



Checklist for Safe Vaccine Handling and Storage

Here are the 20 most important things you can do to safeguard your vaccine supply. Are you doing them all? Reviewing this list can help you improve your clinic's vaccine management practices.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. We have a designated person in charge of the handling and storage of our vaccines. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. We have a back-up person in charge of the handling and storage of our vaccines. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. A vaccine inventory log is maintained that documents: <ul style="list-style-type: none"> <input type="checkbox"/> Vaccine name and number of doses received <input type="checkbox"/> Date the vaccine was received <input type="checkbox"/> Arrival condition of vaccine <input type="checkbox"/> Vaccine manufacturer and lot number <input type="checkbox"/> Vaccine expiration date |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Our refrigerator for vaccines is either household-style or commercial-style, NOT dormitory-style. The freezer compartment has a separate exterior door. Alternatively, we use two storage units: a free-standing refrigerator and a separate, free-standing freezer. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. We do NOT store any food or drink in the refrigerator or freezer. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. We store vaccines in the middle of the refrigerator or freezer, and NOT in the door. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. We stock and rotate our vaccine supply so that the newest vaccine of each type (with the longest expiration date) is placed behind the vaccine with the shortest expiration date. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. We check vaccine expiration dates and we first use those that will expire soonest. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. We post a sign on the refrigerator door showing which vaccines should be stored in the refrigerator and which should be stored in the freezer. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. We always keep a thermometer in the refrigerator. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. The temperature in the refrigerator is maintained at 35–46°F (2–8°C). |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. We keep extra containers of water in the refrigerator to help maintain cold temperatures. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. We always keep a thermometer in the freezer. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. The temperature in the freezer is maintained at +5°F (-15°C) or colder. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. We keep ice packs and other ice-filled containers in the freezer to help maintain cold temperatures. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. We post a temperature log on the refrigerator door on which we record the refrigerator and freezer temperatures twice a day—first thing in the morning and at clinic closing time—and we know whom to call if the temperature goes out of range. |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. We have a “Do Not Unplug” sign next to the refrigerator’s electrical outlet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. In the event of a refrigerator failure, we take the following steps: <ul style="list-style-type: none"> <input type="checkbox"/> We assure that the vaccines are placed in a location with adequate refrigeration. <input type="checkbox"/> We mark exposed vaccines and separate them from undamaged vaccines. <input type="checkbox"/> We note the refrigerator or freezer temperature and contact the vaccine manufacturer or state health department to determine how to handle the affected vaccines. <input type="checkbox"/> We follow the vaccine manufacturer’s or health department’s instructions as to whether the affected vaccines can be used, and, if so, we mark the vials with the revised expiration date provided by the manufacturer or health department. |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. We have obtained a detailed written policy for general and emergency vaccine management from our local or state health department. |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. If all above answers are “yes,” we are patting ourselves on the back. If not, we have assigned someone to implement needed changes! |

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