



## Vaccine Spoilage Checklist

In the event vaccines are not stored at recommended temperatures follow this checklist to guide you through the process of determining if vaccines are spoiled.

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- Make sure the **refrigerator/freezer is working properly**, is plugged in, and the door is shut.
- Refrigerate vaccines at appropriate temperatures immediately**, even if you think they are spoiled. Move the vaccine to a unit that is working properly, if necessary. Follow the *Packaging Vaccines for Transport* guidelines to transfer them to a new location or for temporary storage at your clinic.
- Follow your clinic's **Emergency Vaccine Handling Plan**.
- Mark the potentially spoiled vaccine** so that it can be easily identified and **DO NOT USE**. This will reduce the need to re-vaccinate individuals that may be given potentially spoiled vaccines.
- Complete the **Emergency Response Worksheet** to contact the manufacturers to confirm spoilage.

### Vaccines are confirmed spoiled:

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- Do not throw out the spoiled vaccines.
- Notify the Utah VFC Program at (801) 538-9450.
- Complete the **Vaccine Return and Transfer Form**.
- Attach the completed **Emergency Response Worksheet**.
- Write a **Summary Report** of the events that led to the loss and attach it to the *Vaccine Return and Transfer Form*. Include in this report a future **Plan of Action** to prevent the incident from reoccurring.
- Unless the incident was due to vaccine being left out, include the following:
  1. **Temperature Log** of recorded temperature checks for two weeks after the incident, repair or new purchase.
  2. A copy of your clinic's **Emergency Vaccine Handling Plan**.
  3. **Date** of completed refrigerator repairs if it was a refrigerator failure.
  4. Completion of vaccine Storage and Handling Training completed through the Utah VFC Program.
- Package the spoiled vaccines in a padded envelope or box (no ice needed), enclose the above documents and mail to the Utah VFC Program via:

**US Mail:**  
Utah Department of Health  
Immunization Program  
P.O. Box 142001  
Salt Lake City, UT 84114-2001

**OR**

**UPS/Fed Ex:**  
Utah Department of Health  
Immunization Program  
288 North 1460 West  
Salt Lake City, UT 84116

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The above steps must be completed before future VFC vaccine orders will be filled.