temperature and Humidity Monitoring for Reagents, Equipment and Environments in Clinical Areas
 - i. <..\..\cp lab staff\CP Procedures\Lab Compliance, QA, and Safety - Temperature and Humidity Monitoring for Reagents, Equipment and Environments in Clinical Areas.pdf>

5. References:

6. Attachments:

a. Central Processing Spin Refrigerator and Freezer Temperature Log

i. <..\..\cp lab staff\FORMS\Spin Refrigerator Temperature Log CP 2.1.xlsx>

b. Central Processing RVP Refrigerator Temperature Log

i. <..\..\cp lab staff\FORMS\RVP Refrigerator Temperature Log CP 2.2.xlsx>

7. Revised/Reviewed Dates and Signatures:

Review Date	Revision Description	Signature
2/28/2019	Updated temperature logs. Updated procedure to add SPOT monitoring.	Jennifer A. Hausman, MLS(ASCP)SBB ^{CM}

Central Processing Spin Refrigerator and Freezer Temperature Log

Acceptable Ranges:	Refrigerator: 2 to 8°C	Freezer: 0 to -20°C
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MONTH / YEAR

	Refrigerator Temperature (Probe 2)	Freezer Temperature (Probe 1)	Initials	Corrective Action if applicable
1				
2				
3				
4				
5				
6				
7				
8				
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10				
11				
12				
13				
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31				

Manager Review: (Signature and Date)

Central Processing RVP Refrigerator Temperature Log

Acceptable Range: 2 to 8°C

MONTH / YEAR

	Temperature	Initials	Corrective Action if applicable
1			
2			
3			
4			
5			
6			
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Manager Review: (Signature and Date)