



## State of Utah

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## Utah Department of Health

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### Community & Family Health Services

George W. Delavan, M.D.  
Division Director

To: Utah Vaccines for Children (VFC) Providers

Subject: Vaccine Storage and Handling Training

To ensure that you are adequately trained in vaccine management, we ask that you and appropriate staff review the enclosed vaccine storage and handling information. It was designed to assist you in meeting the Utah VFC Program requirements for training in vaccine storage and handling, packing and shipping, and inventory management.

**Please complete the following steps before placing your next vaccine order:**

- 1. Review all information in the Vaccine Management booklet.**
- 2. Watch the videos on the Vaccine Storage and Handling Toolkit Website.**
  - Log on to the following internet website  
<http://www2a.cdc.gov/vaccines/ed/shtoolkit>
  - Click on the Video tab at the top of the screen
  - Watch "How to Protect Your Vaccine Supply" video
  - Also watch the "Top 10 Vaccine Storage and Handling Errors" video
- 3. Complete the attached quiz & checklist forms and fax them to our office, at (801) 538-9440.**

Please review this training with all staff associated with vaccine management 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 our office at (801) 538-9450.

Attachments: Vaccine Storage and Handling Quiz  
Checklist for Safe Vaccine Handling and Storage



## VACCINE STORAGE AND HANDLING QUIZ

Provider Name: \_\_\_\_\_

Pin No.: \_\_\_\_\_ Your Name : \_\_\_\_\_  
(Please Print)

After reviewing the Vaccine Management Booklet and watching the training videos (CD-ROM or website), please answer the following questions: ***(You must answer all 5 questions correctly in order to receive your certification)***

1. Name one of the “6 Basic Rules for Vaccine Storage and Handling” as instructed in the video, “How To Protect Your Vaccine Supply”.
2. What is the recommended temperature range to be maintained for the storage of vaccines?  
Refrigerator: \_\_\_\_\_ Freezer: \_\_\_\_\_
3. What should be done when the temperature is marked out of range?
4. Name 2 of the common errors identified in the video “Top 10 Vaccine Storage and Handling Errors”.
5. Which vaccines should be protected from light?

***I certify that I have watched the training videos, “How to Protect Your Vaccine Supply” and “Top 10 Vaccine Storage and Handling Errors” and read the information in the Vaccine Management Booklet.***

Your Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please fax this form to the Utah VFC Program, at (801) 538-9440**

## Checklist for Safe Vaccine Storage and Handling

Please review these 13 important items to safeguard your vaccine supply. If all answers are not "Yes", assign someone to review the situation and help you implement any necessary changes.

Yes No

- \_\_\_ \_\_\_ 1. We have a designated person (and a back up) in charge of storage and handling of our vaccines.
- \_\_\_ \_\_\_ 2. Our refrigerator for vaccines is either household or commercial style, NOT dormitory style. The freezer compartment has a separate door.
- \_\_\_ \_\_\_ 3. We have established a written emergency handling procedure (a plan of action should a storage problem occur, such as a delivery problem, power outage, mechanical failure.) *Tip: The first step is to refrigerate vaccines appropriately, don't assume that they cannot be salvaged.*
- \_\_\_ \_\_\_ 4. We store and rotate vaccines with the shorter expiration dates in front of vaccines with longer expiration dates. Remove and return expired VFC vaccines.
- \_\_\_ \_\_\_ 5. We always keep a certified thermometer in the refrigerator and freezer. (Certification of a thermometer is valid for one year only. Contact the Utah VFC Program (801 538-9450) for a reference regarding a purchase location.)
- \_\_\_ \_\_\_ 6. The temperature in the refrigerator is maintained at 35-46° F (2-8° C).
- \_\_\_ \_\_\_ 7. The temperature in the freezer is maintained at 5°F (-15°C) or colder.
- \_\_\_ \_\_\_ 8. We maintain a log of temperature checks recorded twice daily (at the beginning and again a few hours before the end of the day). We keep the logs for 3 years.
- \_\_\_ \_\_\_ 9. If temperatures reach outside of recommended ranges, we act immediately, follow the instructions in the *Vaccine Spoilage Checklist* and *Emergency Vaccine Handling Plan* and notify the Utah VFC Program.
- \_\_\_ \_\_\_ 10. We do not store any food or drink in the refrigerator or freezer.
- \_\_\_ \_\_\_ 11. We store vaccines in the middle of the unit; not in the door, air-tight container or crispers.
- \_\_\_ \_\_\_ 12. We have "DO NOT UNPLUG" signs next to the refrigerator/freezer outlet and the appropriate circuit breaker. "DO NOT UNPLUG" signs are available through the Utah VFC Program)
- \_\_\_ \_\_\_ 13. We have a source of back-up power and/or security alarm system to alert the appropriate personnel if refrigerator and/or freezer temperatures reach outside of recommended ranges (too hot or too cold).

Provider Name \_\_\_\_\_ Pin No. \_\_\_\_\_ Your Name \_\_\_\_\_

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