

LogTag Data Logger Device User Guide

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 **VERMONT**
DEPARTMENT OF HEALTH

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Overview

The Vermont Department of Health Immunization Program created this guide to support facilities and providers in using LogTag devices for temperature monitoring and recording. These devices are used during vaccine transport, vaccination clinics, or as semi-permanent monitoring of vaccines when SensoScientific monitoring is not an option.

When you receive the LogTag device in the mail from the Immunization Program, in the small bag containing the device and cord, will be a note from the manufacturer that explains you will need to configure the device. Prior to mailing these out, we will complete that task for you, configuring the device for refrigerator temperatures unless the device is labeled “freezer.”

If you need help accessing or understanding this information, contact AHS.VDHImmunizationProgram@vermont.gov.

Data Logger Setup

Step 1: Place the glycol bottle in the plastic holder and locate in a central location with the vaccines. Always use the plastic glycol bottle holder.

Step 2: Pull the cord outside and connect it with the data logger.

Step 3: Secure the mounting bracket outside of the vaccine carrier, cooler or storage unit.

Step 4: Insert the connected data logger in the bracket.

Tip: To prevent unnecessary alarms, get the glycol bottle to appropriate temperatures before starting the data logger.

Cradle Installation

Cradle Identification

The data logger cradle is used to download information from the data logger onto the computer. There are two types of cradles, with and without a detachable cord. If you have the grey cradle without the blinking lights (image below on the right), this is an older model and may need to be replaced if the computer fails to identify the device. The cradle can be left plugged into a computer that will be used to download information, except in a software update. Always ensure the cradle is disconnected while a LogTag software update is in process.



Preparing for the Data Logger

Step 1: Download the [software](#)¹ before you plug in the cradle. Refer to the [Logtag Software Download and Settings](#)² reference for more information on this process.

¹ logtagrecorders.com/software.php

² www.healthvermont.gov/sites/default/files/documents/pdf/HS-IZ-TempMonitoring-LogTag-Download-and-Settings.pdf

Step 2: Plug the cable into the cradle (if applicable).

Step 3: Plug the cradle into the available USB port on your computer. The computer will automatically detect the cradle and install the device driver software. Once complete, it should display the message “Device driver software installed successfully” or something similar in the lower right corner of your monitor.

Starting the Data Logger

The logger must be connected to the probe to give a proper reading. If not connected, the device will give an error (-199.9) until a reading is taken while connected



Step 1: The logger must be in Ready mode to start.

READY mode: The logger displays the time and the READY icon.



Step 2: Press and hold the Start/Clear/Stop button. STARTING is displayed in addition to READY.

Step 3: Hold the Start button for 1-2 seconds until READY disappears

Step 4: Release the button when READY and STARTING disappear.

Recording mode: REC appears, indicating your logger is recording temperature data. The checkmark indicates no alarm.



Reviewing and Recording Min/Max

Step 1: Pressing REVIEW displays the current day's max temperature reading. The “today” onscreen in the lower right corner should flash, and then “Day 00” will appear to indicate your selection.

Step 2: Pressing REVIEW again displays the day's minimum temperature reading.

Step 3: Pressing REVIEW again displays the previous day's maximum temperature. The screen will then display a -1 day to indicate yesterday's readings.

Downloading Data from LogTag Devices

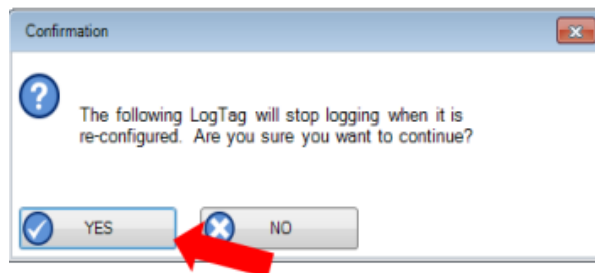
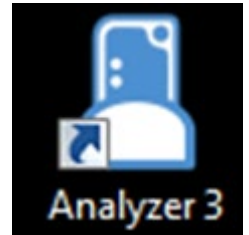


Step 1: Click the icon on your desktop called LogTag Analyzer (sometimes just “Analyzer”) and open the program.

Step 2: Unplug and remove the data logger from your unit and bring the data logger to the LogTag Cradle.

Step 3: Insert the data logger into the cradle facing forward.

Step 4: When the data logger has been inserted into the cradle, you will see a pop-up message. The data logger will re-configure and go back into “READY” mode when clicking “YES”. If you do not see this pop-up message, check your settings by reviewing the [Logtag Software Download and Settings³](#).



Step 5: A chart should display automatically showing temperature readings. Check your “File and Folder Settings” under “Options” to see where your download was saved. If you would like the file to be saved to a different location or have trouble locating the file, refer to the [Create a Folder for Downloaded Temperature Recordings Guide⁴](#).

Step 6: You can view the data in several different ways by selecting various tabs (most commonly Chart and Data, see below for details).

Step 7: When the data logger has been re-configured, it will display as “Ready.”

Step 8: Remove the data logger from the cradle and return it to the storage unit. Make sure to return it to the refrigerator or freezer to which it is assigned.

If the logger is not re-configuring, contact the Immunization Program at AHS.VDHImmunizationProgram@vermont.gov.

³ www.healthvermont.gov/sites/default/files/documents/pdf/HS-IZ-TempMonitoring-LogTag-Download-and-Settings.pdf

⁴

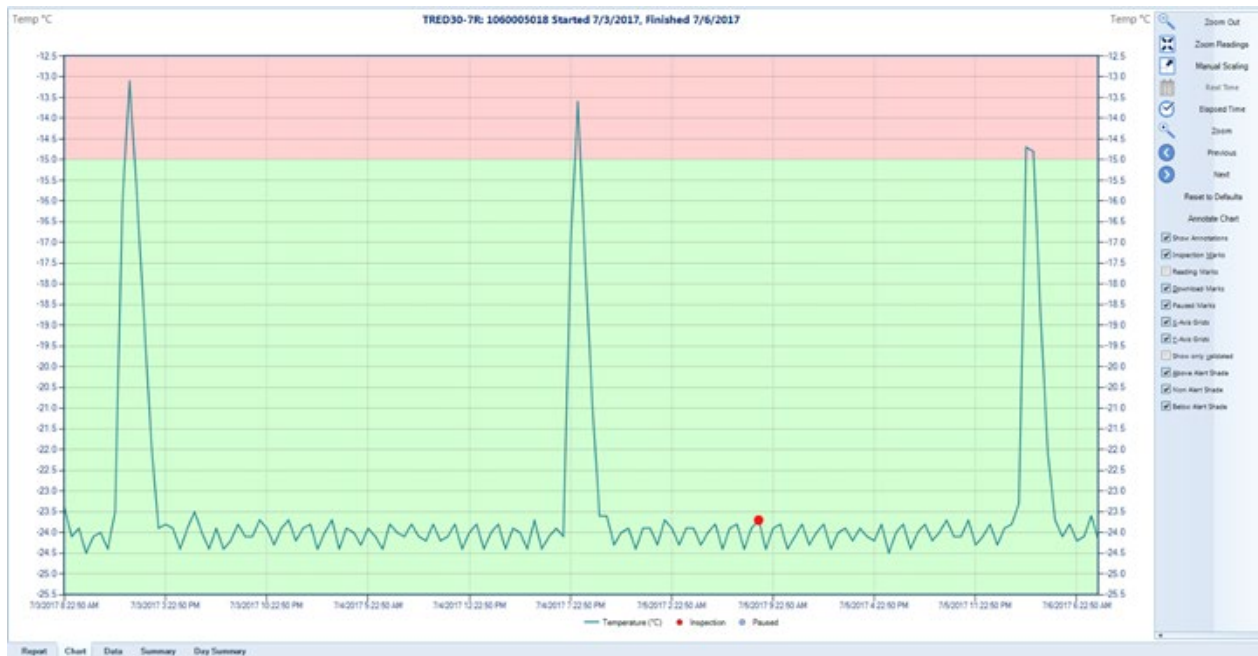
www.healthvermont.gov/sites/default/files/documents/pdf/ID_IZ_INFOHCP_S%26H_Creatingafolderfordownloads.pdf

Understanding Software Tabs & Reviewing Data

Although there are several other tabs you can use to collect and review the data on from your LogTag, the following tabs are likely the only ones you will use on a regular basis.

Chart Tab

This tab shows a chart of temperature recordings. The green background indicates those temperature recordings in range, and the red background indicates temperatures out of range. This tab shows you how the temperature fluctuates during a specific time frame.



Data Tab

This tab shows every reading the data logger recorded. It provides the date, time, temperature reading, and elapsed time since the last reading. Recordings in red indicate too warm temperatures, temperatures in blue indicate too cold temperatures, and recordings in black indicate in-range temperatures.

Index	Date	Time	Elapsed	Temperature °C	
1	7/3/2017	8:22:50 AM	00:00:00	-23.4	
2	7/3/2017	8:52:50 AM	00:30:00	-24.1	
3	7/3/2017	9:22:50 AM	01:00:00	-23.9	
4	7/3/2017	9:52:50 AM	01:30:00	-24.5	
5	7/3/2017	10:22:50 AM	02:00:00	-24.1	
6	7/3/2017	10:52:50 AM	02:30:00	-24.0	
7	7/3/2017	11:22:50 AM	03:00:00	-24.4	
8	7/3/2017	11:52:50 AM	03:30:00	-23.5	
9	7/3/2017	12:22:50 PM	04:00:00	-16.1	
10	7/3/2017	12:52:50 PM	04:30:00	-13.1	Above Alert
11	7/3/2017	1:22:50 PM	05:00:00	-15.8	
12	7/3/2017	1:52:50 PM	05:30:00	-18.8	

Managing Issues and Communication with the Program

How to Temporarily Turn Off the Audible Alarm



If the temperature goes out of range for 2 consecutive readings, then the audible alarm will sound. To turn off, hold and press the START/CLEAR/STOP button until the X becomes a checkmark.

The audible alarm will sound again in 5 minutes, even if the temperature is back in range. You must download the data logger to clear the alarm.

Sending Temperature Data to the Vermont Department of Health

If a data logger monitors a primary vaccine storage unit, data must be submitted monthly. For all short-term use, send data only when out-of-range temperatures are recorded. Follow the [Temperature Excursion Protocol](#)⁵ for more information.

Step 1: Open your email program and start a new message to AHS.VDHImmunizationProgram@vermont.gov.

Step 2: Select the temperature recording file you want to send. It should reside within your computer's folders under "Data Logger Downloads" or "My Logtag Data". Always attach an .ltd or log tag file **NOT** a pdf.

 1060000872 Started 2-28-2013, Finished 3-4-2013.ltd

If you cannot locate the folder on the desktop, use the search on your computer to look up "My LogTag Data" within all programs and files. The location of the folder should appear. See [Create a Folder for Downloaded Temperature Recordings Guide](#)⁶ for more information.

Step 3: Send to your [regional specialist](#)⁷ or AHS.VDHImmunizationProgram@vermont.gov

Contact

After reviewing this guide, if additional technical support is required attempt a quick reconfigure by navigating to the LogTag menu at the top of the screen and selecting "quick reconfigure." If this does not work to resolve the issue, contact us at, please contact the Vermont Department of Health Immunization Program at AHS.VDHImmunizationProgram@vermont.gov or by phone at 802-863-7638.

⁵ www.healthvermont.gov/sites/default/files/documents/pdf/COVID19-Vaccine-Temp-Excursion-Protocol.pdf

⁶

www.healthvermont.gov/sites/default/files/documents/pdf/ID_IZ_INFOHCP_S%26H_Creatingafolderfordownloads.pdf

⁷ https://www.healthvermont.gov/sites/default/files/image/id-iz-infohcp-regional-map_0.jpg