

## **Routine Vaccine Storage and Handling Protocols Checklist\* (Sections 2 and 9)**

**The following is a suggested checklist of items that may be included in the routine vaccine storage and handling protocols. The protocol should be available in an accessible area near the vaccine storage unit. See Section 2 for details.**

### **Checklist**

- Up-to-date contact information for the:
  - Designated vaccine coordinators
  - Provincial, territorial, or local health department immunization program
  - Refrigerator and freezer maintenance and repair company(s)
  - Vaccine storage unit alarm company (if applicable)
  - Sources of packing materials and calibrated thermometers
- Descriptions of the roles and responsibilities of the designated vaccine coordinators
- Descriptions of the roles and responsibilities of other staff members
- Summaries of the storage requirements for each vaccine and diluent in your inventory

### **Protocols for:**

- Vaccine storage unit temperature monitoring
- Vaccine storage equipment maintenance
- Placement of vaccine within storage units
- Responding to vaccine storage and handling problems
- Vaccine inventory management
- Transporting and receiving vaccine shipments
- Disposal of vaccines and diluents as directed by jurisdictional policy or guidelines
- Samples of the forms used in your immunization program