

# Communicable Disease Management Protocol

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

<b>Personnel</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have one designated person to be “in charge” of vaccines and biologics.</li> <li><input type="checkbox"/> We have designated a back up person.</li> <li><input type="checkbox"/> We train all staff who handle vaccines and biologics about the storage and handling requirements.</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Our vaccines and biologics fridge is:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Purpose built (lab style)</li> <li><input type="checkbox"/> Domestic (freezer compartment has a separate external door)</li> </ul> </li> <li><input type="checkbox"/> The fridge temperature is maintained at 2-8 degrees Celsius.</li> <li><input type="checkbox"/> When the temperature is out of range <b>we take corrective action</b>.</li> <li><input type="checkbox"/> We know who to call if the fridge temperature is out of range.</li> <li><input type="checkbox"/> We have <b>DO NOT UNPLUG</b> and <b>Warning</b> notices next to the refrigerator’s electrical outlet and at the circuit breakers.</li> </ul>
<b>Temperature</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We check the fridge temperature twice daily and document it on a temperature log.</li> <li><input type="checkbox"/> We store extra bottles of water and gel packs in the unused portions of the fridge (door, crisper).</li> <li><input type="checkbox"/> We keep ice packs in the freezer.</li> </ul>
<b>Storage and Handling</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We only store vaccines and biologics in the refrigerator and not food, beverages or lab specimens.</li> <li><input type="checkbox"/> When we receive product it is immediately placed in the refrigerator and follow all included delivery instructions.</li> <li><input type="checkbox"/> We store the vaccines and biologics in the middle shelves of the fridge.</li> <li><input type="checkbox"/> We <b>never</b> store product in the door or the bottom (drawers) of the fridge.</li> <li><input type="checkbox"/> There is a sign/magnet on the door showing how the vaccine refrigerator should be organized.</li> <li><input type="checkbox"/> We check to make sure that the door is properly closed and sealed every time after opening.</li> </ul>
<b>Inventory Management</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We check stock expiration date and use those that will expire soonest first.</li> <li><input type="checkbox"/> We rotate supply (newest stock is placed behind stock with the shortest expiry date).</li> <li><input type="checkbox"/> We use an inventory log.</li> </ul>
<b>Protocols/Guidelines</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have protocols/guidelines for the storage and handling of vaccines and biologics.</li> </ul>