

Checklist for Safe Vaccine Storage and Handling

Have More Than One Person Responsible For Storage and Handling Of Vaccines

- Yes No 1. We have designated a primary vaccine coordinator and at least one back-up coordinator to be in charge of vaccine storage and handling at our facility. Both coordinators have completely reviewed either the CDC's online vaccine storage and handling guidance or equivalent training materials offered by our state health department's immunization program.
- Yes No 2. We have detailed, up-to-date, written policies for general vaccine management, including policies for routine activities and an emergency vaccine retrieval and storage plan for power outages and other problems. Our policies are based on the CDC's vaccine storage and handling guidance and/or on instruction from our state or local health department's immunization program.

Log In New Vaccine Shipments

- Yes No 3. We maintain a vaccine inventory log to document the following:
- Yes No a. Vaccine name and number of doses received
 - Yes No b. Date we received the vaccine
 - Yes No c. Condition of vaccine when we received it
 - Yes No d. Vaccine manufacturer and lot number
 - Yes No e. Vaccine expiration date

Use Proper Storage Equipment

- Yes No 4. We store vaccines in refrigerator and freezer units designed specifically for storing biologics, including vaccines, or a household-style unit with a separate exterior door for the freezer and separate thermostats for the freezer and refrigerator. We do NOT use a dormitory-style unit (a small combination freezer-refrigerator unit with a freezer compartment inside the refrigerator).
- Yes No 5. We have back-up units in the event of a power failure.
- Yes No 6. We use only calibrated thermometers with a Certificate of Traceability and Calibration* that are recalibrated as recommended by the manufacturer.

Ensure Optimal Operation of Storage Units

- Yes No 7. We have a "Do Not Unplug" sign next to the electrical outlets for the refrigerator and freezer and a "Do Not Stop Power" warning label by the circuit breaker for the electrical outlets. Both include emergency contact information.
- Yes No 8. We keep the storage unit clean; dusting the coils and cleaning beneath it every 3–6 months.

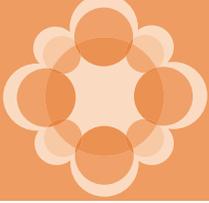
Maintain Correct Temperatures

- Yes No 9. We always keep at least one accurate, certified, calibrated thermometer (+/-1°C [+/-2°F]) with the vaccines in the refrigerator; ideally, we have a continuous-temperature logger and/or temperature-sensitive alarm system.
- Yes No 10. We maintain the refrigerator temperature at 35–46°F (2–8°C), and we aim for 40°F (5°C).
- Yes No 11. We keep extra containers of water in the refrigerator (e.g., in the door, and/or on the floor of the unit where the vegetable bins were located) to help maintain cool temperatures.
- Yes No 12. We always keep at least one accurate, certified, calibrated thermometer (+/-1°C [+/-2°F]) with vaccines in the freezer.
- Yes No 13. We maintain the average temperature in the freezer at +5°F (-15°C), preferably colder, but no colder than -58°F (-50°C).
- Yes No 14. We keep ice packs or ice-filled containers in the freezer to help maintain cold temperatures.

* Certificate of Traceability and Calibration with calibration measurements traceable to a testing laboratory accredited by the International Organization of Standardization, to the standards of the National Institute of Standards and Technology, or to another internationally recognized standards agency.

(Checklist for Safe Vaccine Storage and Handling continued on back)





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Store Vaccines Correctly

- Yes No 15. We post signs on the doors of the refrigerator and freezer that indicate which vaccines should be stored in the refrigerator and which in the freezer.
- Yes No 16. We do NOT store any food or drink in any vaccine storage unit.
- Yes No 17. We store vaccines in the middle of the refrigerator or freezer (never in the doors), with room for air to circulate. We have removed all vegetable and deli bins from the storage unit.
- Yes No 18. We check vaccine expiration dates and rotate our supply of each type of vaccine, so that we use the vaccines that will expire soonest.
- Yes No 19. We store vaccines in their original packaging in clearly labeled uncovered containers with slotted sides that allow air to circulate.

Maintain Daily Temperature Logs

- Yes No 20. On days when our practice is open, we document refrigerator and freezer temperatures on the daily log twice a day — first thing in the morning and just before our facility closes.
- Yes No 21. We consistently record temperatures on the log in either Fahrenheit or Celsius. We NEVER mix in any way how we record our temperatures. For example, if the log prompts us to insert an "x" by the temperature that's preprinted on the log, we do not attempt to write in the actual temperature.
- Yes No 22. If out-of-range temperatures occur in the unit, we document who responded and when in the daily log sheet's note section.

Take Emergency Action As Needed

23. In the event that vaccines are exposed to improper storage conditions, we take the following steps:
- Yes No a. We restore proper storage conditions as quickly as possible; if necessary, we move the vaccine to our planned back-up storage unit. We address the storage unit's mechanical or electrical problems according to guidance from the manufacturer or repair service.
- Yes No b. We temporarily label exposed vaccines "Do not use" and keep them separate from any unexposed vaccines. We do not use exposed vaccines until our state health department's immunization section or the vaccine manufacturer gives us approval.
- Yes No c. We document exactly what happened, noting the temperature in the storage unit, the room temperature, and the amount of time the vaccines were out of proper storage conditions. We contact our state health department's immunization section or the vaccine manufacturer to determine how to handle the exposed vaccines.
- d. We follow the health department or manufacturer's instructions and keep a record detailing the event. Where applicable, we mark the exposed vials with a revised expiration date provided by the manufacturer.

If we answer Yes to all of the above, we give ourselves a pat on the back! If not, please assign someone to implement needed changes!

FOR MORE INFORMATION ABOUT THE FLORIDA VACCINES FOR CHILDREN PROGRAM, CALL 1-800-483-2543 OR VISIT WWW.IMMUNIZEFLORIDA.ORG/VFC, OR SEND AN EMAIL TO FLORIDAVFC@FLHEALTH.GOV

Adapted from <http://www.immunize.org/catg.d/p3035.pdf> on 7/26/2011. We thank the Immunization Action Coalition.

