When deliveries arrive, check each package to determine if it is a perishable vaccine delivery!

**FOR PACKAGES REQUIRING REFRIGERATION: IMMEDIATELY**

Contact the person responsible for receiving and storing vaccine. Know who the back-up person to receive vaccine is, and contact them if the primary is not available.

Include names and phone numbers. Update anytime staff change.

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DOH 348-222 December 2012
Vaccine Receiving List

- Temperature, expiration date, and condition of each package.
  - Is temperature in range?
  - Is expiration date at least 6 months from today's date?
  - Are packages undamaged with no leakage?

- Check the shipment to make sure vaccine received matches the invoice.
  - Do number of doses of each antigen match?
  - Do expiration dates match?
  - Do lot numbers match?

- Place vaccine and choose proper storage
  - Store frozen vaccine (Varicella, MMRV, etc.) in the freezer.
  - Store all non-frozen vaccine in the refrigerator.
  - Are freezer and refrigerator temperatures correct?

  The freezer compartment should maintain temperatures between −58°F and +5°F (−50°C and −15°C).
  The refrigerator compartment should maintain temperatures between 35°F and 46°F (2°C and 8°C).

- Place refrigerator and freezer stock and rotate it appropriately.
  - Place vaccine with shortest expiration date in front (date closest to today's date).
  - Place vaccine with longest expiration date in back (date furthest from today's date).

Problems with your order?
Questions about vaccine storage?
- with your local health department.

If you have a disability and need this document in another format, please call 1-800-525-0127 (711—TTY relay).