

LogTag Instructions for Daily Use



Pg.	In these instructions you will learn:
1	How to start recording temperatures with your LogTag
2	Reviewing daily stats
3	How to review “min” and “max” temperatures
4	Overview of LogTag display screen
5-7	How to download your LogTag temperature graph
8	How to email your LogTag graphs to the Epidemiology Vaccine Depot
9	How to restart your LogTag to record temperatures again
10	Check your battery status
11-16	How to replace your battery

To Start Recording



1. After you download and configure your LogTag, your LogTag will be in “READY” mode
2. Remove the LogTag from the cradle and immediately take it to the storage unit
3. Plug the cord into your LogTag
4. Press and hold the start button for 4-6 seconds and observe that the “Starting” icon starts flashing
5. Release the start button when the “Starting” icon stops flashing. A 5 minute countdown will appear on the screen. If “Ready” still appears on the LogTag screen, this means that you did not hold the start button long enough. (Press and hold the start button again)
6. Place the LogTag into the bracket on the outside of the storage unit
7. When the 5 minute countdown is finished, the LogTag will start recording and the current temperature will display on the screen.

Reviewing Day Statistics: Actions to be Completed Twice a Day

Alaska Immunization Program Mo/Yr _____ PIN _____ DAYS 1-15

Protect Your Vaccines. Check Temperatures Twice a Day! Facility Name _____

Instructions: Insert the tag, time, and your initials in the designated boxes. Mark an "N" in the box that corresponds to your temperature reading. Write an "N" or "Y" for both refrigerated and freezer to verify that you reviewed the alarm status on the temperature monitoring device(s). An "N" means that there is no alarm and a "Y" means that the word "alarm" is displayed on the temperature monitoring device screen. If you mark "Y" or if you record a temperature in the abated zone, follow the instructions below.

DO NOT USE VACCINES STORED AT THESE TEMPERATURES! If a temperature is recorded here or if there is an alarm status on the temperature monitoring device:

1. Move the vaccine under proper conditions as quickly as possible. (Separate the vaccine and identify it as "DO NOT USE" while vaccine stability is being determined).
2. Immediately document and review the graph.
3. Contact the Alaska Immunization Program (907-255-2222) to determine whether the potency of the vaccine has been affected.

Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Day of Week															
Time of Day															
Staff															
Alarm															
TEMPERATURE (°F)															
TEMPERATURE (°C)															
Alarm															
TEMPERATURE (°F)															
TEMPERATURE (°C)															

DO NOT USE vaccines that have been stored at these temperatures! See instructions at top of page.

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Note: Freezer bins freeze all over above 0°F for a short period of time throughout all of Alaska. This is normal. Write the actual temperature in the box instead of an "N" if the temperature is below 0°F.

Use the "Notes" label here to document temperature adjustments made to the storage unit and other activities (alarm affecting vaccine)

Time of Day
Staff Initials
Alarm N or Y
48°
47°
46°
45°
44°
43°



- Review daily min/max temps
- Document "N" to indicate that no alarm notice is displayed on the LogTag screen. Document "Y" if there is an alarm notice.
- Document current temp on twice-a-day log as displayed on the LogTag.

How to Review Daily “Min” and “Max” Temperatures



Review Mark Button

- Press the “Review-Mark” button to review daily min/max temperatures
- It is best practice to review daily min/max temperatures every time you download the twice a day temperatures

Pressing Review Mark Button Repeatedly

- Press “Review-Mark” button repeatedly to advance through each of the past days temperatures
- Pressing the “Review-Mark” button will also place a red dot on the graph when downloaded, which will let the Vaccine Depot staff know that you are reviewing temperatures daily

START- CLEAR -STOP Button

- Press “Start” to exit day summary review and display the current temperature again

Display Screen Overview



“Alarm indicator”

Appears when an alarm has been triggered. If you see “ALARM” on your screen, download immediately and send to the Vaccine Depot for review.

“Temperature value”

Will be displayed as Fahrenheit.

“State indicators”

Ready = ready to start recording
Starting = preparing to start recording
Recording = recording
Stopped = recording has stopped

Display Overview Continued



“Day number”

Will display the total number of days recorded and stored since the last download. The LogTag can hold 27 days of data before the device stops recording. The LogTag will no longer record or display the correct current temperature after the 27th day.

“Time value”

Time = indicates the time of day
Time Delay = time remaining before recording begins
Duration = displays how long MAX/MIN temps are above or below limits in the specified day.

“Battery status”

Will indicate if your battery is OK or critically low.
Change your battery every 6 months!

Display Overview Continued



"Above/below limit markers"

Appears when the temperature goes above or below the specified range presets.

"Reading type"

MAX = warmest reading in a given 24 hour period

MIN = coldest reading in a given 24 hour period

Current = the most current temp reading

"Day alarm indicators"

Displays which day an alarm was triggered due to a temp above or below range. *Download immediately and send to the Vaccine Depot for review.

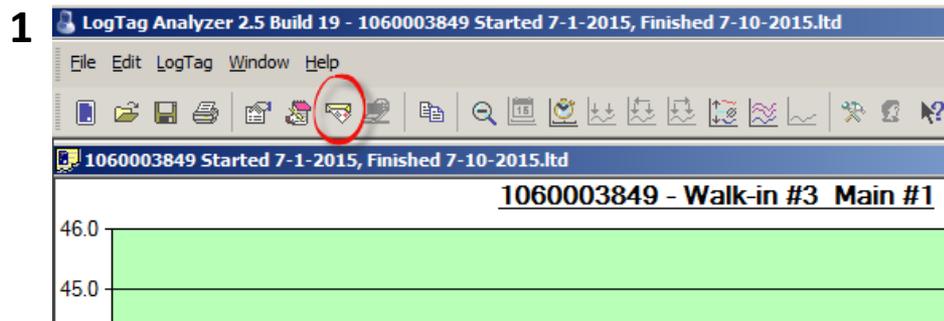
How to Download a LogTag Graph (to be completed once a week or when there is an alarm)

- Unplug your LogTag device from the probe cord and immediately bring the LogTag to your computer.
- Double click on your “LogTag Analyzer” icon on your desktop.
- Plug your cradle into your computer’s USB port.
- Place your LogTag device into the cradle.
- The graph screen will appear.
- The graph will automatically pop-up on the screen. The graph will also automatically be saved in the “My LogTag” folder on your computer. The start and finish date of the graph will already be included in the name of the file.
- If the graph does not automatically open on the screen, make sure the LogTag is pushed down in the cradle and click the blue Logtag wizard button.
- You may now email the graph directly to the Vaccine Depot at: vaccinedepot@alaska.gov (See next slide)

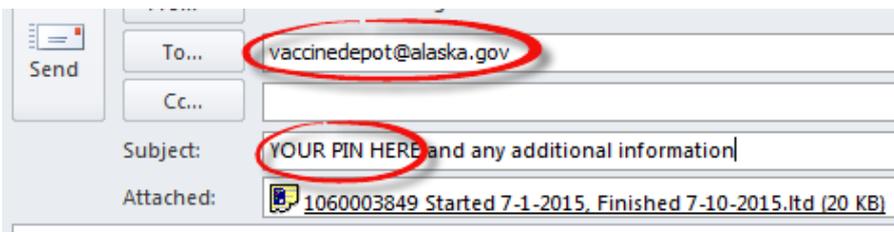


Email your LogTag Graph to the Vaccine Depot

1. When the graph is open on your screen, click on the “send mail” icon
2. Send to: [Vaccinedepot@alaska.gov](mailto:vaccinedepot@alaska.gov) , enter your pin number into the “Subject”, click on “Send” to send your report
3. To email previously downloaded graphs click on “File” and select the graph you would like to open



2



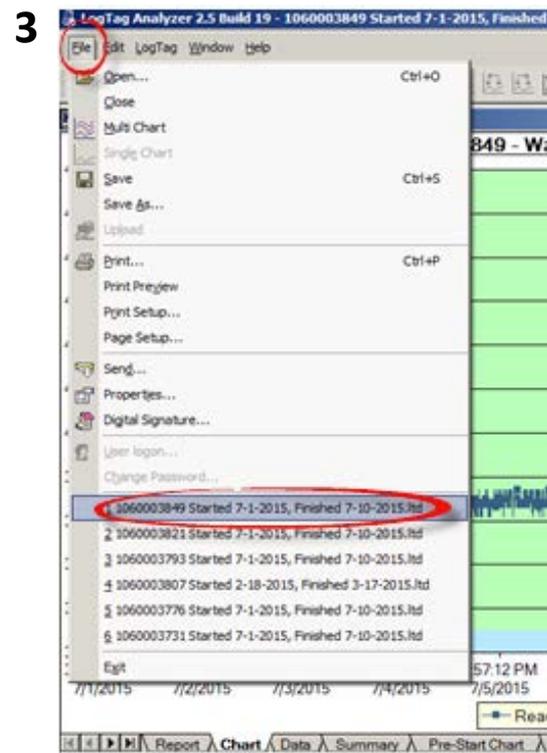
Send

To... vaccinedepot@alaska.gov

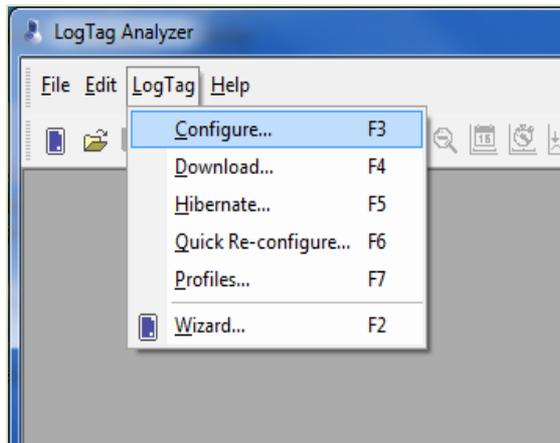
Cc...

Subject: YOUR PIN HERE and any additional information

Attached: 1060003849 Started 7-1-2015, Finished 7-10-2015.ltd (20 KB)



Configure for Next Use



1. After you have emailed your graph to the vaccinedepot@alaska.gov, reconfigure and restart the LogTag to begin recording again
2. Click on “LogTag” in the upper left hand corner
3. Click on “Configure.” The LogTag Configure settings box will appear
4. Click “Next” to upload the previously used settings to the LogTag device
5. Click “Close” once the configuration is complete
NOTE: Look at the top and confirm the script says “Configuration settings have been uploaded to LogTag(s) below. The LogTag screen should say “ready”
6. Remove the LogTag from the cradle and immediately take it to the storage unit

Start Recording

1. Plug the cord into your LogTag
2. Press and hold the start button for 4-6 seconds and observe that the “Starting” icon starts flashing
3. Release the start button when the “Starting” icon stops flashing. A 5 minute countdown will appear on the screen. If “Ready” still appears on the LogTag screen, this means that you did not hold the start button long enough. (Press and hold the start button again)
4. Place the LogTag into the bracket on the outside of the storage unit
5. When the 5 minute countdown is finished, the LogTag will start recording and the current temperature will display on the screen.



REMEMBER: Reconfigure your LogTag and press the Start button after each weekly download. The LogTag will stop recording temperatures after 27 days of continuous data collection if you do not reconfigure and restart the LogTag after the weekly download.

Replace your Battery

- Replace the battery every 6 months
- Your Logtag box contains one spare battery. You are responsible for purchasing additional batteries.
- The Logtag uses battery type CR2032.
- Download the graph before replacing the battery

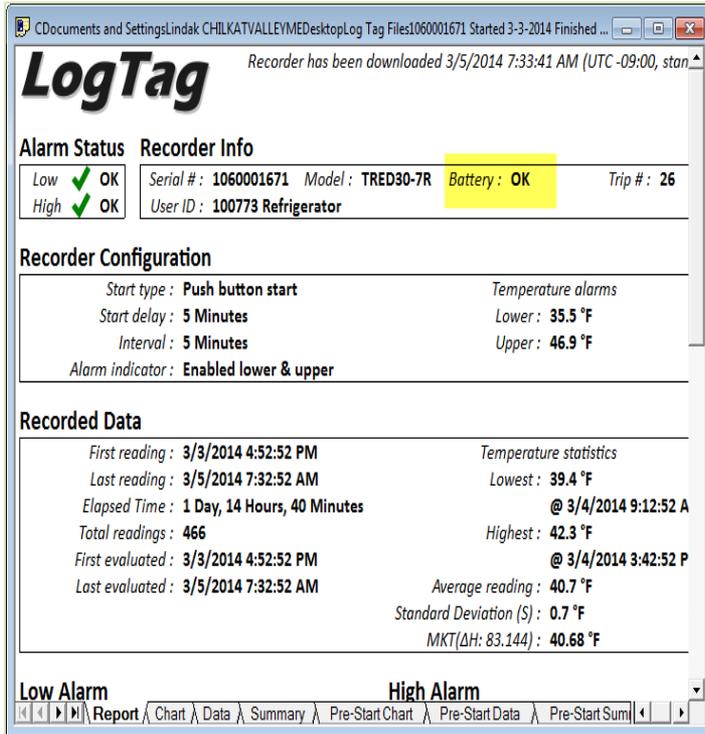
How to Determine Battery Status



“OK” indicates adequate battery life.

 indicates that it is time to replace the battery.

How to Determine Battery Status Continued



LogTag Recorder has been downloaded 3/5/2014 7:33:41 AM (UTC -09:00, stan ^

Alarm Status Recorder Info

Low <input checked="" type="checkbox"/> OK	Serial #: 1060001671 Model: TRED30-7R Battery: OK Trip #: 26
High <input checked="" type="checkbox"/> OK	User ID: 100773 Refrigerator

Recorder Configuration

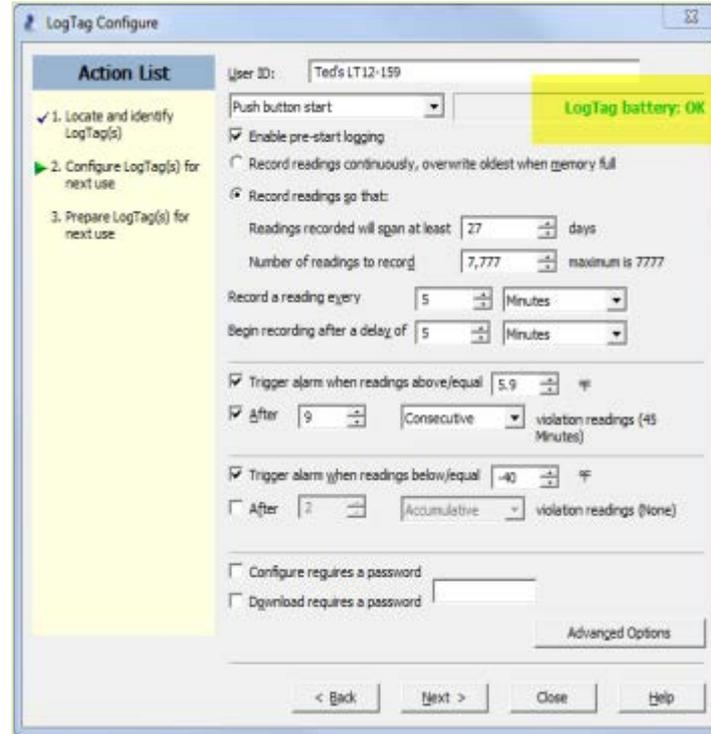
Start type: Push button start	Temperature alarms
Start delay: 5 Minutes	Lower: 35.5 °F
Interval: 5 Minutes	Upper: 46.9 °F
Alarm indicator: Enabled lower & upper	

Recorded Data

First reading: 3/3/2014 4:52:52 PM	Temperature statistics
Last reading: 3/5/2014 7:32:52 AM	Lowest: 39.4 °F
Elapsed Time: 1 Day, 14 Hours, 40 Minutes	@ 3/4/2014 9:12:52 A
Total readings: 466	Highest: 42.3 °F
First evaluated: 3/3/2014 4:52:52 PM	@ 3/4/2014 3:42:52 P
Last evaluated: 3/5/2014 7:32:52 AM	Average reading: 40.7 °F
	Standard Deviation (S): 0.7 °F
	MKT(ΔH: 83.144): 40.68 °F

Low Alarm **High Alarm**

Report | Chart | Data | Summary | Pre-Start Chart | Pre-Start Data | Pre-Start Sum



LogTag Configure

User ID: Ted's LT12-159

Push button start **LogTag battery: OK**

Enable pre-start logging

Record readings continuously, overwrite oldest when memory full

Record readings so that:

Readings recorded will span at least 27 days

Number of readings to record 7,777 maximum is 7777

Record a reading every 5 Minutes

Begin recording after a delay of 5 Minutes

Trigger alarm when readings above/equal 5.9 °F

After 9 Consecutive violation readings (45 Minutes)

Trigger alarm when readings below/equal -40 °F

After 2 Accumulative violation readings (None)

Configure requires a password

Download requires a password

Advanced Options

< Back Next > Close Help

“OK” indicates adequate battery life.
“Low” indicates that it is time to replace the battery.

Remove Old Battery



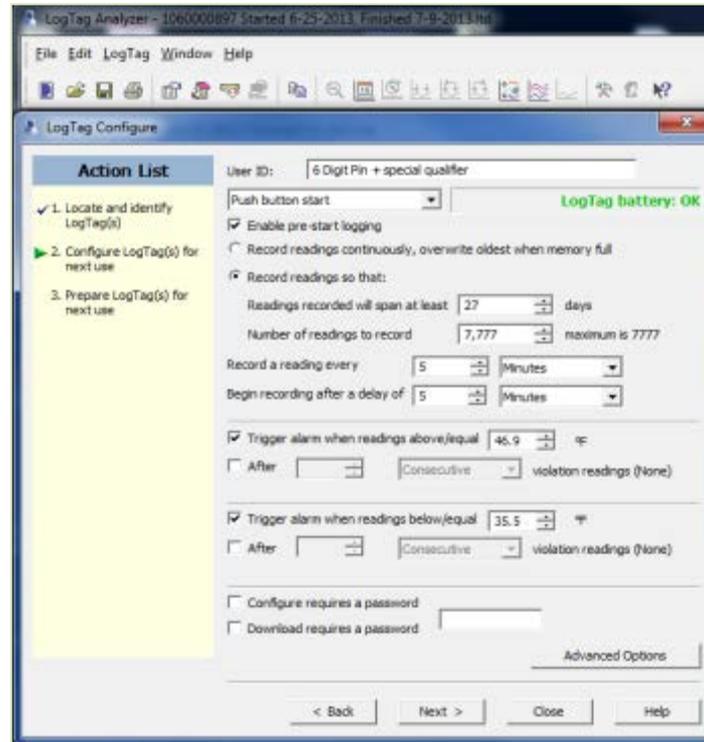
Carefully peel the panel and calibration sticker back with a nail file or small screwdriver. Remove the circular cover by inserting a coin or the new battery in the slot and turn counter-clockwise. Use the nail file or small screwdriver to remove the battery.

Insert New Battery



Insert the right hand edge of the battery first against the contact. Press firmly down on the left hand side of the battery to click the battery into place. Replace the circular door and turn clockwise to lock into place. Cover the circular door with the panel and calibration sticker.

Restart the LogTag



Insert the LogTag into the cradle, configure and restart as normal.