

Routine Vaccine Storage and Handling Plan Worksheet

Complete the following checklist and forms and store this information in an easily accessible area near the vaccine storage unit. See the CDC's [Vaccine Storage and Handling Plans](http://www.cdc.gov/vaccines/recs/storage/guide/default.htm) (<http://www.cdc.gov/vaccines/recs/storage/guide/default.htm>.)

Checklist of Resources for the Routine Vaccine Storage and Handling Plan

- Up-to-date contact information
 - Primary and backup vaccine coordinators
 - State and local health department immunization program
 - Manufacturers of the vaccines in your inventory
 - Refrigerator and freezer maintenance and repair company(ies)
 - Vaccine storage unit alarm company (if applicable)
 - Sources for packing materials and certified calibrated thermometers
- Descriptions of the roles and responsibilities of the primary and backup vaccine coordinators
- Summaries of the storage requirements for each vaccine and diluent in your inventory
- Protocols for vaccine storage unit temperature monitoring
- Protocols for vaccine storage equipment maintenance
- Protocols for the correct placement of vaccine(s) within storage units
- Protocols for responding to vaccine storage and handling problems
- Protocols for vaccine inventory management
- Protocols for transporting and receiving vaccine shipments
- Policies for preparing vaccine for administration
- Protocols for proper disposal of vaccines (expired/wasted/used) and supplies
- Samples of the forms used in your vaccination program

Vaccine Coordinators

Vaccine Coordinators	Title	Telephone Numbers
Primary		
Backup		

Resources Contact List

Resources	Contact Person (Title)		Telephone Numbers
State Health Department Immunization Program			
Local Health Department Immunization Program			
Emergency Resources	Company Name	Contact Person	Telephone Numbers (home, cell, beeper)
Electric Power Company			
Emergency Resources	Company Name	Contact Person (Title)	Telephone Numbers (home,cell,beeper)
Generator Repair Company (if applicable)			
Generator Fuel Source (if applicable)			
Refrigeration Repair Company			
Temperature Alarm Monitoring Company if Applicable			

Kansas Immunization Program
1000 SW Jackson Ste 075
Topeka, KS 66612-1274
Phone 785-296-5959; Fax 785-296-6510

Packing Materials

Insulated Containers or Coolers			
Fillers (e.g., crumpled paper, bubble wrap)			
Refrigerated/Frozen Packs			
Warm Monitors (for shipping)			
Certified Calibrated Thermometers			

Roles and Responsibilities

1) Accepts Vaccine Deliveries, Unpacks & Stores Vaccine

Name	Title	Telephone Number
Primary		
Backup		

2) Monitors and Records Twice Daily Temperatures & Maintain Temperature Log Files

Name	Title	Telephone Number
Primary		
Backup		

3) Conducts Monthly Inventory; Orders Vaccines; Labels for use; Rotates stock

Name	Title	Telephone Number
Primary		
Backup		

4) Reviews & updates clinic policies & procedures; Assures equipment working order/certifications current

Name	Title	Telephone Number
Primary		
Backup		

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