# PURPOSE

To provide a format for recording daily temperatures of laboratory instruments, refrigerators and freezers storing specimens, controls and reagents.

## PROCEDURE

* 1. A certified thermometer has been placed in each refrigerator and freezer to monitor temperature.
  2. Certified thermometers are placed in fluid (water or glycerol) sufficient to cover the immersion mark of the thermometer. Each thermometer is identified by a section code.
  3. Certified refrigerator and freezer thermometers are read by the day shift and recorded on the temperature log sheet form **CHQA01-015 Form A.** Instrument temperatures, when required, are recorded on the instrument daily maintenance record.
  4. The log sheet is affixed or in close proximity to the appropriate refrigerator or freezer and kept in a plastic page holder for protection against spills and splashes.
  5. Temperature recording logs are kept for the equipment life plus two years.

**CONSIDERATIONS WHEN TEMPERATURES FLUCTUATE OUT OF RANGE**

* + - 1. Take into account the amount of time the refrigerator/freezer door has been left open. Recheck the temperature after one hour.
      2. When adjustment is required, adjust any controls by a small increment and recheck the temperature after one hour. Repeat as necessary.
      3. If Step 2 above fails to correct the temperature, notify the supervisor of the problem and record on Temperature Action Log form **CHQA01-015 Form B 1**. The supervisor will determine if repair services are necessary.
      4. If the temperature exceeds established range, all reagents/supplies must be removed and relocated to a monitored storage area within the same temperature range.
      5. Reagents stored in equipment found to be out of range is evaluated using Quality Control.
      6. Once the refrigerator/freezer issue is corrected (i.e. Maintenance/BioMed) the temperature must be monitored for 24 hours prior to being placed back in use.

**Approval Signatures:**

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| **Date** | **Printed Name** | **Signature** |
| 2/21/2016 | Vanessa Rawlings  Elkins Park Supervisor |  |
| 2/21/2016 | Jennifer Lore, MT, MFS  Chemistry Supervisor |  |
| 2/21/2016 | Nancy A. Young, M.D., FCAP  Medical Director |  |

**History Review**

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| **Date Reviewed** | **Reviewed By** | **Revisions** |
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