



State of Utah

GARY R. HERBERT  
Governor

SPENCER J. COX  
Lieutenant Governor

## Utah Department of Health

W. David Patton, Ph.D  
Executive Director

### Disease Control & Prevention

Jennifer G. Brown, JD, MS  
Division Director

Cristie Chesler  
Bureau Director

Date: February 12, 2015  
To: Utah Vaccines for Children (VFC) Providers  
Subject: New Vaccine Storage and Handling Training

To ensure VFC providers are adequately trained in proper vaccine storage and handling, we are requesting program staff complete training developed by the Centers for Disease Control and Prevention. The training is designed to improve your facility storage and handling techniques to minimize waste and spoilage of vaccine. The training is required for each facility's VFC primary contact and VFC back-up contact and recommended for all other staff handling vaccines.

#### 1. Complete You Call the Shots – Vaccine Storage and Handling

- Go to the following internet website:  
<http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>
  - Click on *Vaccine Storage and Handling – 2015*.
  - You will need to register through [www.cdc.gov/TCEOnline](http://www.cdc.gov/TCEOnline) to be able to print the required certificate.
- Complete the lesson and follow the instructions on the final page to receive your certificate. You must take the posttest to get a certificate.

#### 2. Complete the attached *Checklist for Safe Vaccine Storage and Handling*

#### 3. Once you complete steps 1 and 2:

- Print the certificate showing you completed the lesson.
- Write your facility name and VFC PIN on the certificate.
- Fax the certificate and checklist to the Utah VFC Program at (801) 538-9440.

Please review this training with all staff associated with vaccines and include this valuable information in the training of new employees.

Thank you for participating in the Utah VFC Program. If you need assistance or guidance with vaccine management, please contact us at (801) 538-9450.

Attachments: Checklist for Safe Vaccine Storage and Handling.



## Checklist for Safe Vaccine Storage and Handling

Here are the most important things you should do to safeguard your vaccine supply. Review this list to ensure you have implemented all recommendations and/or make improvements where indicated.

**Yes    No**

- 1. We have a designated Vaccine Coordinator, and a back up coordinator, in charge of vaccine storage and handling.
  
- 2. We have detailed, up-to-date, written policies for vaccine management, including an emergency storage plan should a problem occur, such as a power outage or mechanical failure. We review these policies with new staff and annually with all staff.
  
- 3. We store vaccines in refrigerator and freezer units that are pharmacy-grade, commercial, or household style. We DO NOT use a dormitory-style unit (a small combination refrigerator-freezer with a freezer compartment inside the refrigerator).
  
- 4. We maintain refrigerator temperatures at 35-46° F (2-8° C) and freezer temperatures below 5°F (-15°C).
  
- 5. We use only certified thermometers to monitor the refrigerator and freezer units. (Contact the Utah VFC Program at 801-538-9450 for information regarding obtaining certified thermometers.)
  
- 6. We maintain a log of temperature checks recorded twice daily (at the beginning and end of the day). We keep the logs on file for 3 years.
  
- 7. We check vaccine expiration dates and store/rotate vaccines with shorter expiration dates in front of vaccines with longer expiration dates. We use vaccines with the shortest expiration date first, and remove expired vaccines from refrigerator and freezer units.
  
- 8. We conduct a written, physical inventory monthly which contains the following: vaccine type, manufacturer, lot number, NDC number, expiration date, and number of doses.
  
- 9. We DO NOT store any food or drink in vaccine refrigerator and freezer storage units.
  
- 10. We store vaccines in the middle of the refrigerator and freezer; never in the door, crispers, or in front of the cold air outlet that leads from the freezer to the refrigerator (often near the top shelf in household style units).
  
- 11. We store vaccines in their original packaging in clearly labeled, uncovered containers with slotted sides, which allow air to circulate (not in air-tight containers).
  
- 12. We have "DO NOT DISCONNECT" signs next to the refrigerator/freezer outlet and the appropriate circuit breaker.
  
- 13. We have planned back-up storage unit(s) and/or a source of back-up power in the event of a power failure or other unforeseen event.
  
- 14. We have an alarm system to alert the appropriate personnel if vaccine refrigerator and/or freezer temperatures reach outside of recommended ranges.
  
- 15. In the event vaccines are exposed to temperatures outside of recommended ranges we immediately follow our Emergency Vaccine Handling Plan, contact manufacturers to determine vaccine viability, and notify the Utah VFC Program.

Facility Name \_\_\_\_\_ PIN \_\_\_\_\_ Your Name \_\_\_\_\_ Date \_\_\_\_\_

Fax this form to the Utah VFC Program at (801) 538-9440