

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 | |
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| _____ | _____ | 1. We have a designated person in charge of the handling and storage of our vaccines. |
| _____ | _____ | 2. We have a back-up person in charge of the handling and storage of our vaccines. |
| _____ | _____ | 3. A vaccine inventory log is maintained that documents:
_____ Vaccine name and number of doses received
_____ Date the vaccine was received
_____ Arrival condition of vaccine
_____ Vaccine manufacturer and lot number
_____ Vaccine expiration date |
| _____ | _____ | 4. Our refrigerator for vaccines is either household-style or commercial-style, NOT dormitory-style. The freezer compartment has a separate exterior door. |
| _____ | _____ | 5. We do NOT store any food or drink in the refrigerator or freezer. |
| _____ | _____ | 6. We store vaccines in the middle of the refrigerator or freezer, and NOT in the door. |
| _____ | _____ | 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. |
| _____ | _____ | 8. We check vaccine expiration dates and we first use those that will expire soonest. |
| _____ | _____ | 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. |
| _____ | _____ | 10. We always keep a thermometer in the refrigerator. |
| _____ | _____ | 11. The temperature in the refrigerator is maintained at 35–46°F (2–8°C). |
| _____ | _____ | 12. We keep extra containers of water in the refrigerator to help maintain cold temperatures. |
| _____ | _____ | 13. We always keep a thermometer in the freezer. |
| _____ | _____ | 14. The temperature in the freezer is maintained at +5°F (-15°C) or colder. |
| _____ | _____ | 15. We keep ice packs and other ice-filled containers in the freezer to help maintain cold temperatures. |
| _____ | _____ | 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. |
| _____ | _____ | 17. We have a “Do Not Unplug” sign next to the refrigerator’s electrical outlet. |
| _____ | _____ | 18. In the event of a refrigerator failure, we take the following steps:
_____ We assure that the vaccines are placed in a location with adequate refrigeration.
_____ We mark exposed vaccines and separate them from undamaged vaccines.
_____ We note the refrigerator or freezer temperature and contact the vaccine manufacturer or state health department to determine how to handle the affected vaccines.
_____ 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. |
| _____ | _____ | 19. We have obtained a detailed written policy for general and emergency vaccine management from our local or state health department. |
| _____ | _____ | 20. If all above answers are “yes,” we are patting ourselves on the back. If not, we have assigned someone to implement needed changes! |