## 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. |
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| 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. |