

## TEMPERATURE LOG MONITORING AND RECORDING POLICY

Policy &amp; Procedure SGHC03202020

Page 1 of 2

**Purpose**

The purpose of this policy is to establish a procedure to ensure that lab specimens that need refrigeration or freezing maintain consistent temperature to ensure the integrity of the specimen for accurate test results.

**Responsibility**

It is the responsibility of all lab personnel to ensure proper refrigeration of specimens.

**Procedure**

- I. Refrigerator and freezer temperatures will be checked twice daily Monday through Friday. [Refrigerator and freezer temperatures will not be checked when the lab is closed; weekends and holidays]. The lab director or designee will assign a lab staff to check and record the temperature of each refrigerator and freezer on the Lab Daily Refrigerator/Freezer Temperature Log twice daily. For consistency, the temperatures will be checked by 10:00 am and by 3:00 pm daily.
- II. Assigned staff will complete the log with the date, time, temperatures as observed and his/her initials.
- III. Normal range temperatures for refrigerators are considered between 36-40 degrees F. Normal range temperatures for freezers are considered between 0-4 degrees F.
- IV. Any temperature outside of normal range are considered abnormal and need corrective action
  - A. Adjust the temperature knob inside the refrigerator/freezer to make it colder/warmer as needed based on the abnormal temperature.
  - B. Recheck the temperature an hour after initially checking it.
  - C. If the temperature is still abnormal, remove all specimens and place in a properly functioning refrigerator/freezer.
  - D. Call Maintenance X7723 and place a work order.
  - E. The lab director or designee will follow-up to ensure all corrective action is taken by 3pm the same day.
  - F. Record all information and actions taken on the log.
- V. The lab director or designee will check to ensure the temperature has been monitored and recorded twice daily to ensure that there are no deficiencies.
- VI. All temperature logs will be filed in a designated file/folder in the lab. Any temperature logs that had abnormal results requiring Maintenance intervention copied and forwarded to the Safety Officer monthly for review. All temperature logs will be retained for one year, then purged.

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Page 2 of 2

**Approved by**  
  
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3/20/20  
Date  
  
Dwain Shaw, M.P.H., J.D., Chief Executive Officer  
3/20/20  
Date

Attachments:

Lab Daily Refrigerator/Freezer Temperature  
Log

# SPRING GROVE HOSPITAL CENTER

## LAB DAILY REFRIGERATOR/FREEZER TEMPERATURE LOG

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

(CHECK WHICH REFRIGERATOR/FREEZER IS BEING LOGGED)

☐ Refrigerator/Freezer #1

☐ Refrigerator/Freezer #2

☐ Refrigerator #3

Refrigerator Normal Ranges: 36-40 degrees F

Freezer Normal Ranges: 0-4 degrees F

DATE	TIME	REFRIGERATOR TEMPERATURE	FREEZER TEMPERATURE	INITIALS	ACTION TAKEN	SUPERVISOR INITIALS
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	PM					
	AM					
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**Instructions:** The lab director or designee will assign a member of lab staff to check and record the refrigerator/freezer temperatures twice daily Monday through Friday. The lab director or designee will check to ensure lab staff completes the assigned task. The refrigerator/freezer temperatures will not be recorded on holidays or weekends when the lab is closed. If the refrigerator or freezer is out of above normal range(s), adjust the temperature and recheck in an hour. If the refrigerator or freezer is still out of above normal range(s), call Maintenance X7723. The lab director or designee will follow-up on all needs for corrective action. Record all findings and actions.