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To: Utah Vaccine Providers

Subject: Vaccine Storage and Handling Training

To ensure you are adequately trained in vaccine management, we ask that you and appropriate staff review the CDC Storage & Handling Toolkit. It was designed to assist you in meeting Utah Immunization Program requirements for training in vaccine storage, handling, packing, shipping, and inventory management.

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

**1. Review information on the Vaccine Storage and Handling Toolkit website.**

- ❖ Log on to the following internet website  
<http://www2a.cdc.gov/vaccines/ed/shtoolkit>

**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. 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

Hospital Name: \_\_\_\_\_

Your Name: \_\_\_\_\_ Position: \_\_\_\_\_  
(Please Print)

After watching the training videos on the website, please answer the following questions:

***You must answer all 5 questions correctly in order to receive vaccine.***

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.”***

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

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

## Checklist for Safe Vaccine Storage and Handling

Please review these important items to safeguard your vaccine supply. If an answer is not "Yes", assign someone to review the situation and 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.
- \_\_\_ \_\_\_ 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 vaccine appropriately, don't assume that they cannot be salvaged.*
- \_\_\_ \_\_\_ 4. We store and rotate vaccine with the shortest expiration dates in front of vaccine with longer expiration dates. Remove and return expired vaccine.
- \_\_\_ \_\_\_ 5. We always keep a certified thermometer in the refrigerator. (Contact the Utah Immunization Program (801 538-9450) for more information.)
- \_\_\_ \_\_\_ 6. The temperature in the refrigerator is maintained at 35-46° F (2-8° C).
- \_\_\_ \_\_\_ 7. We maintain a log of temperature checks recorded twice daily (at the beginning and again at the end of the day). We keep the logs for 3 years.
- \_\_\_ \_\_\_ 8. 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 Immunization Program.
- \_\_\_ \_\_\_ 9. We do not store any food or drink in the vaccine refrigerator.
- \_\_\_ \_\_\_ 10. We store vaccines in the middle of the unit; not in the door, air-tight container or crispers.
- \_\_\_ \_\_\_ 11. We have "DO NOT DISCONNECT" signs next to the refrigerator outlet and the appropriate circuit breaker. (Signs are available through the Utah Immunization Program).
- \_\_\_ \_\_\_ 12. We have a source of back-up power and/or security alarm system to alert the appropriate personnel if refrigerator temperatures exceed recommended ranges (too hot or too cold).

Your Name: \_\_\_\_\_

Hospital Name: \_\_\_\_\_ PIN: \_\_\_\_\_

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