



## Planning Ahead: Checklists and Worksheets

### Checklist B: Routine Vaccine Storage and Handling Plan Worksheet

*Outdated or improperly stored vaccines won't protect patients!*  
**Maintain refrigerator  
temperature at 35°F to 46°F (2°C-8°C)<sup>1</sup>**

**Order vaccine carefully** Expired vaccine must never be used and is money wasted! Inventory your vaccine at least monthly and always before placing an order.<sup>1</sup>

**Store vaccine correctly\*** Upon receiving shipment, refrigerate influenza vaccine immediately. Inactivated vaccines should always be placed in the middle of the refrigerator and never in the refrigerator door. Vaccines should also be stored far enough away from the freezer compartment to avoid freezing.<sup>1</sup>

**Use the vaccine with the earliest expiration date first** Vaccine with the earliest expiration date should be moved to the front and marked to be used first. Keep vials in their boxes and never use expired vaccine!<sup>1</sup>

**Maintain temperatures** Opening the refrigerator unit's doors repeatedly can lead to temperature variations inside, which could affect vaccine efficacy. Food or beverages should not be stored in this refrigerator. Measure and record refrigerator temperature twice daily in the log (Checklist C) to ensure the temperature is in the proper range.<sup>1,2</sup>

**Preserve the electrical supply to the refrigerator** Ensure the refrigerator is plugged into an outlet in an area that cannot be disconnected by accident. Use "DO NOT UNPLUG" stickers to label the refrigerator, outlets, fuses, and circuit breakers to clearly identify the perishable nature of vaccines and the immediate steps to be taken in case of interruption of power. If the building has auxiliary power, use the outlet supplied by that system.<sup>1</sup>

\* Refer to the package insert for specific instructions regarding the storage of each vaccine. If you have any questions about the condition of the vaccine, you should immediately place it in recommended storage and call the manufacturer(s) to determine whether the potency has been affected. For other questions, call the immunization program at the state or local health department.<sup>1</sup>

Record your health department's phone number here.

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### Vaccine Coordinators<sup>1</sup>

Vaccine Coordinators	Title	Telephone Numbers (home, cell)
Primary		
Back-up		

### Resources Contact List<sup>1</sup>

Resources	Contact Person (title)	Telephone Numbers (home, cell)	
State Health Department Immunization Program			
Local Health Department Immunization Program			
Resources	Company Name	Contact Person (title)	Telephone Numbers (home, cell)
Electric Power Company			
Generator Repair Company (if applicable)			
Generator Fuel Source (if applicable)			
Refrigeration Repair Company			
Temperature Alarm Monitoring Company (if applicable)			
Security or Perimeter Alarm (if applicable)			



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#### Packing Materials Contact List<sup>1</sup>

Resources	Company Name	Contact Person (title)	Telephone Numbers (home, cell)
Insulated Containers or Coolers			
Insulated Containers or Coolers (alternate)			
Fillers (eg, crumbled paper, bubble wrap, Styrofoam pellets)			
Fillers (alternate)			
Refrigerated Packs			
Refrigerated Packs (alternate)			
Certified Calibrated Thermometers			
Certified Calibrated Thermometers (alternate)			

**REFERENCES:** **1.** Vaccine storage & handling toolkit. Centers for Disease Control and Prevention website. <http://www.cdc.gov/vaccines/recs/storage/toolkit/storage-handling-toolkit.pdf>. Updated 2014. Accessed May 15, 2015. **2.** Temperature log for refrigerator — Fahrenheit. Immunization Action Coalition website. <http://www.immunize.org/catg.d/p3037F.pdf>. Updated 2013. Accessed May 15, 2015.