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| **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** |
|  | Storage Unit Malfunction  Power Outage  Ordering Problem  Shipment/Delivery Problem  Vaccine Storage Problem  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
|  | Storage Unit Malfunction  Power Outage  Ordering Problem  Shipment/Delivery Problem  Vaccine Storage Problem  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
|  | Storage Unit Malfunction  Power Outage  Ordering Problem  Shipment/Delivery Problem  Vaccine Storage Problem  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
|  | Storage Unit Malfunction  Power Outage  Ordering Problem  Shipment/Delivery Problem  Vaccine Storage Problem  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |

**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**