**UW Medicine - Pathology**

2000-06-01-15

Temp Trak Temperature Monitoring Procedure

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| Adopted Date:04/11/13Review Date:Revision Date: |

PURPOSE

Temp Trak is an advanced wireless technology with advanced alert functions and color coded temperature viewing to monitor the equipment’s temperature. This is a 24/7 temperature monitoring system for refrigerators, Freezers and hot holding equipment. It wirelessly transmits real time data to on-site and/or remote PC. It has user-friendly software applications for regulatory compliance. It instantaneously alerts the users and paperless reports get generated for trend analysis, corrective actions and historical data files.

PROCEDURE

1. Any time the unit monitored by Temp Trak goes out of range, Temp Trak System will send an alert text page to the lab's pager. During Weekdays, The text message will be send to lab's Pager. On Weekends and Holidays, the Hospital's Engineers will be paged initially and if they are not able to resolve the problem, they will page the on call tech.
2. After receiving the page, on weekdays, access the Temp Trak by going to the following website: <https://temptrak.mcis.washington.edu>.
3. Login with your user’s name and password.
4. Identify the unit that is out of range.

Check for preventable problems like: - go to the unit to see if door was left open

- refer unit was being defrosted.

-or any other minor quick fixes.

1. If you are able to resolve the problem, go to Temp Trak's website, Open the current sensor reading under "Alerts".

Click on the box on the far right column of the alert to be cleared.

Type in the problem discovered and clear the alert.

1. If you are not able to solve the problem, report the problem by calling Operation and Maintenance at 598-4911 of if it is after hours, page the Hospital Engineers through paging operator by calling 598-6190. In this case, as instructed in previous step, type in the note that you send a troubleshooting request to refrigeration shop. Click on "Acknowledge and add a note" on the bottom of the page but do not “Clear the Alert" until the refrigeration shop troubleshoot the unit. They will clear the Alert after they resolve the issue.
2. Refer to Temp Trak’s procedure manual for more step to step details.

**Quarterly Print Report:**

Every 3 months, print the temperature report for each unit and save it in the equipment PM binder. These documents are kept for 2 years.

**NIST Thermometer:**

All our equipment monitored by Temp Trak have the NIST certified Thermometers. Couple months before the calibration’s expiration date, notify the refrigeration shop to recalibrate them and provide us with new calibration certification.

REFERENCES

Temp Trak's Procedure Manual

RELATED DOCUMENTS

Equipment PM Binder

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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IHC Lead