## Worksheet 1: Checklist for Storage of Vaccines and Biologics

### Personnel
- □ We have one designated person to be “in charge” of vaccines and biologics.
- □ We have designated a back up person.
- □ We train all staff who handle vaccines and biologics about the storage and handling requirements.

### Equipment
- □ Our vaccines and biologics fridge is:
  - □ Purpose built (lab style)
  - □ Domestic (freezer compartment has a separate external door)
  - □ The fridge temperature is maintained at 2-8 degrees Celsius.
  - □ When the temperature is out of range we take corrective action.
  - □ We know who to call if the fridge temperature is out of range.
  - □ We have DO NOT UNPLUG and Warning notices next to the refrigerator’s electrical outlet and at the circuit breakers.

### Temperature
- □ We check the fridge temperature twice daily and document it on a temperature log.
- □ We store extra bottles of water and gel packs in the unused portions of the fridge (door, crispers).
- □ We keep ice packs in the freezer.

### Storage and Handling
- □ We only store vaccines and biologics in the refrigerator and not food, beverages or lab specimens.
- □ When we receive product it is immediately placed in the refrigerator and follow all included delivery instructions.
- □ We store the vaccines and biologics in the middle shelves of the fridge.
- □ We never store product in the door or the bottom (drawers) of the fridge.
- □ There is a sign/magnet on the door showing how the vaccine refrigerator should be organized.
- □ We check to make sure that the door is properly closed and sealed every time after opening.

### Inventory Management
- □ We check stock expiration date and use those that will expire soonest first.
- □ We rotate supply (newest stock is placed behind stock with the shortest expiry date).
- □ We use an inventory log.

### Protocols/Guidelines
- □ We have protocols/guidelines for the storage and handling of vaccines and biologics.