

Vaccine Storage Troubleshooting Record (check one) Refrigerator Freezer Ultra-Cold Freezer

Use this form to document any unacceptable vaccine storage event, such as exposure of vaccines to temperatures that are outside the manufacturers' recommended storage ranges.

Date & Time of Event <small>If multiple, related events occurred, see Description of Event below.</small>	Storage Unit Temperature <small>at the time the problem was discovered</small>		Room Temperature <small>at the time the problem was discovered</small>	Person Completing Report	
Date:	Temp when discovered:		Temp when discovered:	Name:	
Time:	Minimum temp:	Maximum temp:	Comment (optional):	Title:	Date:
<p>Description of Event <i>(If multiple, related events occurred, list each date, time, and length of time out of storage.)</i></p> <ul style="list-style-type: none"> • General description (i.e., what happened?) • Estimated length of time between event and last documented reading of storage temperature in acceptable range (2° to 8°C [36° to 46°F] for refrigerator; -50° to -15°C [-58° to 5°F] for freezer; -90°C to -60°C [-130°F to -76°F] for ultra-cold freezer. • Inventory of affected vaccines, including (1) lot numbers and (2) whether purchased with public (for example, VFC) or private funds. Document this information on the <i>Vaccine Storage Emergency Response Worksheet</i> (see www.immunize.org/catg.d/p3051) or a separate sheet, and maintain the inventory with this troubleshooting record. • At the time of the event, what else was in the storage unit? For example, were there water bottles in the refrigerator and/or frozen coolant packs in the freezer? • Prior to this event, have there been any storage problems with this unit and/or with the affected vaccine? • Include any other information you feel might be relevant to understanding the event. 					
<p>Action Taken <i>(Document thoroughly. This information is critical to determining whether the vaccine might still be viable!)</i></p> <ul style="list-style-type: none"> • When were the affected vaccines placed in proper storage conditions? (Note: Do not discard the vaccine. Store exposed vaccine in proper conditions and label it “do not use” until after you can discuss with your state/local health department and/or the manufacturer[s].) • Who was contacted regarding the incident? (For example, supervisor, state/local health department, manufacturer—list all.) • IMPORTANT: What did you do to prevent a similar problem from occurring in the future? 					
<p>Results</p> <ul style="list-style-type: none"> • What happened to the vaccine? Was it able to be used? If not, was it returned to the distributor? (Note: For public-purchase vaccine, follow your state/local health department instructions for vaccine disposition.) 					

