

Checklist for Safe Vaccine Storage and Handling (Section 4)

Are you doing them all?

| Yes | No | Checklist for Safe Vaccine Storage and Handling |
|------------|-----------|---|
| | | 1. We have a designated vaccine coordinator. |
| | | 2. We have a designated back-up vaccine coordinator. |
| | | 3. All staff receives ongoing training. |
| | | 4. All new staff is trained at an appropriate level in proper storage and handling practices. |
| | | 5. A vaccine inventory log is maintained that documents: |
| | | 5a) Vaccine name and number of doses received |
| | | 5b) Date the vaccine was received |
| | | 5c) Arrival condition of vaccine |
| | | 5d) Initials of person unpacking shipment |
| | | 5e) Vaccine manufacturer and lot number |
| | | 5f) Vaccine expiration date |
| | | 5g) Type of container of each vaccine |
| | | 5h) Number of doses used |
| | | 5i) Number of doses remaining |
| | | 6. Our refrigerator for vaccines is either a purpose-built or a domestic frost-free style, NOT a bar-style. The freezer compartment has a separate exterior door. |
| | | 7. We do NOT store any food, drink or specimens in the refrigerator or freezer. |
| | | 8. We store vaccines in the middle of the refrigerator or freezer, and NOT in the door. |

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| | | 9. 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. |
| | | 10. We check vaccine expiration dates and use those that will expire soonest first. |
| | | 11. 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. |
| | | 12. We always keep a min/max thermometer or data logger in the refrigerator and freezer. |
| | | 13. The temperature in the refrigerator is maintained between + 2°C and + 8°C. |
| | | 14. We keep extra containers of water in the refrigerator in appropriate areas. |
| | | 15. The temperature in the freezer is maintained at -15°C or colder. |
| | | 16. We keep ice packs and other ice-filled containers in the freezer. |
| | | 17. We record the minimum and maximum temperatures for the refrigerator and freezer, and the room temperature twice daily, first thing in the morning and at clinic closing time. |
| | | 18. We know whom to call if the temperature is out of range. |
| | | 19. We calibrate the thermometer using the slush test at least once a year and change batteries in thermometer or data loggers on a regular basis. |
| | | 20. We defrost the refrigerator regularly. |
| | | 21. We have a Do Not Unplug sign next to the refrigerator's electrical outlet. |
| | | 22. We check that the door is properly closed and sealed. |
| | | 23. In the event of a refrigerator failure, we take the following steps: |
| | | 23a) We assure that the vaccines are maintained under appropriate conditions |

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| | | 23b) We mark vaccines as having been exposed and separate them from undamaged vaccines. |
| | | 23c) We note the refrigerator or freezer temperature and the ambient temperature and then always contact the local public health office or immunization program* to determine how to handle the affected vaccines. |
| | | 23d) We follow the local public health office or immunization program* instructions. If useable, we mark the vials with the revised expiration date provided by the program. |
| | | 24. We have a detailed written protocol for routine and urgent vaccine storage and handling. |

If all above answers are **Yes** we are patting ourselves on the back.

If not, we will contact our local public health program for assistance in protecting our vaccine supply.

For more information, contact our local public health office or immunization program* at:

* Including local, regional, provincial, territorial, or federal health departments, or other jurisdictional immunization programs.