

This checklist can prepare you to use best practices for vaccine storage and handling. Using best practices helps you make sure kids get viable vaccines when you vaccinate them, and the State Childhood Vaccine Program requires them. Check each item to see if you are prepared.

Yes No

		1. We have designated primary and back-up staff in charge of vaccine storage and handling.
		2. We have and will maintain a vaccine inventory log that documents:
		<ul style="list-style-type: none"> • Vaccine name and number of doses received
		<ul style="list-style-type: none"> • Date we received the vaccine
		<ul style="list-style-type: none"> • The condition of the vaccine when it arrived
		<ul style="list-style-type: none"> • Vaccine manufacturer and lot number(s)
		<ul style="list-style-type: none"> • Vaccine expiration date(s)
		4. We have a laboratory grade or a standalone refrigerator. We do NOT use a dormitory style unit or a combination household refrigerator unit.
		5. If we store frozen vaccine, we have a laboratory grade or standalone freezer. We do not use a dormitory style storage unit or the freezer portion of a household combination unit.
		6. We will NOT store any food or drink in the storage units.
		7. We store vaccines in the middle of the storage unit, NOT in the door or floor of the unit.
		8. We stock our vaccine supply so the vaccine of each type with the longest expiration date is placed behind the vaccine with the shortest expiration date.
		9. We check vaccine expiration dates and we use the shortest dated vaccines first.
		10. We post a sign on the storage unit door showing which vaccines should be stored in the refrigerator and which should be stored in the freezer.
		11. We have a data logger with a current certificate of calibration in each storage unit.
		12. The temperature in the refrigerator is maintained at 35 °F to 46°F (2 °F to 8°C), and we set our thermostat for 40 °F for the best safety margin.
		13. We keep water bottles in the doors and floor of the refrigerator to help maintain cold temperatures.
		14. We maintain the temperature in the freezer at +5°F (-15°C) or colder.
		15. We keep ice packs in the freezer to help maintain freezing temperatures.
		16. We will post a temperature log on the storage units. We will record the refrigerator and freezer temperatures twice a day. We know who to call in case of a vaccine excursion.
		17. We have a Do Not Unplug sign on each storage unit's electrical outlet and the circuit breaker.
		18. In the event of a refrigerator failure or storage incident, we will take the following steps:
		<ul style="list-style-type: none"> • Relocate vaccine to a back-up storage location if needed.
		<ul style="list-style-type: none"> • Mark exposed vaccines "do not use," and keep them separate from viable vaccines.
		<ul style="list-style-type: none"> • Note the storage unit's temperature and call the vaccine manufacturer and the local health department for help with storage incidents as soon as we are aware of them.
		<ul style="list-style-type: none"> • We will follow the vaccine manufacturer or health department instructions about using vaccines exposed to out of range temperatures.
		<ul style="list-style-type: none"> • We have a vaccine management plan which identifies our our policies for vaccines.