

## Checklist C: Routine Vaccine Storage and Handling Plan Worksheet (page 1 of 3)

### Outdated or improperly stored vaccines won't protect patients!

***Maintain refrigerator temperature at 35-46°F (2-8°C)***

#### **Order vaccine carefully.**

Inventory your vaccine at least monthly and before placing an order. Expired vaccine must never be used and is money wasted!

#### **Store vaccine correctly.\***

Refrigerate influenza vaccine immediately upon receiving shipment. Do not store vaccine in the door of the refrigerator or freezer. Inactivated vaccines should always be placed in the middle of the refrigerator far enough away from the freezer compartment to protect them from freezing.

#### **Always use the vaccine with the earliest expiration date first.**

Move vaccine with the earliest expiration date to the front and mark it to be used first. Keep vials in their boxes. Never use outdated vaccine.

#### **Stabilize temperatures.**

Frequent opening of the refrigerator unit's doors can lead to temperature variations inside, which could affect vaccine efficacy. For this reason you should not store food or beverages in the refrigerator or freezer. Measure and record refrigerator temperature twice a day and keep a log (Checklist D) to ensure the refrigerator temperature is in the proper range.

#### **Safeguard the electrical supply to the refrigerator.**

Make sure the refrigerator is plugged into an outlet in a protected area where it cannot be disconnected accidentally. Label the refrigerator, electrical outlets, fuses, and circuit breakers on the power circuit with information that clearly identifies the perishable nature of vaccines and the immediate steps to be taken in case of interruption of power (use DO NOT UNPLUG stickers). If your building has auxiliary power, use the outlet supplied by that system.

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\*Refer to package insert for specific instructions on the storage of each vaccine. If you have questions about the condition of the vaccine, you should immediately place the vaccine in recommended storage and call the vaccine manufacturer(s) to determine whether the potency of the vaccine(s) has been affected. For other questions, call the immunization program at your state or local health department.

Record your health department's phone number here: \_\_\_\_\_

## Checklist C: Routine Vaccine Storage and Handling Plan Worksheet (page 2 of 3)

### Vaccine Coordinators

Vaccine Coordinators	Title	Telephone Numbers (home, cell, beeper)
<b>Primary</b>		
<b>Backup</b>		

### Resources Contact List

Resources	Contact Person (title)		Telephone Numbers (home, cell, beeper)
State Health Department Immunization Program			
Local Health Department Immunization Program			
Resources	Company Name	Contact Person (title)	Telephone Numbers (home, cell, beeper)
Electric Power Company			
Generator Repair Company (if applicable)			
Generator Fuel Source (if applicable)			
Refrigeration Repair Company			
Temperature Alarm Monitoring Company (if applicable)			
Security or Perimeter Alarm Company (if applicable)			

# Checklist C: Routine Vaccine Storage and Handling Plan Worksheet (page 3 of 3)

## Packing Materials

Resources	Company Name	Contact Person (title)	Telephone Numbers (home, cell, beeper)
Insulated Containers or Coolers			
Insulated Containers or Coolers (alternate)			
Fillers (e.g., crumbled paper, bubble wrap, Styrofoam pellets)			
Fillers (alternate)			
Refrigerated Packs			
Refrigerated Packs (alternate)			
Certified Calibrated Thermometers			
Certified Calibrated Thermometers (alternate)			