

Vaccine Storage Guide

Proper REFRIGERATOR Temperatures

Refrigerate anthrax, DTaP, DT, Td, Tdap, hepatitis A and B, Hib, HPV, influenza, IPV, Japanese encephalitis, meningococcal, pneumococcal, rabies, rotavirus, typhoid, and yellow fever.



Proper FREEZER Temperatures

Freeze MMR, MMRV, varicella, and zoster. Don't freeze liquid vaccines!



Proper Set-Up

Refrigerator-only unit

Freezer-only unit

Combination refrigerator/freezer unit

For all units:

- ✓ Group vaccines by type. Clearly label the designated space for each vaccine.
- ✓ Keep vaccine 2-3 inches away from walls and other boxes.
- ✓ Post **Do Not Unplug** stickers on electrical outlets. Plug in only one unit per outlet.
- ✓ Place vaccine in open plastic trays.
- ✓ CDC recommends separate, stand-alone refrigerator or freezer units.
- ✓ Place thermometer probe in the center of the unit. Post a temperature log on the door.

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Proper Management

Designate one fully trained staff member to be the primary vaccine coordinator and at least one person to be back up.

Managing vaccine

- Review your vaccine inventory on a weekly basis and with each vaccine order to avoid over-ordering.
- Check vaccine expiration dates
- Rotate your vaccine supply by placing vaccines with the earliest expiration dates in front of other vaccines and always use them first.
- Identify vaccine that will expire and determine if it should be transferred.
- Call PA VFC program if you have vaccine that will expire within 90 days that you cannot use.
- If you have stock of both private and VFC vaccine, mark them clearly.

Storing vaccine

- Place a thermometer in the center of the storage unit near the vaccines.
- Use open trays, wired baskets, or other uncovered containers to organize vaccines.
- Clearly label each container with the vaccine type.
- Keep vaccines in their original packaging.
- Store vaccines on the middle shelves, and 2 to 3 inches from the walls of the storage unit. Not on the floor, door, or crisper bins.
- Keep water bottles in the refrigerator and frozen ice packs in the freezer

Monitor temperature

- Use thermometers with a NIST/ILAC certificate of calibration.
- Visually check and record temperatures twice a day, in the morning and one half hour before closing.
- Record temperature readings, MIN/MAX, and initials on the temp log which is posted on or near the storage unit.
- Keep temperature logs for three years
- Make sure the door is shut or locked.
- Take immediate action on all OOR temperatures.

Take action on out-of-range temperatures

- Determine the cause.
- Adjust the thermostat, if needed
- Monitor
- *If the temperature doesn't stabilize in the correct range after 30 minutes.*
- Contact the vaccine coordinator
- Stop using the vaccine
- Mark the vaccine "Do Not Use"
- Move the vaccine to a storage unit that maintains the correct temperature
- Call the Manufacturer Immediately
- Document actions on the temperature log.