

Wyoming Public Vaccine Programs
Vaccine Storage Equipment Setup Checklist

Facility Name:	PIN:
Name of the person completing this checklist:	
Date:	

Please complete the following checklist to ensure vaccine storage units are properly setup and ready for use. Upon completion, please email this completed checklist along with no less than 5 days of stable, in-range temperature recordings from the calibrated data logger thermometer to wdh.pvpreporting@wyo.gov for each unit that will be used to store publicly-supplied vaccines.

Please note:

- Vaccines **cannot** be stored in a unit that has not been approved for use by the Immunization Unit.
- Data logger files must be sent to the Immunization Unit via email.
 - Do not print the file and then scan or fax the file.
- Additional resources are located on the Vaccine Storage and Handling webpage of the Immunization Unit website at: www.immunizewyoming.com > [Healthcare Professionals](#) > [Vaccine Storage & Handling](#).

<input type="checkbox"/>	The storage unit meets the Vaccine Storage Unit Guidelines and is not a dorm-style unit. Dorm-style units cannot be used to store vaccines for any reason; this includes emergency/backup situations.
<input type="checkbox"/>	Vaccine storage unit temperatures are being monitored and recorded from a calibrated data logger thermometer that meets CDC calibration standards as outlined in the Calibration Certificate Checklist .
<input type="checkbox"/>	The thermometer probe is placed in the center of unit and all staff have been trained to make sure the thermometer probe is always stored centrally in the unit.
<input type="checkbox"/>	The data logger thermometer display is placed where temperatures can easily be read from the outside of the unit.
<input type="checkbox"/>	Vaccine storage units are plugged directly into a wall outlet and not plugged into a power strip with an on/off switch, a wall switch, or any other source of power that could accidentally be turned off.
<input type="checkbox"/>	The vaccine storage unit power cord and/or power outlets have been labeled with “DO NOT UNPLUG” stickers/labels .
<input type="checkbox"/>	The corresponding circuit breakers for the vaccine storage units have been properly labeled with “DO NOT DISCONNECT POWER” labels that identify the breaker numbers for the units as well as contact information for who to call in an emergency situation.
<input type="checkbox"/>	Vaccine storage units are not placed directly against a wall; there must be at least 4”-6” of space between the unit and any walls.
<input type="checkbox"/>	Vaccine storage units are not located in a room that does not have proper ventilation. The storage units should not be in a small room that is closed or in any room that gets too warm or cold without proper ventilation or air circulation.
<input type="checkbox"/>	There is at least one backup calibrated data logger thermometer available in case of an emergency or vaccine relocation situation and the thermometer probe is placed in one of the units.

<input type="checkbox"/>	Vaccine storage units are not overcrowded; there is enough room to store the largest volume of vaccines during the year (including flu season) while allowing enough room to allow cold air to properly circulate around the vaccines.
<input type="checkbox"/>	Vaccines are not being stored in the drawers, in the doors, directly along the sides, near vents, or on the bottom of the unit.
<input type="checkbox"/>	Food is not being stored in vaccine units.
<input type="checkbox"/>	The storage unit has water bottles labeled “Do Not Drink” (refrigerators) and frozen packs (freezers) in areas where vaccines should not be stored to help stabilize temperatures when the door is open or when power is lost.
<input type="checkbox"/>	<p>The storage unit is keeping appropriate temperatures for vaccine storage units:</p> <ul style="list-style-type: none"> • Refrigerators: 2°C to 8°C <ul style="list-style-type: none"> ○ <i>Ideal average: 4.5°C to 5.5°C</i> • Freezers: -50°C to -15°C <ul style="list-style-type: none"> ○ <i>Ideal temperature: -20°C and below</i>

If you have any questions, please contact the Immunization Unit at 307-777-7952 or wdh.pvpreporting@wyo.gov.