



## Vaccine Storage Equipment Setup Checklist

Facility Name:		PIN:	
Name of the person completing this checklist:			
Date:			
Type of unit:	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Freezer	<input type="checkbox"/> Ultra-Cold Freezer
Intention for use:	<input type="checkbox"/> Primary unit	<input type="checkbox"/> Backup Unit	
Manufacturer:		Model Number:	

**Storage units must be approved by the Immunization Unit prior to storing publicly supplied vaccines. Please ensure all of the following criteria are met for each storage unit:**

<input type="checkbox"/>	The storage unit is medical or pharmaceutical grade.
<input type="checkbox"/>	The vaccine storage unit temperatures are monitored and recorded by a calibrated digital data logger (DDL) thermometer that meets CDC calibration standards as outlined in the <a href="#">Calibration Certificate Checklist</a> .
<input type="checkbox"/>	Place the DDL thermometer probe in the center of the unit and train all staff to ensure the thermometer probe is always placed centrally in the unit.
<input type="checkbox"/>	Place the digital temperature display outside of the unit where temperatures can easily be read.
<input type="checkbox"/>	Plug the vaccine storage unit directly into a wall outlet by itself. Do NOT use an extension cord, a power strip with an on/off switch, an outlet controlled by a wall switch, or any other source of power that could accidentally be turned off or unplugged.
<input type="checkbox"/>	Label the vaccine storage unit power cord and power outlets with <a href="#">DO NOT UNPLUG</a> labels.
<input type="checkbox"/>	Label the corresponding circuit breakers for the vaccine storage units with a <a href="#">DO NOT DISCONNECT POWER</a> label that identifies the breaker numbers for the corresponding unit and contact information for who to call in an emergency situation.
<input type="checkbox"/>	The vaccine storage unit is <u>not</u> placed directly against a wall; there must be at least 4"-6" of space between the unit and any walls.
<input type="checkbox"/>	The vaccine storage unit is located in a room that allows for proper ventilation.
<input type="checkbox"/>	A backup, calibrated DDL thermometer is available in case of an emergency or vaccine relocation situation.

<input type="checkbox"/>	The vaccine storage unit is 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 stored in the drawers, in the doors, directly along the sides, near vents, or on the bottom of the unit.
<input type="checkbox"/>	If using a household grade unit, ensure 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. *Please follow the storage unit manufacturer's guidance as pharmaceutical grade units do not require water bottles.
<input type="checkbox"/>	<p>The storage unit is keeping appropriate temperatures for vaccine storage units:</p> <ul style="list-style-type: none"> <li>• Refrigerator: 2°C to 8°C <ul style="list-style-type: none"> <li>o <i>Ideal temperature: 4.5°C to 5.5°C</i></li> </ul> </li> <li>• Freezer: -50°C to -15°C <ul style="list-style-type: none"> <li>o <i>Ideal temperature: -20°C and below</i></li> </ul> </li> <li>• Ultra Cold Freezer: -50°C to -15°C <ul style="list-style-type: none"> <li>o <i>Ideal temperature: -60°C and below</i></li> </ul> </li> </ul>

**Submit this completed checklist to Public Vaccine Program at [wdh.pvpreporting@wyo.gov](mailto:wdh.pvpreporting@wyo.gov) along with the following supporting documents:**

<input type="checkbox"/>	Five (5) days of stable, in-range temperature recordings for each unit in <b>LTD</b> or <b>CSV</b> format from a calibrated DDL thermometer. A printed copy of recorded temperatures will not be accepted.
<input type="checkbox"/>	A copy of your DDL's up-to-date certificate of calibration
<input type="checkbox"/>	<p>Pictures of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the "Do not unplug" label</li> <li><input type="checkbox"/> the outlet, showing where the unit is plugged in</li> <li><input type="checkbox"/> the DDL glycol probe placement</li> <li><input type="checkbox"/> The unit with a wide shot of the room, showing placement</li> </ul>

**Resources:**

Vaccine Storage and Handling website at: [www.immunizewyoming.com](http://www.immunizewyoming.com).

CDC Vaccine Storage & Handling Toolkit website at: [CDC Vaccine Storage & Handling Toolkit](https://www.cdc.gov/vaccines/imz/downloads/VaccineStorageandHandlingToolkit.pdf)

Contact Information: Main Line: 307-777-7952 or email [wdh.pvpreporting@wyo.gov](mailto:wdh.pvpreporting@wyo.gov)

