

Adding Calibration Certificates for VFC Thermometers



Calibration certificates for your primary and backup continuous temperature monitoring devices are required to be entered into Florida SHOTS. When the time comes for when you need your back-up, having your backup details stored in the system will allow you to upload using your backup thermometer and prevent any temperature monitoring or ordering disruptions.

1. Login to Florida SHOTS, on your menu, click **"Vaccine Inventory."**

FloridaShots™
keeping shots in check

Submit

Refrigerators / Freezers List

User: DEASHJA PADIN

Task List

Patients

Reminder Recall

System Transactions

Vaccine Inventory

Order

Temperature Logs

Order Requests

Flu Pre Booking

Receive

Pending Receipts

Receive Inventory

List Receipts

Adjust

Adjust Inventory

Report Returns/Waste

Shipping Labels

Transfer

Transfer Inventory

Transfer Form

Rescind Transfer

Archive

Archive Inventory

Unarchive Inventory

Transaction

Transaction History

Reports

Aging Vaccine

Refrigerator/Freezer

Add

2. Click **"Temperature Logs."** As shown below, this page will display all available storage units your organization has reported to the Vaccines for Children program.

NOTE: You will need the calibration certificate to add the information into the system.

Refrigerators / Freezers List

Training Environment

| PIN/EID | Identifier | R/F | Ended Date | Show out-of-service units |
|----------|----------------------|-----|------------|---------------------------|
| P:299017 | 299017- REFRIGERATOR | R | | |

Show Detail

Go to Order List for Pin:299017

Refrigerator/Freezer

Pin/VFC EID: *

Identifier: *

Type: *

☒ Refrigerator

☐ Freezer

Manufacturer: *

Model: *

Import Format: -- Select -- (from currently in use Calibration record)

Temperature Entry Blocked As of: *

Service Dates From: * Thru: *

Add

Cancel

Upload Temperatures File

Add Missing Temp Reading

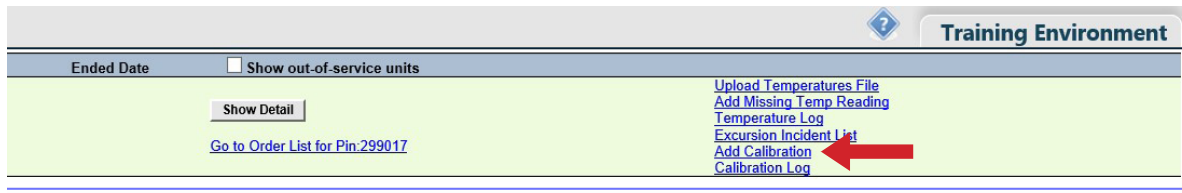
Temperature Log

Excursion Incident List

Add Calibration

Calibration Log

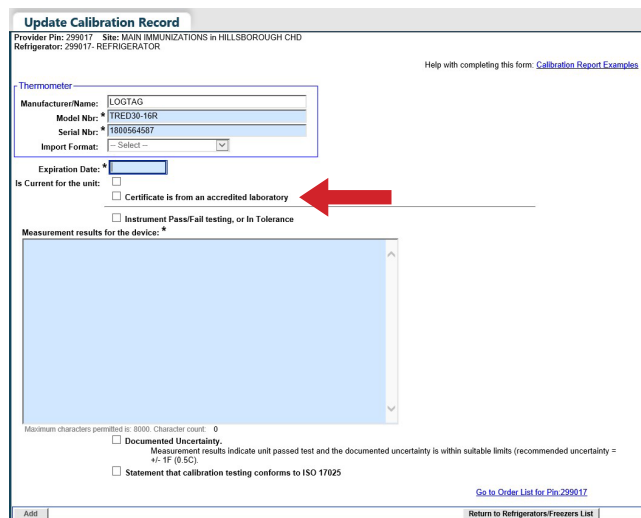
3. To add the calibration information for your temperature monitoring device, click “Add Calibration.”



Enter the following information from your Calibration certificate: Manufacturer/Name, Model Nbr (Number), Serial Nbr (Number), and Expiration Date. To update the “Import Format,” contact the VFC Helpdesk at (877) 888-7468 option 1.

NOTE: Import format specifies the type of temperature log file that you will upload to Florida SHOTS to report your temperature readings and **must be entered** before you can start uploading your temperatures. If the import format remains the same, calibration information can be updated if you decide to change the models or purchase new temperature monitoring device without calling the VFC program office.

If this calibration is for the thermometer that is currently being used for your storage unit, then check “**Is Currently for the unit.**” If it the calibration you are entering is for a backup thermometer, then leave it unchecked. When it comes time for thermometer (backup) to be used, simply go into your calibration log and check that thermometer is “**Current for the unit.**”



NOTE: You may click Calibration Report Examples for extra assistance when completing the certificate.

If the certificate is from an accredited laboratory, check **“Certificate is from an accredited laboratory”** and select the lab from the drop-down menu.

Thermometer

Manufacturer/Name: LOGTAG

Model Nbr: * TRED30-16R

Serial Nbr: * 1800564587

Import Format: -- Select --

Expiration Date: * 01/01/2021

Is Current for the unit: ☐

☒ Certificate is from an accredited laboratory

Laboratory: * -- Select --

Documented Uncertainty.
Measurement results indicate unit passed test and the documented uncertainty is within suitable limits (recommended uncertainty = +/- 1F (0.5C).

Click **“Add.”** There will be a green message on the top of the page confirming it was successfully submitted.

Update Calibration Record Training Environment

The record was successfully added to Florida SHOTS.

Provider Pin: 299017 Site: MAN IMMUNIZATIONS in HILLSBOROUGH CHD
Refrigerator: 299017 REFRIGERATOR

Help with completing this form: [Calibration Report Examples](#)

Thermometer

Manufacturer/Name: LOGTAG

Model Nbr: * TRED30-16R

Serial Nbr: * 1800564587

Import Format: -- Select --

Expiration Date: * 01/01/2021

Is Current for the unit: ☒

☒ Certificate is from an accredited laboratory

Laboratory: * AZLA

☒ Documented Uncertainty.
Measurement results indicate unit passed test and the documented uncertainty is within suitable limits (recommended uncertainty = +/- 1F (0.5C).

[Go to Order List for Pin 299017](#)

[Change](#) [Return to Refrigerators/Freezers List](#) [Cancel](#)

If you do not have a calibration certificate from an accredited lab, enter the measurement results into the blue box, **“Measurements results for the device.”**

Help with completing this form: [Calibration Report Examples](#)

Thermometer

Manufacturer/Name: LOGTAG

Model Nbr: * TRED30-16R

Serial Nbr: * 1800564587

Import Format: -- Select --

Expiration Date: * 01/01/2021

Is Current for the unit: ☐

☐ Certificate is from an accredited laboratory

☒ Instrument Pass/Fail testing, or In Tolerance

Measurement results for the device: *

RESULTS WILL BE ENTER HERE.

Maximum characters permitted is: 3000. Character count: 28

☒ Documented Uncertainty.
Measurement results indicate unit passed test and the documented uncertainty is within suitable limits (recommended uncertainty = +/- 1F (0.5C).

☒ Statement that calibration testing conforms to ISO 17025

[Go to Order List for Pin 299017](#)

[Add](#) [Return to Refrigerators/Freezers List](#)

Check all the boxes that apply to what is written on your results for your thermometer:

- Instrument Pass/Fail testing, or In Tolerance
- Documented Uncertainty
- Statement that Calibration Testing Conforms to ISO 17025

☒ Instrument Pass/Fail testing, or In Tolerance

Measurement results for the device: *

RESULTS WILL BE ENTER HERE.

Maximum characters permitted is: 8000. Character count: 28

☒ Documented Uncertainty. 
Measurement results indicate unit passed test and the documented uncertainty is within suitable limits (recommended uncertainty = +/- 1F (0.5C).

☒ Statement that calibration testing conforms to ISO 17025 

Click “Add.” There will be a green message on the top of the page confirming it was successfully submitted.

HELP DESK

FREE TECHNICAL SUPPORT:

877-888-7468 (SHOT)

MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

INCLUDING:

- Merging duplicate shot records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS immunization schedule pads or other registry materials