



Standards for Vaccine Storage & Handling

Vaccines are a valuable resource -
Handle With Care!

1. Designate an individual responsible for vaccine orders and vaccine handling. You should also designate an alternate, in the event that this person is unavailable.
2. Store all delivered vaccine promptly.
3. Maintain a daily temperature log for **all** refrigerators and freezers used to store vaccine.
 - a. 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° – 8° C (35° – 46° F)
Varivax (frozen)	- 15° C or colder (5° F or colder)
 - b. Call the VFC Program **(215-685-6728)** if temperatures are out of range. **Do not discard vaccine without instruction from the VFC Program!**
4. 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.
5. Where possible, open only one box of each vaccine at a time.
6. Do not remove vaccine vials from packaging until ready to use. Storing loose vaccine vials makes it difficult to track vaccine by expiration date.
7. Store and use vaccines in order of expiration date; shortest-dated vaccine (vaccine expiring first) should be used first.
8. As doses of Varivax are removed from the freezer for administration, log them on the Varicella Vaccine Administration Log.
9. Inventory all vaccines at least once per month
 - a. Notify the VFC Program if any VFC vaccine will expire within 60 to 90 days. Fax a *Short-Dated Vaccine Report Form* to (215) 685 – 6510. Mail to the VFC Program and keep a copy for your records.
 - b. Notify the VFC Program by telephone if any VFC vaccine is expired, spoiled or wasted.
10. Order no more than a 3-month supply of vaccine; reorder when inventory reaches a 1-month supply. **Do not over-order!**
11. **Be sure that your order includes:**
 - a. a current vaccine inventory
 - b. temperature logs for all refrigerators and freezers used for vaccine storage
 - c. the signature of VFC contact
 - d. the name and phone number of the facility, and operating days and hours
 - e. your VFC Pin Number

Philadelphia Vaccines for Children (VFC) 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 (215) 685 – 6728 for additional information.