

Vaccine Incident Report and Worksheet Instructions

**Refrigerator: 36° to 46° Fahrenheit / 2° to 8° Celsius
Aim for 40° Fahrenheit (5° Celsius)**

**Freezer: - 58° to 5° Fahrenheit /-50° to -15° Celsius
Aim for below 0° Fahrenheit (-20°Celsius)**

If recorded temperatures are **not** within acceptable ranges and are indicated by “Too Warm” or “Too Cold” on the temperature log

Please Follow the Steps Below

1. If vaccine temperatures are out of recommended ranges for **less** than 30 minutes during temperature logging, **must** take immediate action to correct the problem and document the action taken on the temperature log or attach an explanation of action taken.
 - Document corrective action taken on the temperature log and recheck temperatures every 30 minutes to ensure temperatures have returned to acceptable ranges. If there is not enough space on the temperature log to document corrective action taken, please write action taken on a separate sheet of paper and attach to temperature log. Retain for three years.

2. For temperatures that remain out of range for **more** than 30 minutes, **immediately** call the manufacturers and complete the Vaccine Incident Report and Worksheet forms (pages 1-4). A Vaccine Return and Accountability form (Section 6 – Forms) is also necessary for completion if vaccines are to be wasted and submit to DOI within five days of the incident.
 - List all details on the incident report
 - Description of incident
 - Incident resolution
 - Corrective action plan
 - Answer all questions on report
 - List all vaccines that were in the affected storage unit at the time of the incident. (i.e. Name, lot number, expiration, doses)
 - Write manufacturers recommendations, along with case number if available (Record doses for keep, destroy and return)
 - Attach copy of temperature log to incident report and fax to 717-214-7223

Call the Pa. VFC Program at 888-646-6864 for questions or assistance.