

Checklist for Proper Vaccine Handling and Storage^{1,2}

This checklist provides a selection of important practices related to vaccine handling and storage.

1 Vaccination Coordinator

Yes No

- We have a designated person and a back-up person in charge of the handling and storage of our vaccines.
- Both coordinators have reviewed the Centers for Disease Control and Prevention's or other training materials on vaccine and storage handling.

2 Vaccine Handling

Yes No

- A vaccine inventory log is maintained that documents:
 - Vaccine name and number of doses received
 - Date vaccine was received
 - Arrival condition of vaccine
 - Vaccine manufacturer and lot number
 - Vaccine expiration date
- We monitor vaccine and diluent expiration dates closely.
- We rotate stock so that vaccines and diluent with shortest expiration dates are used first.
- We have obtained a detailed written policy for general and emergency vaccine management from the local or state health department.

3 Refrigerator and Freezer Storage

Yes No

- We have a separate refrigerator for refrigerated vaccines.
- We have a separate freezer for frozen vaccines.
- We do NOT store any food or drink in the refrigerator or freezer.
- We store vaccines in the middle of the refrigerator or freezer, and NOT in the door.
- We always keep a calibrated thermometer in the refrigerator and freezer.
- The temperature in the refrigerator is maintained at 36°F to 46°F (2°C to 8°C).
- We keep extra containers of water in the refrigerator to help maintain cold temperatures.
- The temperature in the freezer is maintained between -58°F and +5°F (-50°C and -15°C).
- We keep ice packs and other ice-filled containers in the freezer to help maintain cold temperatures.
- We have Do Not Unplug signs at outlets and on storage units.
- We post a temperature log on the refrigerator door to record the refrigerator temperature at least twice a day—first thing in the morning and at closing time—and we know whom to call if the temperature goes out of range.
- We post a temperature log on the freezer door to record the freezer temperature at least twice a day—first thing in the morning and at closing time—and we know whom to call if the temperature goes out of range.

Vaccine Storage Equipment Failure

- We maintain written emergency storage and handling plans in the event of a refrigerator or freezer failure or power outage.
- We have a backup storage location with appropriate storage units, temperature monitoring capability, and backup battery power source or generator.
- We note the refrigerator or freezer temperature and contact the vaccine manufacturer or state health department to determine how to handle the affected vaccines. If vaccines have been exposed to temperatures outside the recommended ranges, we continue to store them properly but segregate them and mark them DO NOT USE until guidance can be obtained.

4 Completion

Yes No

- If any of the above answers are no, we have assigned someone to implement the needed changes.

References: 1. Centers for Disease Control and Prevention (CDC). Hamborsky J, Kroger A, Wolfe S, eds. *Epidemiology and Prevention of Vaccine-Preventable Diseases*. 13th ed. Washington, DC: Public Health Foundation; 2015:Chapter 5. 2. Centers for Disease Control and Prevention (CDC). Vaccine Storage and Handling Toolkit. May 2018. <http://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf>. Accessed May 10, 2018.