



# Don't Be Guilty of These Errors in Vaccine Storage and Handling



**The following are frequently reported errors in vaccine storage and handling. Some of these errors are much more serious than others, but none of them should occur. Be sure your clinic or practice is not making errors such as these.**

**Error #1: Designating only one person, rather than at least two, to be responsible for storage and handling of vaccines.**

It's very important to train at least one back-up person in all aspects of proper storage and handling of vaccines. The back-up and primary persons should be equally familiar with all aspects of vaccine storage and handling, including knowing how to handle vaccines when they arrive, how to properly record refrigerator and freezer temperatures, and should be prepared to lead the response to an equipment problem or power outage.

**Error #2: Refrigerating vaccine in a manner that could jeopardize its quality.**

The temperature in the vegetable bins, on the floor, next to the walls, in the door, and near the cold air outlet from the freezer may differ significantly from the temperature in the body of the refrigerator: do not store your vaccines or place thermometers in these locations. Always store vaccines in their original packaging in the body of the refrigerator away from these locations, and place your thermometer with the vaccines. Place vaccine packages in such a way that air can circulate around the compartment. Never overpack a refrigerator compartment.

**Error #3: Storing food and drinks in the vaccine refrigerator.**

Frequent opening of the refrigerator door to retrieve food items can adversely affect the internal temperature of the unit and damage vaccines.

**Error #4: Inadvertently leaving the refrigerator or freezer door open or having inadequate seals.**

Remind staff to close the unit doors tightly each time they open them. Also, check the seals on the doors on a regular schedule, and if there is any indication the door seal may be cracked or not sealing properly, have it replaced. Replacing a seal is much less costly than replacing a box of pneumococcal conjugate or varicella vaccine.

**Error #5: Storing vaccine in a dorm-style refrigerator.**

All vaccines should be stored in a refrigerator and/or freezer unit that is designed specifically for the storage of biologics or, alternatively, in a separate free-standing unit. A dorm-style combination refrigerator-freezer unit with just one exterior door has been shown to be unacceptable no matter where the vaccine was placed inside the unit. Small stand-alone refrigerator or freezer units are best for short-term storage needs.

**Error #6: Recording temperatures only once per day.**

Temperatures in the refrigerator and freezer should be checked at the beginning and end of the day to determine if the unit is getting too cold or too warm. Ideally, you should have continuous thermometers that record temperatures all day and all night; those with alarms can alert you when temperatures go out of range. A less expensive alternative is to purchase maximum/minimum thermometers. Only thermometers with a Current Certificate of Traceability and Calibration\* should be used for vaccine storage. It's also a good idea to record the room temperature on your temperature log in case there is a problem with the storage unit. This information may be helpful to the vaccine manufacturer and/or state immunization program in determining whether your vaccine is still usable.

\*A calibrated thermometer with a 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.

**Error #7: Recording temperatures for only the refrigerator or freezer, rather than both.**

It is essential to monitor and record temperatures in all refrigerators and freezers used to store vaccine. At all times you should have calibrated thermometers in the refrigerators as well as the freezers. Assure that your storage temperature monitoring is accurate by purchasing thermometers that have a Certificate of Traceability and Calibration\* and recalibrate them according to the manufacturer's instructions.

**Error #8: Documenting out-of-range temperatures on vaccine temperature logs but not taking action.**

Documenting temperatures is not enough. Acting on the information is essential! So, what should you do? Notify your supervisor whenever you have an out-of-range temperature. Check the condition of the unit for problems. After you have made any adjustment, document the date, time, temperature, the nature of the problem, the action you took, and the results of your action. Recheck the temperature every two hours. Call maintenance or a repair person if the temperature is still out of range. If the solution is not quick and easy, you will need to safeguard your vaccines by moving them to another storage unit that is functioning at the proper temperature. Label the affected vaccines "Do not use" and contact your state immunization program or vaccine manufacturer to find out if the affected vaccine is still usable. Be sure to notify your state's VFC Program Coordinator if VFC vaccine was involved.

**Error #9: Discarding temperature logs at the end of every month.**

It's important that you keep your temperature logs for at least three years. As your refrigerator or freezer ages, you can track recurring problems. If out-of-range temperatures have been documented, you can determine how long and how often this has been happening and take appropriate action. It's also a great way to demonstrate why you need a new refrigerator or freezer.

**Error #10: Discarding multi-dose vials 30 days after they are opened.**

Don't discard your multi-dose vials of vaccines prematurely. Almost all multi-dose vaccine vials contain a preservative and can be used until the expiration date on the vial unless there is actual contamination or the vials are not stored under appropriate temperatures. However, you must discard multi-dose vials of reconstituted vaccine (e.g., meningococcal polysaccharide, yellow fever) if they are not used within a defined period after reconstitution. Refer to the vaccine package inserts for detailed information.

**Error #11: Not having emergency plans for a power outage or natural disaster.**

Every clinic should have a written Emergency Response Plan that identifies a refrigerator and freezer in another location, ideally with a back-up generator to store vaccine in the event of a power outage or natural disaster. Consider arranging in advance for a local hospital or similar facility to be your back-up location if you should need it. Be sure back-up location staff understand vaccine storage and will allow you to supervise placement and verify storage temperatures so vaccine is not damaged.

