

## CERTIFICATION OF CAPACITY TO STORE VACCINE

The Primary Physician or Practitioner and any other staff members responsible for vaccine storage and handling must follow these guidelines in order to receive VFC/WyVIP vaccines.

**1. Designate a primary and secondary vaccine contact.**

Designate two fully-trained staff members to be the primary and secondary vaccine contacts and ensure ongoing training occurs.

**2. Set up refrigerator and freezer properly.**

- a. Separate refrigerator and freezer units are preferred. Non-medical, dormitory-style vaccine storage units are not acceptable.
- b. Remove vaccines from plastic packaging and place 2-3 inches away from walls and floor to allow for air circulation.
- c. Group vaccines by administration age and clearly label the designated space for each vaccine. Place thermometers in the center of both the refrigerator and freezer. Post a temperature log on the door of the unit. Post “Do Not Unplug” warning signs on electrical outlets and circuit breakers and clearly label your unit in the breaker box.
- d. Plug in only one unit per outlet.
- e. Do not store food or drink in the refrigerator or freezer. Do not store vaccine in the doors or drawers of the unit.
- f. If refrigerator units have drawers, fill the space with water bottles in the refrigerator and ice packs in the freezer to maintain stable temperatures.

**3. Use two thermometers of differing types.**

Both thermometers must be calibrated. One thermometer must be approved by the Immunization Section (i.e. Streck pipette). The other thermometer can be used at the discretion of the provider. If a thermometer uses batteries, it is recommended that the batteries be replaced in October each year to ensure the thermometer is accurate.

**4. Store vaccines at recommended temperatures.**

- a. Store MMR, MMRV, and varicella vaccines in the freezer at -15° Celsius or below.
- b. Refrigerate all other vaccines between 2° Celsius and 8° Celsius. Optimal temperature range for refrigerated vaccine is 4-5° Celsius.

**5. Check and record refrigerator and freezer temperatures twice daily. The only exceptions are Saturday, Sunday, and state-designated holidays.**

Temperatures should be checked and recorded at the beginning and the end of each business day. If temperatures are out of range, act immediately to adjust the temperatures, document all actions taken on a Troubleshooting Log, and immediately contact the Immunization Section. At the end of each day, ensure the doors on all vaccine storage units are tightly sealed. Temperature logs must be maintained for a period of three years.

**6. Separate VFC/WyVIP vaccines from privately-purchased vaccines.**

Federal and state-purchased vaccines and private vaccine stock must clearly distinguishable. Vaccines should be labeled either “WyVIP” or “Private” for clear identification and clearly separated to minimize potential for confusion.

**7. Maintain and rotate stock.**

Keep vaccine in its original packaging to avoid exposure to light. Longer-dated vaccines should be stored behind shorter-dated vaccines. Call the Immunization Section if you have any vaccine that will expire within three months to prevent wastage.

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**8. Monitor capacity to store vaccines—especially during flu season.**

Closely monitor vaccine inventory and ensure there is enough space in vaccine storage units before submitting the monthly vaccine request form. Maintain no more than a two to three month supply of vaccines based on routine usage.

**9. Contact the Immunization Section immediately if you have problems with storage and handling or vaccine shipments.**

If providers identify a problem with a vaccine storage unit, keep the door shut and notify the Immunization Section. All providers should have an alternate vaccine storage location identified and emergency plans in place to transport vaccine for extended power outages and vaccine storage unit malfunctions. The established emergency plan should be discussed with your staff prior to an emergency and posted on the vaccine storage unit.

**10. Vaccine shipments must be immediately received.**

Vaccine shipment contents must be verified with the enclosed packing slip. Temperature indicators must be inspected to ensure vaccines have not been exposed to temperatures outside the recommended temperature ranges. Any issue with vaccine shipments must be reported immediately to the Immunization Section.

**11. Vaccine exchanges are discouraged.**

Any vaccine exchanges (provider to provider or public stock to private stock) are discouraged. Any exceptions to this policy should be approved by the Immunization Section prior to the exchange and documented on a Vaccine Transfer Form.

**12. Any wasted or misused vaccine could be investigated in accordance with the fraud and abuse algorithm established by the CDC. Detailed vaccine storage and handling information can be found on the Immunization Section website at [www.immunizewyoming.com](http://www.immunizewyoming.com).**