



Standards for Vaccine Storage & Handling

Vaccines are a valuable resource: Handle with Care!

- ◆ Designate an individual responsible for vaccine orders and vaccine handling. You should also designate an alternate, in the event that this person is unavailable.
- ◆ Store all delivered vaccine promptly.
- ◆ Maintain a daily temperature log for **all** refrigerators and freezers that store vaccine.
- ◆ Check temperatures **twice each day**, at the beginning and end of each day the office is open; make sure temperatures are in range:
 - Refrigerated vaccine: 2° to 8° C (35° to 46° F)
 - Varivax (frozen): - 15° C or colder (5° F or colder)
- ◆ Call the VFAAR Program **(215) 685 - 6424** if temperatures are out of range. **Do not discard vaccine without instruction from the VFAAR Program!**
- ◆ Do not store food or beverages in any refrigerator or freezer used for vaccine storage. Bottles of water may be placed in the refrigerator to provide added cold mass but *are not for human consumption*.
- ◆ Open only one box of each vaccine at a time.
- ◆ Do not remove vaccine vials from packaging until ready to use.
- ◆ Store and use vaccines in order of expiration date; shortest-dated vaccine (vaccine expiring first) should be used first.
- ◆ Inventory all vaccines at least once per month
 - Notify the VFAAR Program if any VFAAR vaccine will expire within 60 to 90 days. Fax a *Short-Dated Vaccine Report Form* to (215) 238 - 6939. Mail a copy to the VFAAR Program and keep a copy for your records.
 - Call the VFAAR Program if any VFAAR vaccine is expired, spoiled or wasted.
- ◆ Reorder before inventory drops below a 1-month supply, and never order more than your need for 3 months at a time. **Do not over-order.**
- ◆ **Be sure that your order includes:**
 - a full current vaccine inventory which includes quantities of vaccine you may not be ordering this time
 - temperature logs since your last order for all refrigerators and freezers that store vaccine
 - the signature of VFAAR contact
 - the name and phone number of the facility, and operating days and hours
 - your VFAAR PIN

Philadelphia Vaccines for Adults at Risk (VFAAR) Program staff are happy to assist you with questions you may have concerning vaccine storage and handling, vaccine orders, or other vaccine-related concerns. Please call Emily Gibble at (215) 685 - 6424 for additional information.