

## TRAINING UPDATE

**Lab Location:** GEC  
**Department:** Core Lab

**Date Distributed:** 2/11/2019  
**Due Date:** 2/28/2019  
**Implementation:** 3/1/2019

### DESCRIPTION

**Name:**

**MIN / MAX Room Temperature Log for GEC Hallway  
AG.F1000.1**

**Description of change(s):**

This is a NEW form that will **ONLY** be used to record room temperature for GEC hall supply storage area. Explanation:

- Temperature in the hallway is often below 20C which is outside the range of the system room temperature log (20-25C)
- An audit of supplies in the hallway was performed to determine a range that would conform to manufacturer's requirements for those products
- The new form has a range of 15-25C which meets requirements for items stored in the hall.

The system room temperature log (AG.F180) will CONTINUE to be used within the lab space

**This FORM will be implemented on March 1, 2019**

**Document your compliance with this training update by taking the quiz in the MTS system.**

**MIN / MAX Room Temperature Log for GEC Hallway**

Area / ID: \_\_\_\_\_

Location: GEC Hallway

Year \_\_\_\_\_

Thermometer ID: \_\_\_\_\_

Acceptable range: **15 - 25C**

Interp: S = satisfactory, temp w/in acceptable range

U = unsatisfactory, circle result and document corrective action; notify supervisor/Tech Incharge immediately.

Complete Variance form. Additional corrective action should be documented on the back of the sheet.

Check Reset box to document device is reset daily

Month \_\_\_\_\_

Month \_\_\_\_\_

Date	Min	Max	Interp	Reset	Tech	Corrective action	Weekly review
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Monthly review:

Date:

Monthly review:

Date:

**Corrective Action Codes:**

- A. Rechecked temperature (*Log repeat temperature*)
- B. Adjusted Thermostat (*Retake temperature in 1 hour*)
- C. Contacted Plant Ops / Facilities
- D. Affected contents relocated
- E. Contents quarantined pending evaluation
- F. Other: (*Document on reverse side of this sheet*)

**Escalation Process:**

1. TIC to notify supervisor / Admin Oncall
2. Notify Nursing Supervisor
3. Provide updates to above people until resolved
4. Include ED & ICUs in notification if TAT is affected