

Communicable Disease Management Protocol

Worksheet 1: Checklist for Storage of Vaccines and Biologics

Personnel	<ul style="list-style-type: none"> <input type="checkbox"/> We have one designated person to be “in charge” of vaccines and biologics. <input type="checkbox"/> We have designated a back up person. <input type="checkbox"/> We train all staff who handle vaccines and biologics about the storage and handling requirements.
Equipment	<ul style="list-style-type: none"> <input type="checkbox"/> Our vaccines and biologics fridge is: <ul style="list-style-type: none"> <input type="checkbox"/> Purpose built (lab style) <input type="checkbox"/> Domestic (freezer compartment has a separate external door) <input type="checkbox"/> The fridge temperature is maintained at 2-8 degrees Celsius. <input type="checkbox"/> When the temperature is out of range we take corrective action. <input type="checkbox"/> We know who to call if the fridge temperature is out of range. <input type="checkbox"/> We have DO NOT UNPLUG and Warning notices next to the refrigerator’s electrical outlet and at the circuit breakers.
Temperature	<ul style="list-style-type: none"> <input type="checkbox"/> We check the fridge temperature twice daily and document it on a temperature log. <input type="checkbox"/> We store extra bottles of water and gel packs in the unused portions of the fridge (door, crispers). <input type="checkbox"/> We keep ice packs in the freezer.
Storage and Handling	<ul style="list-style-type: none"> <input type="checkbox"/> We only store vaccines and biologics in the refrigerator and not food, beverages or lab specimens. <input type="checkbox"/> When we receive product it is immediately placed in the refrigerator and follow all included delivery instructions. <input type="checkbox"/> We store the vaccines and biologics in the middle shelves of the fridge. <input type="checkbox"/> We never store product in the door or the bottom (drawers) of the fridge. <input type="checkbox"/> There is a sign/magnet on the door showing how the vaccine refrigerator should be organized. <input type="checkbox"/> We check to make sure that the door is properly closed and sealed every time after opening.
Inventory Management	<ul style="list-style-type: none"> <input type="checkbox"/> We check stock expiration date and use those that will expire soonest first. <input type="checkbox"/> We rotate supply (newest stock is placed behind stock with the shortest expiry date). <input type="checkbox"/> We use an inventory log.
Protocols/Guidelines	<ul style="list-style-type: none"> <input type="checkbox"/> We have protocols/guidelines for the storage and handling of vaccines and biologics.