



WORKSHEET: Vaccine Storage and Handling SOPs

Complete the following checklist and forms and store this information in an easily accessible area near the vaccine storage unit.

CHECKLIST OF GENERAL INFORMATION

Up-to-date contact information for

- ☐ Primary vaccine coordinator
- ☐ Backup vaccine coordinator
- ☐ Additional staff to assist in emergencies
- ☐ Immunization program
- ☐ Vaccine manufacturers
- ☐ Refrigerator and freezer maintenance and repair companies
- ☐ Temperature monitoring device (TMD) companies
- ☐ Utility/power company
- ☐ Vaccine storage unit alarm company (if applicable)
- ☐ Generator repair company (if applicable)
- ☐ Sources for qualified containers and packouts
- ☐ Descriptions of the roles and responsibilities of the primary and backup vaccine coordinators
- ☐ Information for each storage unit, including serial numbers, links to equipment websites, installation dates, and routine maintenance and repair records
- ☐ Samples of all vaccine-related forms used in your facility
- ☐ Protocols for staff education and training

CHECKLIST FOR NON-EMERGENCY VACCINE STORAGE, HANDLING, AND TRANSPORT

Protocols for

- ☐ Ordering and accepting vaccine deliveries
- ☐ Unpacking deliveries
- ☐ Managing inventory
- ☐ Storing each vaccine and diluent
- ☐ Placing vaccines and diluents in storage units
- ☐ Handling vaccines prior to administration
- ☐ Disposing of vaccines and supplies
- ☐ Monitoring storage unit and temperature
- ☐ Maintaining storage equipment and TMDs
- ☐ Responding to storage and handling problems
- ☐ Transporting vaccines to off-site/satellite facilities

CHECKLIST FOR EMERGENCY VACCINE STORAGE, HANDLING, AND TRANSPORT

- ☐ All contact information in Checklist of General Information as well as up-to-date contact information for
 - Alternative vaccine storage facility (one or more)
 - Transportation of vaccines
 - ☐ Vaccine storage unit specifications (type, brand, model number, serial number)
 - ☐ Copy of emergency SOPs with emergency supplies and at multiple off-site locations such as homes of primary and backup vaccine coordinators and with building manager, security staff, and alternative storage facility
 - ☐ Diagram of facility showing important elements, including doors, flashlights, packing materials, batteries, circuit breakers
- #### Protocols for
- ☐ Monitoring vaccines during a power outage
 - ☐ Packing vaccines and diluents for emergency transport
 - ☐ Transporting vaccines to and from an alternative vaccine storage facility
 - ☐ Determining whether vaccine can be used after an emergency
 - ☐ Accessing your building and facility after hours



WORKSHEET: Vaccine Storage and Handling SOPs

| Store emergency information with emergency supplies.

STAFF CONTACT LIST

Name	Title	Telephone Numbers home / cell / other	Email Address
	Primary Vaccine Coordinator		
	Backup Vaccine Coordinator		

EMERGENCY STAFF CONTACT LIST

Name	Title	Telephone Numbers home / cell / other	Email Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

List contacts in order of preference. Determine whether all or certain people on the list should be contacted or if the first person reached is sufficient.



WORKSHEET: Vaccine Storage and Handling SOPs

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GENERAL RESOURCES CONTACT LIST

Resources	Contact Person Name/Title	Telephone Numbers home / cell / other	Email Address
Local Health Department Immunization Program			
State Health Department Immunization Program			
Refrigerator Repair Company			
Freezer Repair Company			
Utility/Power Company			
Temperature Monitoring Device Company			
Vaccine Storage Unit Alarm Company (if applicable)			
Generator Repair Company (if applicable)			
Other:			
Other:			
Other:			

Refer to ["Handling a Temperature Excursion in Your Vaccine Storage Unit"](#) for a list of vaccine manufacturers and their contact information.

ALTERNATIVE VACCINE STORAGE FACILITIES

Alternative Vaccine Storage Facility Name/Address	Contact Person Name/Title	Telephone Numbers home / cell / other	Email Address
1.			
2.			
3.			



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PACKING MATERIAL SUPPLIERS CONTACT LIST

Emergency Resources	Company Name	Contact Person Name/Title	Telephone Numbers home/cell/other	Email Address
Portable vaccine refrigerator/freezer units				
Qualified containers and packout materials				
Qualified containers and packout materials (alternative)				
Packing materials				
Packing materials (alternative)				
Other:				
Other:				
Other:				

VACCINE STORAGE UNIT SPECIFICATIONS

Type of Unit (Refrigerator or Freezer)	Brand	Model Number	Serial Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			