

Use IAC's Storage and Handling Materials to Help Safeguard Your Valuable Vaccine Supply

These materials are ready for you to download, copy, and use!

Checklist for Safe Vaccine Storage and Handling

Here are the most important things you can do to safeguard your vaccine supply. Are you doing them all? Review this list to see where you might make improvements in your vaccine management practices. Fill in each box with either (YES) or (NO).

Establish Storage and Handling Policies

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.
2. Both the primary and back-up vaccine coordinator(s) have completely reviewed either CDC's online vaccine storage and handling guidance or equivalent training materials offered by our state health department's immunization program.
3. We have detailed, up-to-date, written policies for general vaccine management, including policies for routine

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

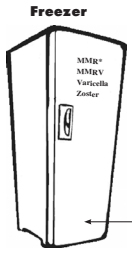
Since vaccines are both expensive and fragile, everyone in the office should know the basics of vaccine handling, including what to do when a shipment arrives and what to do in the event of an equipment failure or power outage. It's very important to train at least one back-up person in all aspects of 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 how to handle vaccines when they arrive, how to properly record refrigerator and freezer temperatures, and how to respond to equipment failures.

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. Assume that your storage temperature monitoring is accurate by purchasing thermometers that have a Certificate of Calibration from the manufacturer.

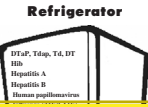
Vaccine Handling Tips

Outdated or improperly stored vaccines won't protect patients!



Freezer

Maintain freezer temperature at 5°F (-15°C) or lower.



Refrigerator

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

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

Always use the vaccine with the soonest expiration date first. Move vaccine with the soonest expiration date to the front of the storage unit and mark it to be used first. Keep vaccine vials in their original boxes.

Store vaccine appropriately.* Place vaccines in refrigerator or freezer immediately upon receiving shipment. Place vaccine in clearly labeled wire baskets or other open containers with a 2-3" separation between baskets and from wall of unit. Separate VFC-supplied vaccines from vaccines that are privately purchased. Do not store vaccines in the door or on the floor of the unit.

*MMMR may be stored in either the freezer or the refrigerator.
*Refer to package insert for specific instructions on the storage of each vaccine. If you have questions about the condition of a vaccine, you should immediately place the vaccine in recommended storage, mark it "do not use," and then call your state health department or manufacturer(s) to determine whether the potency of the vaccine(s) has been affected. For other questions, call the immunization state or local health department.

Record your health department's phone number here: _____

Technical content reviewed by the Centers for Disease Control and Prevention, March 2011. www.immunize.org/catg.d/p3035.pdf

Immunization Action Coalition • 1573 Selby Ave. • St. Paul, MN 55104 • (651) 647-9009 • www.immunize.org • www.vaccineinformation.org

Emergency Response Worksheet

What to do in case of a power failure or another event that results in vaccine storage outside of the recommended temperature range

Follow these procedures:

1. Close the door tightly and/or plug in the refrigerator/freezer.
2. Ensure the vaccine is kept at appropriate temperatures. Make sure the refrigerator/freezer is working properly or move the vaccines to a unit that is. Do not discard the affected vaccines. Mark the vaccines so that the potentially compromised vaccine can be easily identified.
3. Notify the local or state health department or call the manufacturer (see manufacturer's phone numbers below).

Record this information*:

1. Temperature of refrigerator: current _____ max. _____ min. _____
2. Temperature of freezer: current _____ max. _____ min. _____
3. Air temperature of room where refrigerator is located: _____
4. Estimated amount of time the unit's temperature was outside normal range: refrigerator _____ freezer _____
5. Vaccines in the refrigerator/freezer during the event (use the table below)

_____ State health department phone number _____

www.immunize.org/catg.d/p3051.pdf • Item #P3051 (10/10)

155104 • (651) 647-9009 • www.immunize.org • www.vaccineinformation.org

WARNING!

Expensive Vaccine in Storage!


¡AVISO! Contiene vacunas caras

DO NOT STOP POWER TO CIRCUIT BREAKER # _____

NO DESCONECTE EL REFRIGERADOR

In event of a power outage, do not disconnect the refrigerator.

Si hay un problema de energía, no desconecte el refrigerador.



DO NOT UNPLUG!

¡No desconecte el refrigerador!

Checklist for Safe Vaccine Storage and Handling: www.immunize.org/catg.d/p3035.pdf

Vaccine Handling Tips: www.immunize.org/catg.d/p3048.pdf

Do Not Stop Power to Circuit Breaker (sign): www.immunize.org/catg.d/p2091.pdf

Do Not Unplug (sign): www.immunize.org/catg.d/p2090.pdf

Don't Be Guilty of These Errors in Vaccine Storage and Handling: www.immunize.org/catg.d/p3036.pdf

Emergency Response Worksheet: www.immunize.org/catg.d/p3051.pdf