

Vaccine Management Troubleshooting Log

This log should be used to document any Vaccine Management problems, including but not limited to the problems described below. Make sure keep detailed notes of all problems and resolutions. This log should be kept on file for three years in accordance with MDPH Immunization Division policy.

Practice Name _____

PIN _____

Date and time	Problem	Details	Date/time of call to Vaccine Unit	Resolution	Initials and date
	<input type="checkbox"/> Storage Unit Malfunction <input type="checkbox"/> Power Outage <input type="checkbox"/> Ordering Problem <input type="checkbox"/> Shipment/Delivery Problem <input type="checkbox"/> Vaccine Storage Problem <input type="checkbox"/> Other: _____				
	<input type="checkbox"/> Storage Unit Malfunction <input type="checkbox"/> Power Outage <input type="checkbox"/> Ordering Problem <input type="checkbox"/> Shipment/Delivery Problem <input type="checkbox"/> Vaccine Storage Problem <input type="checkbox"/> Other: _____				
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If your refrigerator or freezer is out of range, or if vaccine has been left out of refrigeration, immediately contact the MDPH Vaccine Management Unit at 617-983-6828 to determine if any vaccines have been damaged