Massachusetts Department of Public Health
Vaccine Management Checklist

Vaccine Management Unit (617) 983-6828; fax 617-983-6924

Documentation:

- ✓ Designate a Vaccine Manager, and a second person as a backup to be responsible for oversight of all vaccine related duties.
- ✓ Create a Standard Operating Procedure (SOP) for the practice. Visit our website www.mass.gov/dph for a sample Vaccine Management SOP.
- ✓ Maintain a record of vaccines received and returned which includes: type of vaccine, manufacturer, lot number, expiration date, and number of doses.
- ✓ Offer the appropriate Vaccine Information Statement (VIS) with each dose of vaccine administered. Subscribe to CDC's mailing list for e-mail updates on new VIS's or changes at:http://www.cdc.gov/vaccines/pubs/vis/default.htm
- ✓ Record all vaccine administration information in the patient's chart including: date, type of vaccine, manufacturer, lot number, date on VIS, and date VIS given.
- ✓ Record all doses administered on the *Vaccine Usage Aggregate Reporting Form*.

Inventory Management and Ordering:

- ✓ Order vaccines regularly according to your appropriate order frequency, and when inventory reaches about a 6 week supply.
- ✓ When ordering complete and fax the following 3 forms to 617-983-6924 on a regular basis.
  1. *MDPH Vaccine Order Form*
  2. *MDPH Vaccine Usage Aggregate Reporting Form*
  3. *Previous months temperature logs*
- ✓ Contact the Vaccine Management Unit (617) 983-6828 with any changes to the shipping information.
- ✓ Varicella and MMRV have a separate order form that is also faxed to 617-983-6924.
- ✓ Contact the Vaccine Management Unit if you do not receive a confirmation within 2 business days of placing your order.
- ✓ Open vaccine shipments immediately; inspect the temperature monitor for proper storage, review vaccine received, packing list and order form to ensure the order is complete and correct.
- ✓ Ensure that purchased vaccines are stored separately from state-supplied vaccines.
- ✓ Rotate stock so vaccine with shortest shelf life is used first.
- ✓ Contact McKesson Specialty Customer Care at (877) 822-7746, to arrange for **empty box return**.

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Vaccine Storage and Handling:

- ✓ Maintain refrigerator temperature at 2° to 8°C (35° to 46°F).
- ✓ Ensure that varicella and MMRV vaccine is stored in a frost-free freezer with a separate, insulated door that maintains a temperature of -15^{0}C ($+5^{0}$F) or colder.
- ✓ Record refrigerator & freezer temperatures at least twice daily and maintain temperature logs for a minimum of 3 years.
- ✓ Dorm style refrigerators with an internal freezer compartment are **not acceptable** for vaccine storage.
- ✓ Conduct a physical inventory of your vaccine supply at least once a month.
- ✓ Remove all expired vaccines from the refrigerator or freezer and place in a McKesson shipping box to be returned along with a completed and approved vaccine return form.
- ✓ Ensure that vaccines are stacked to allow proper air circulation.
- ✓ Do not store vaccines on the refrigerator or freezer door
- ✓ Do not store food or drinks in vaccine storage units.
- ✓ Store bottles of water in the refrigerator and ice packs in the freezer to maintain the temperature in case of a power failure. (Bottles of water can be stored on the door or on the bottom shelf).
- ✓ Maintain a backup plan for the storage of vaccines in the case of a power outage or refrigeration failure and review/update it on an annual basis.
- ✓ Report any incidence of possible vaccine loss or damage to the MDPH Vaccine Unit 617-983-6828
- ✓ If Vaccine is determined to be non-viable, **the Vaccine Unit will coordinate with UPS for the vaccine to be picked up.**
    1. Place vaccine and completed return form in a McKesson shipping box
    2. Always keep a copy of the form for your own record
- ✓ Keep 1-2 shipping boxes on hand to use to return any wasted or expired vaccine
- ✓ If you have any questions about Vaccine ordering, documentation or vaccine storage and handling please call the MDPH Vaccine Unit at 617-983-6828.