

Practice/Clinic name: \_\_\_\_\_

## Vaccine Storage and Handling Plan

### Our best practices:

- Our refrigerator for vaccines is either household-style or commercial-style, NOT dorm-style.
- The freezer compartment has a separate exterior door.
- We do NOT store any food or drink in the refrigerator or freezer
- We store vaccines in the middle of the refrigerator or freezer and NOT in the door.
- 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.
- We check vaccine expiration dates and we first use those that will expire soonest.
- 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.
- We always keep a certified thermometer in the refrigerator.
- The temperature in the refrigerator is maintained between +35° F and +46° F (+2° C and -8° C) and set to approximately +40° F (+5° C) for the best for safety margin.
- We keep extra containers of water in the refrigerator to help maintain cold temperatures.
- We always keep a certified thermometer in the freezer.
- The temperature in the freezer is maintained between - 58° F and +5° F (-50° C and -15° C) and set to 0° F (-18° C) for the best safety margin.
- We keep ice packs and other ice-filled containers in the freezer to help maintain cold temperatures.
- 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. We contact { *vaccine coordinator or appropriate staff name* } if the temperature goes out of range.
- We have a "Do Not Unplug" sign next to the electrical outlet for each vaccine storage refrigerator and freezer.

### Our vaccine storage units:

Unit 1 Type: {*refrigerator or freezer*} Make / Model: \_\_\_\_\_ Size: \_\_\_\_\_

Unit 1 Thermometer type: \_\_\_\_\_

Unit 2 Type: {*refrigerator or freezer*} Make / Model: \_\_\_\_\_ Size: \_\_\_\_\_

Unit 2 Thermometer type: \_\_\_\_\_

Unit 3 Type: {*refrigerator or freezer*} Make / Model: \_\_\_\_\_ Size: \_\_\_\_\_

Unit 3 Thermometer type: \_\_\_\_\_

*{record additional units as needed}*

Every provider enrolled in the state childhood vaccine program is required to have a written procedure for safe vaccine storage and handling. Completing and keeping this template readily available to clinic staff meets this requirement.

If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY 1-800-833-6388). DOH 348-223 July 2011