

Checklist for Safe Vaccine Storage and Handling

Clinic Name: _____

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. For each statement, please circle the correct answer for your clinic. If you answer **YES**, we give your clinic a pat on the back! If not, assign someone to implement needed changes!

Establish Storage and Handling Policies

- YES NO 1. We have designated a primary Vaccine Coordinator at least two (2) Back-up Coordinators to be in charge of vaccine storage and handling at our facility.
- YES NO 2. Both the Primary and Back-up Vaccine Coordinators have completely reviewed the Vaccine Management Plan Binder.
- YES NO 3. We have detailed, up-to-date, written policies for general vaccine management, including policies for routine activities and an emergency vaccine-retrieval-and-storage plan for power outages and other problems. Our policies are based on California Department of Public Health vaccine storage and handling guidance and/or on instruction from SFDPH Immunization Program.
- YES NO 4. We review these policies with all staff annually and with new staff, including temporary staff, when they are hired.

Log In New Vaccine Shipments

- YES NO 5. We maintain a vaccine inventory log that we use to document the following:
- YES NO a. Vaccine name and number of doses received
- YES NO b. Date we received the vaccine
- YES NO c. Condition of vaccine when we received it
- YES NO d. Vaccine manufacturer and lot number
- YES NO e. Vaccine expiration date

Use Proper Storage Equipment

- YES NO 6. We store vaccines in refrigerator and freezer units designed specifically for storing biologics, including vaccines. Alternatively, we keep frozen and refrigerated vaccines in separate, free-standing freezer and refrigerator units. At a minimum, we use a household-style unit that is at least 11 cubic feet and that has a separate exterior door for the freezer and separate thermostats for the freezer and refrigerator. We do NOT use a dormitory-style unit (a small combination freezer-refrigerator unit with a freezer compartment inside the refrigerator)
- YES NO 7. We use only calibrated thermometers with a Certificate of Traceability and Calibration that are recalibrated as recommended by the manufacturer.
- YES NO 8. In the event of a power failure or other unforeseen event we follow the guidelines in the "Emergency Vaccine Management Plan."

Ensure Optimal Operation of Storage Units

- YES NO 9. We have a "Do Not Unplug" sticker next to the electrical outlets for the refrigerator and freezer warning label by the circuit breaker for the electrical outlets in languages of all staff, including janitors and maintenance workers.
- YES NO 10. We keep the storage unit clean, dusting the coils and cleaning beneath it every two years.

Maintain Correct Temperatures

- YES NO 11. We use one data logger and one back-up digital thermometer with a glycol probe, MIN/MAX setting, and alarm. Both thermometers will be accurate to +/-1°F (+/-0.5°C), and have a Certificate of Traceability and Calibration Testing. We manually record temperatures twice daily for both thermometers.

Calibration due date for all current thermometers:

- YES NO 12. **See sticker on back of most thermometers or calibration sticker**
We maintain the refrigerator temperature at 35.0–46.0°F (2–8°C), and we aim for 40.0°F (5°C).
- YES NO 13. We keep extra containers of water in the refrigerator (e.g., in the door, on the floor of the unit where the vegetable bins were located) to help maintain cool temperatures.

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- YES NO NA 14. We always keep at least two accurate calibrated thermometers with temperature readings and a minimum/maximum temperature reading with vaccines in the freezer.
- YES NO NA 15. We maintain the average temperature in the freezer at 0°F (-18°C), with a maximum temperature of 5°F (-15°C).
- YES NO NA 16. We keep ice packs or ice-filled containers in the freezer to help maintain cold temperatures.

Store Vaccines Correctly

- YES NO 17. We post signs on the doors of the refrigerator and freezer that indicate which vaccines should be stored in the refrigerator and which in the freezer.
- YES NO 18. We do NOT store any food or drink in any vaccine storage unit.
- YES NO 19. We store vaccines in the middle of the refrigerator or freezer (never in the doors), with room for air to circulate.
- YES NO 20. If we are using a combination refrigerator-freezer unit, we do not store vaccines in front of the cold air outlet that leads from the freezer to the refrigerator (often near the top shelf).
- YES NO 21. We check vaccine expiration dates and store vaccines with the closest expiration dates at the front of the refrigerator to ensure they get used soonest.
- YES NO 22. We store vaccines in their original packaging in clearly labeled, uncovered containers with slotted sides that allow air to circulate.

Maintain Daily Temperature Logs

- YES NO 23. On days when our practice is open, we document minimum and maximum temperature readings on the daily log twice a day — first thing in the morning and approximately one hour before our facility closes.
- YES NO 24. We consistently record temperatures on the log in either Fahrenheit or Celsius. We NEVER in any way mix how we record our temperatures.
- YES NO 25. The Emergency Vaccine Management Plan (pp. 55-58) shows whom to call if the temperature in the storage unit goes out of range.
- YES NO 26. When we change the thermostat setting, we document it in the daily log sheet's note section
- YES NO 27. If out-of-range temperatures occur in the unit, we document all details in the daily log's temperature excursion page (p. 2).
- YES NO 28. We keep the temperature logs on file for at least 3 years.

Take Emergency Action As Needed

- 29. In the event that vaccines are exposed to improper storage conditions, we take the following steps:
 - YES NO a. We restore proper storage conditions as quickly as possible; if necessary, we move the vaccine to our planned back-up storage unit. We address the storage unit's mechanical or electrical problems according to guidance from the manufacturer or repair service.
 - YES NO b. In responding to improper storage conditions, we do NOT make frequent or large changes in thermostat settings. After changing the setting, we give the unit at least a day to stabilize its temperature.
 - YES NO c. We temporarily label exposed vaccines "DO NOT USE" and keep them stored at proper temperatures and separate from any unexposed vaccines. We do not use exposed vaccines until the vaccine manufacturer gives us approval.
 - YES NO d. We document exactly what happened, noting the temperature in the storage unit, the room temperature, and the amount of time the vaccines were out of proper storage conditions. We contact the vaccine manufacturer and SFDPH Immunization Program to determine how to handle the exposed vaccines.
 - YES NO e. We complete a "Storage and Handling Incident Report" and send to the SFDPH Immunization Program immediately.

Stay Up-To-Date on Staff Training

- 30. All staff involved with temperature monitoring or other aspects of vaccine storage and handling have:
 - YES NO a. Taken the online trainings, "Monitoring Storage Unit Temperatures" and "Storing Vaccines," available at www.eziz.org/eziz-training. We have submitted certificates of completion to CDPU for all relevant staff members.
 - YES NO b. Thoroughly read the current year's edition of the Vaccine Management Plan, distributed by CDPU.

Date: _____ Vaccine Coordinator's Signature _____

Date: _____ Backup Vaccine Coordinator's Signature _____

Date: _____ Backup Vaccine Coordinator's Signature _____