

UW Medicine - Pathology

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Equipment's Temperature Monitoring and Thermometers Procedure

Adopted Date:04/11/13 Review Date:04/13, 09/13 Revision Date: 09/04/13
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PURPOSE

To assure that all the temperature controlled equipment and environments used in the UWMC Pathology laboratory are monitored daily by an NIST certified device. These devices need to be recalibrated or recertified prior to the date of expiration of the guarantee of calibration.

PROCEDURE

All the laboratories in the department of Anatomic Pathology at UWMC including Autopsy, Cytogenetic, Flow Cytometry, Gross Room & Frozen Section Room, Histology and IHC lab are equipped with Temp Track temperature monitoring system.

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, Ovens, Incubators, floating baths and hot holding equipments that are in use. 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 when temperature is out of range for more than 15 minutes. Paperless reports get generated for trend analysis, corrective actions and historical data files.

All the Temp Track's probes used in our department are NIST certified and they are annually recalibrated prior to the previous calibration's expiration date. For any equipment that needs records of temperature but cannot be connected to Temp Track or is not used daily (i.e.: water baths not used daily) a regular thermometer can be used. These thermometers are to be checked against an appropriate NIST certified device before initial use and the calibration needs to be rechecked annually by UW Clinical Engineering technician (Scientific Instruments Department).

QA and Preventive Maintenance:

I. Temp Track :

If a unit monitored by Temp Trak goes out of designated temperature range, Temp Trak System will send an alert email to staff and/ or send text page to the lab's pager carried by on call tech. 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.

a) **Daily** :

- The supervisor of each section or the designee audits Temp Track system daily to make sure all the alarms and out of range temperatures have been acknowledged and issues appropriately addressed. The functionality of the system is checked daily.
- Whenever the temperature of equipment goes out of range, the staff who receives the page identifies and confirms the unit that is out of range. Check for resolvable issues (i.e.: door left open, unit is being defrosted or any other minor quick fixes). Log in to the Temp Track website <https://temptrak.mcis.washington.edu>. If able to resolve the issue right away, the alarm is acknowledged and cleared after typing the problem discovered. If unable solve the problem the unit out of range need to be monitored throughout the day. If temperature is maintained within acceptable range the same day, the alarm is acknowledged and cleared with the troubleshooting note.

If unable to troubleshoot, report the problem by calling Operation and Maintenance at 598-4911 or if it is after hours, page the Hospital Engineers through paging operator by calling 598-6190. In this case, the on call tech, will acknowledge the alarm but will not clear it. A note will be typed in Temp Trak website that operation and maintenance have been notified to trouble shoot the equipment. After the unit is repaired by Operation and maintenance, then they will clear the alert. Refer to Temp Trak's procedure manual for step by step instruction details.

b) **Quarterly**:

- Print the temperature graph for each unit quarterly and save these print outs for 2 years.
- Print the audit report for your section quarterly and save these documents for 2 years.

c) **Annually** :

- The Temp Track's probe attached to each unit is to be checked against an NIST certified device annually. Notify the Temp Track manager before the calibration of the probes expires. The expiration time for all these probes can be found on the Temp Track website for each laboratory section.

II. **Miscellaneous Thermometers :**

a) **Daily :**

- Record the temperature daily on the temperature record form 7 days a week. If the unit is not in use daily document that is “not in use” for those days.
- If the temperature is out of range, monitor the unit’s temperature throughout the day, if still out of range notify Scientific Instrument for troubleshooting and document the action taken for any maintenance on the temperature log. Notify your Lead or Supervisor of the issue.

b) **Monthly :**

- All the temperature logs will be reviewed and signed by the Supervisor or designee.

c) **Annually :**

- All the thermometers to be checked for calibration annually against an NIST certified device. This will be done by UW Clinical Engineering technician (Scientific Instruments Department). A certification will be issued for each thermometer. These documents are to be kept for 2 years.

REFERENCES

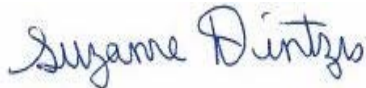
Temp Trak's Procedure Manual

RELATED DOCUMENTS

Departmental Temperature QC records

UWMC Pathology Chief of Service:

(Signature and Date)



9/11/13

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