



VACCINE MANAGEMENT PLAN

New York City Department of Health and Mental Hygiene
Bureau of Immunization

347-396-2404 (Phone) • 347-396-8841 (eFax) • nycimmunize@health.nyc.gov

Directions:

- The primary person in charge of the vaccination program must review and complete this document annually.
- All staff handling vaccines at this practice must adhere to the protocols described in this document and must review it annually.
- This document must be maintained at a location accessible to all staff handling vaccines and close to the vaccine storage unit.

OFFICE / CLINIC NAME: _____

OFFICE / CLINIC ADDRESS: _____

PIN #: _____ FACILITY CODE: _____ DATE: _____

THE VACCINE STORAGE PRACTICES LISTED BELOW ARE THE PRIMARY RESPONSIBILITY OF THE FOLLOWING:

VACCINE COORDINATOR: _____

WORK PHONE: _____ CELL PHONE: _____

EMAIL: _____

BACK-UP VACCINE COORDINATOR: _____

WORK PHONE: _____ CELL PHONE: _____

EMAIL: _____

1. DESIGNATION OF VACCINE STAFF AND THEIR CONTACTS:

- The primary vaccine coordinator is _____. If the primary person is unavailable, the back-up vaccine coordinator will be _____.
- The responsibilities of the primary vaccine coordinator and the back-up vaccine coordinator include the following vaccine management activities:
 - Adjusting the temperature of a vaccine storage unit as necessary to keep temperatures in range
 - Documenting the temperature on the temperature logs for each storage unit daily, preferably at the beginning of the clinic day
 - Guiding staff who are responsible for administering vaccines, or who may be required to transport vaccine in an emergency, to follow proper procedures for vaccine storage and handling
 - Reviewing temperature logs weekly to ensure proper temperature recording
 - Serving as program contacts for the site
 - Serving as an emergency plan coordinator
 - Managing routine vaccine storage and handling, including:
 - Ordering vaccines
 - Counting vaccine inventory at the time of ordering
 - Monitoring and documenting vaccine storage units daily
 - Minimizing vaccine wastage
 - Receiving and promptly storing vaccines
 - Packing and transporting vaccines as necessary in an emergency

2. VACCINE STORAGE & HANDLING BASICS

A. Vaccine Storage Units

Providers must have appropriate vaccine storage units and thermometers that will maintain proper conditions to keep vaccines viable. The minimum requirements for types of storage units are:

- **Pharmacy or biologic grade storage units specifically designed for vaccine storage OR stand-alone refrigerators and stand-alone freezers**



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Dormitory style refrigerators are not acceptable for the storage of vaccines and NEVER permitted. As of April 1, 2013, the use of dorm-style or bar-style refrigerators or freezers are no longer allowed for ANY vaccine storage, even for temporary storage.

_____ (name of practice) has _____ (number of storage units). The type(s) of storage units that our practice has is/are:

Fridge: _____

Freezer: _____

Ultra-cold: _____

These storage units are also compliant with the following requirements:

- Large enough to hold your maximum vaccine needs.
- Large enough to store water bottles in the refrigerator and freezer to stabilize temperatures. This recommendation does not apply to pharmaceutical units if the manufacturer indicates that water bottles negatively impact the functionality of the unit.
- Refer to [NYC’s Vaccine Storage and Thermometer Guide](#)

B. Thermometer Requirements:

- Working certified and calibrated continuous digital data logger (DDL) thermometers with a buffered probe in accordance with National Institute of Standards and Technology (NIST) or the American Society for Testing and Materials (ASTM) standards. The certificates for the thermometers are located: *(write location of where the certificates are kept)*

- Ability to maintain required vaccine storage temperatures.
- The capacity for continuous temperature monitoring and recording; data can be routinely downloaded into a summary report.
- Equipped with a temperature probe, preferably a buffered probe. For accurate ultra-cold temperature monitoring, it is essential to use an air-probe, or a probe designed specifically for ultra-cold temperatures with the DDL



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- An active temperature display that can be easily read from the outside of the storage unit.
- In addition, must keep at least one back up DDL thermometer with a current certificate of calibration on hand not stored in a unit. This back up DDL's calibration expiration date will not be the same as the primary. Its expiration date will likely be 1-3 months from primary.

Additional thermometer recommendations:

- Audible alarm for out-of-range temperatures/excursions. When an alarm is triggered, the device should sound. If there is an alarm delay, determine the number of consecutive readings before it is triggered. Does your DDL have the following?
 - Audible alarm? _____ (yes/no)
 - Email Alerts? _____ (yes/no). If yes, list each contact's Email and the order they should be notified

 - SMS Alerts/Text messages? _____ (yes/no). If yes, list each contact's phone numbers and the order they should be notified

 - Phone Call? _____ (yes/no). If yes, list each contact's phone numbers and the order they should be notified

- Current, minimum, and maximum temperature display
- Low battery indicator
- Accuracy of +/- 1°F (0.5°C)
- Memory storage of at least 4,000 readings
- User programmable logging interval (or reading rate) recommended at a maximum time interval of every 30 minutes

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- Able to maintain required vaccine storage temperatures
- Large enough to hold your maximum vaccine needs
- Large enough to store water bottles in the refrigerator and freezer to stabilize temperatures
- This recommendation does not apply to pharmaceutical units if the manufacturer indicates that water bottles negatively impact the functionality of the unit
- In addition, at least one back up DDL thermometer with a current certificate of calibration must be kept on hand and not stored in a unit

_____ (name of practice) has _____

(number of Digital Data Loggers). The type(s) of DDL that our practice has is/are:

C. Vaccine Handling Practices

- Open vaccine shipments as soon as they arrive and store the vaccines immediately.
- Maintain proper vaccine storage temperatures. Refer to [CDC's Vaccine Storage and Handling Toolkit](#) for the latest information on vaccine storage and temperature requirements or refer to the vaccine package insert for vaccine specific guidance.
 - **Refrigerator: 36°F to 46°F (2°C to 8°C)**
 - **Freezer: -58°F to 5°F (-50°C to -15°C)**
 - **Ultra-Cold Freezer: -130°F to -76°F (-90°C to -60°C)**
- Place DDL thermometers in the central area of the vaccine storage units
- Record temperatures daily on the temperature log, preferably at the beginning of the day, even if you have a DDL thermometer.
- Retain the temperature logs in your practice for at least 3 years.
- Store vaccines in the middle of the refrigerator or freezer compartment
- **Do not** store vaccines against storage unit walls (or sides), doors, or vegetable bins, or in the bottom of the refrigerator/freezer unit, or under cold air vents.
- Ensure stored vaccines have space around them for cold air circulation.
- Store extra ice packs along the walls and in the door of the freezer
- Place water bottles labeled “**Do Not Drink**” on the top shelf, floor and/or refrigerator door.
- Check refrigerator/freezer doors to ensure they are closed at the end of each day.

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- Place "Do not Unplug" sign near the vaccine storage unit's electrical outlets and circuit breakers.
- Store, rotate, and use vaccines with shortest expiration dates first.
- Conduct monthly inventory of your vaccines to ensure a minimum 5-week supply of vaccines. This will prevent you from running out of the vaccines.
- **Do not** store food in the vaccine storage units.
- **Never** use expired or "potentially spoiled" vaccines. If storage unit temperatures are out of range, immediately place a sign on the vaccines saying, "**Do Not Use**" maintain the vaccines in the storage unit and call the vaccine manufacturers. If the manufacturers say the vaccines are spoiled, please report them in the CIR Vaccine Inventory Management (VIM) system. If the manufacturers say the vaccines are still viable, use them to vaccinate patients. Please notify the NYC Provider Quality Assurance (PQA) Unit at 347-396-2404 or email nycimmunize@health.nyc.gov and document the temperature excursion on the [Temperature Excursion Report](#).

3. VACCINE SHIPPING, RECEIVING AND COLD CHAIN FAILURES

- A. Staff accepting deliveries must be available on site to receive vaccine at least one day a week, for at least four consecutive hours during the day. Staff accepting deliveries must be aware of the importance of maintaining the cold chain and of the need to notify appropriate staff of the arrival of the vaccine so that it can be handled and stored appropriately and immediately.
- B. At this practice, _____ (*vaccine coordinator*), or _____ (*back-up vaccine coordinator*) are responsible for the following procedures:
- Examining container and contents for physical damage upon receiving a vaccine shipment
Please note, vaccine shipments may differ depending on the vaccine manufacturer.



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- Looking at the packing list and verify if shipping time is either less than 48 hours or received by the specified date documented by the manufacturer (if the shipping time is greater than 48 hours, this can result in a cold chain failure)
- Checking the cold chain temperature monitors to see if temperatures were out of the recommended range.
- Crosschecking contents and expiration dates with the invoice
- Checking that diluents are cold or room temperature, but not frozen.
- Checking for the correct type and quantity of diluents

C. If there are any discrepancies with the invoice, concerns about the viability of the vaccine, or concern about cold chain failure and exposure of the vaccine to out of range temperatures, notify your clinic's vaccine coordinator _____ (*enter name*), mark the vaccine or diluents as **"Do Not Use,"** store them under proper conditions, and contact the vaccine manufacturer and the NYC Bureau of Immunization Vaccine Management Unit (VMU) at 347-396-2405 immediately. In addition, if you believe that the vaccine shipment was compromised or there is a problem with the temperature monitors, you must contact VMU at 347-396-2405 on the same day the vaccine arrives.

4. EMERGENCY PLAN (RELOCATION)

In the event of refrigerator/freezer malfunctions, power failures, natural disasters, or other emergencies that might compromise appropriate vaccine storage conditions, vaccines may need to be transported to another location. The vaccine coordinator _____ (*enter name*) or the back- up vaccine coordinator _____ (*enter name*) will be responsible for making decisions about relocating vaccines. In addition, the following staff member _____ (*enter name*) will be available 24/7 as the point person to contact the emergency relocation site so it is prepared for the vaccine. This staff member will also be responsible to pack and relocate the vaccines. The staff member(s) to be contacted to allow access to the site other than business hours is/are _____ (*enter name(s)*). The telephone number this staff member(s) can be reached at outside business

A. Procedures for Packing Vaccine That Requires Refrigeration:

- Use properly insulated containers (e.g. the containers that arrive from McKesson, hard sided plastic insulated containers or Styrofoam coolers with at least 2-inch-thick walls). Soft-sided containers specifically engineered for vaccine transport are acceptable. Do not use commercially available soft-sided food or beverage coolers because most are poorly insulated and likely to be affected by room or outdoor temperatures.
- Diluents should always travel with their corresponding vaccines.
- Be sure to place an insulating barrier (e.g., bubble wrap, crumpled brown packing paper, Styrofoam peanuts) between the frozen packs and the vaccines to prevent accidental freezing.
- Pack vaccines in their original packaging on top of the barrier (**do not remove vaccine vials from boxes**)
- Place a thermometer next to the vaccines to monitor temperature.
- Pack enough frozen packs to maintain the cold chain.
- The contents of the container should have:
 - frozen packs
 - barriers (bubble wrap)
 - vaccines
 - thermometer
- Attach labels to the outside of the container to identify the contents as valuable and fragile vaccines.



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Please note that frozen vaccines can only be transported with a portable freezer.

B. Procedures for Transporting Vaccine

It is critical that vaccine potency is always protected by maintaining the cold chain during relocation and transport. Always inform the PQA Unit at 347-396-2404 about your intentions to transport vaccines, the location where the vaccines were transferred to, and the amount of vaccines transferred. If it is necessary to move the vaccines to protect their viability outside normal business hours, please proceed transporting vaccines and contact the PQA Unit as soon as possible. The vaccine coordinator _____ (*enter name*) or back-up vaccine coordinator _____ (*enter name*) will be responsible for arranging the transportation of vaccines in case of an emergency to _____ (*name of site*) located at _____ (*site address*). The person in charge of receiving the vaccines at this site will be _____ (*enter name*).

D. Guidelines for Transporting Vaccine:

During vaccine transportation, the following guidelines must be followed:

- Vaccines may be transported using a portable vaccine refrigerator with a temperature monitoring device. If a portable vaccine refrigerator is not available, qualified containers and pack outs can be used with a DDL thermometer or a cold chain monitor.
- If vaccines are maintained in an insulated cooler, the temperatures must be checked and recorded hourly.
- Always stay with the vaccines during transport and promptly place the vaccines into appropriate storage units upon arrival.
- When transporting vaccines in vehicles, use the passenger compartment not the trunk.
- If vaccines are being transported for an offsite vaccination clinic or home vaccination program:

- The total time for transport alone or transport plus clinic workday should be a maximum of 8 hours (e.g., if transport to an off-site clinic is 1 hour each way, the clinic may run for up to 6 hours).
- Transport only what is needed for the workday, preferably in a portable vaccine Refrigerator or freezer.
- It is always safest to have vaccines delivered directly to a facility with a vaccine storage unit ready to receive the shipment.
- If vaccines will be transported or transferred (in-network or out-of-network) to another location, it must be documented in the CIR Online Registry.
- If vaccines will be transported or administered at another location (i.e. mobile clinic, patient's home, etc..) indicate the process and what will be done to ensure that vaccines remain viable between locations:
 - Portable vaccine refrigerator/cooler: _____(Brand/Model)
 - DDL/ cold chain monitor being used for transport: _____(Brand/Model)

5. VACCINE ORDERING BASICS

- A. Order vaccine in accordance with actual vaccine need. Avoid stockpiling or build-up of excess vaccine inventory.
- B. Depending on volume of patients reported to the Citywide Immunization Registry (CIR) and order history, practices have been placed on either a monthly, bi-monthly, or quarterly ordering frequency.



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6. INVENTORY CONTROL GUIDELINES

A. The vaccine storage practices listed below are the responsibility of the following staff member:

_____ *(this staff member can be the vaccine coordinator, or it can be delegated to another staff member; however, if these practices are delegated to a staff member, the vaccine coordinator should monitor the activity weekly).*

- Conduct physical count of vaccines monthly and assess need
- Always place vaccines with shorter expiration dates in front of those with later expiration dates so that they can be used first (“first-in, first-out”). Short-dated vaccines should be checked at least every 4 weeks just in case expiration dates get out of order.
 - Vaccines are checked for expiration dates every _____ week(s)
 - Vaccines are rotated every _____ week(s)
- Refer to [NYC’s How to Do a Physical Inventory Guide](#)

7. VACCINE EXPIRATION AND SPOILAGE GUIDELINES

A. If you experience spoiled or expired vaccine, the vaccine coordinator _____ *(enter name)*, or back up person _____ *(enter name)* will be responsible for reporting these vaccines to the health department. This staff member will:

- Enter expired/spoiled vaccine information through the CIR Online Registry. Once logged in, click on the VIM icon and on the “Vaccine Returns/Wastage” tab
- Review/confirm expired/spoiled vaccine information.
- The CIR Online registry will produce a return label that will be emailed to your designated shipping contact if applicable.

B. The items listed below should be reported in the CIR as "Wastage" and must be properly disposed of as medical waste.

- Vaccine drawn-up into the syringes but not administered
- Multi-dose vials from which some vaccine has already been withdrawn
- Broken vials
- Used syringes with or without needles

8. WASTAGE PLAN

- Include appropriate open vial management and how to avoid wasting doses left in open vials
- Document wastage in CIR
- Partially used vials cannot be transferred between providers OR across state lines



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9. UPDATE VACCINE-RELATED DOCUMENTS ANNUALLY (OR AS STAFF CHANGES)

- A. At a minimum, the entire Vaccine Management Plan must be reviewed and updated annually or as necessary or when there is a change in staff who have responsibilities specified in this plan.

Last reviewed on _____ by _____
Date Name Title Signature

Last reviewed on _____ by _____
Date Name Title Signature

Last reviewed on _____ by _____
Date Name Title Signature

Last reviewed on _____ by _____
Date Name Title Signature

Appendix

- Center for Disease Control and Prevention
 - [Center for Disease Control and Prevention Vaccine Storage and Handling Toolkit](#)
 - Complete the attached ***Vaccine Storage and Handling Standard Operating Procedures (SOP) Worksheet*** and keep it in a safe place
 - Review ***Labeling Considerations*** for pre-drawn syringes
 - Print and complete ***Beyond Use Date (BUD) Tracking Labels***
 - Review ***Storage and Handling Summary***
- New York City Forms and Guides
 - [Bureau of Immunization Vaccine For Children Program Forms, Job Aids and Charts](#)
 - [Temperature Excursion Incident Report](#)
- Immunization Action Coalition Forms and Guides
 - [Temperature Log for Refrigerator - Fahrenheit](#)
 - [Temperature Log for Refrigerator - Celsius](#)
 - [Temperature Log for Freezer - Fahrenheit](#)
 - [Temperature Log for Freezer - Celsius](#)

WORKSHEET: Vaccine Storage and Handling SOPs

Complete the following checklist and forms and store this information in an easily accessible area near the vaccine storage unit.

CHECKLIST OF GENERAL INFORMATION

- » Up-to-date contact information
 - Primary vaccine coordinator
 - Alternate vaccine coordinator
 - Additional staff to assist in emergencies
 - Immunization program
 - Vaccine manufacturers
 - Refrigerator and freezer maintenance and repair companies
 - Temperature monitoring device (TMD) companies
 - Utility/power company
 - Vaccine storage unit alarm company (if applicable)
 - Generator repair company (if applicable)
 - Sources for qualified containers and packouts
- » Descriptions of the roles and responsibilities of the primary and alternate vaccine coordinators
- » Information for each storage unit, including serial number, links to equipment websites, installation dates, and routine maintenance and repair records
- » Samples of all vaccine-related forms used in your facility
- » Protocols for staff education and training

CHECKLIST FOR ROUTINE STORAGE AND HANDLING

- » Protocols for:
 - Ordering and accepting vaccine deliveries
 - Unpacking deliveries
 - Managing inventory
 - Storing each vaccine and diluent
 - Placing vaccines and diluents in storage units
 - Handling vaccines prior to administration
- Disposing of vaccines and supplies
- Monitoring storage unit and temperature
- Maintaining storage equipment and TMDs
- Responding to storage and handling problems
- Transporting vaccines to off-site/satellite facilities

CHECKLIST FOR EMERGENCY VACCINE STORAGE, HANDLING, AND TRANSPORT

- » All contact information in Checklist for General Information as well as up-to-date contact information for:
 - Alternative vaccine storage facility (one or more)
 - Transportation of vaccines
- » Vaccine storage unit specifications (type, brand, model number, serial number)
- » Diagram of facility showing important elements, including doors, flashlights, packing materials, batteries, circuit breakers
- » Keep a copy of emergency SOPs with emergency supplies and at multiple off-site locations such as homes of vaccine coordinator and alternate coordinator and with building manager, security staff, and alternative storage facility.
- » Protocols for:
 - Monitoring vaccines during a power outage
 - Packing vaccines and diluents for emergency transport
 - Transporting vaccines to and from an alternative vaccine storage facility
 - Assessing whether vaccine can be used after an emergency
 - Accessing your building and facility after hours

WORKSHEET: Vaccine Storage and Handling SOPs

Store emergency information with emergency supplies.

STAFF CONTACT LIST

Name	Title	Telephone Numbers home/cell/other	E-mail Address
	Primary Vaccine Coordinator		
	Alternate Vaccine Coordinator		

EMERGENCY STAFF CONTACT LIST

Name	Title	Telephone Numbers home/cell/other	E-mail Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

List contacts in order of preference. Determine whether all or certain persons on the list should be contacted or if the first person reached is sufficient.

WORKSHEET: Vaccine Storage and Handling SOPs

GENERAL RESOURCES CONTACT LIST

Resources	Contact Person Name/Title	Telephone Numbers home/cell/other	E-mail Address
Local Health Department Immunization Program			
State Health Department Immunization Program			
Vaccine Manufacturers			
Refrigerator Repair Company			
Freezer Repair Company			
Utility/Power Company			
Temperature Monitoring Device Company			
Vaccine Storage Unit Alarm Company (if applicable)			
Generator Repair Company (if applicable)			

ALTERNATIVE VACCINE STORAGE FACILITIES

Alternative Vaccine Storage Facility Name/Address	Contact Person Name/Title	Telephone Numbers home/cell/other	E-mail Address
1.			
2.			
3.			
4.			

TRANSPORTATION TO ALTERNATIVE VACCINE STORAGE FACILITIES

Emergency Resources Name/Address	Contact Person Name/Title	Telephone Numbers home/cell/other	E-mail Address
Refrigeration Company			
Refrigeration Company (alternative)			
Private Vehicle			
Private Vehicle (alternative)			

WORKSHEET: Vaccine Storage and Handling SOPs

PACKING MATERIAL SUPPLIERS CONTACT LIST

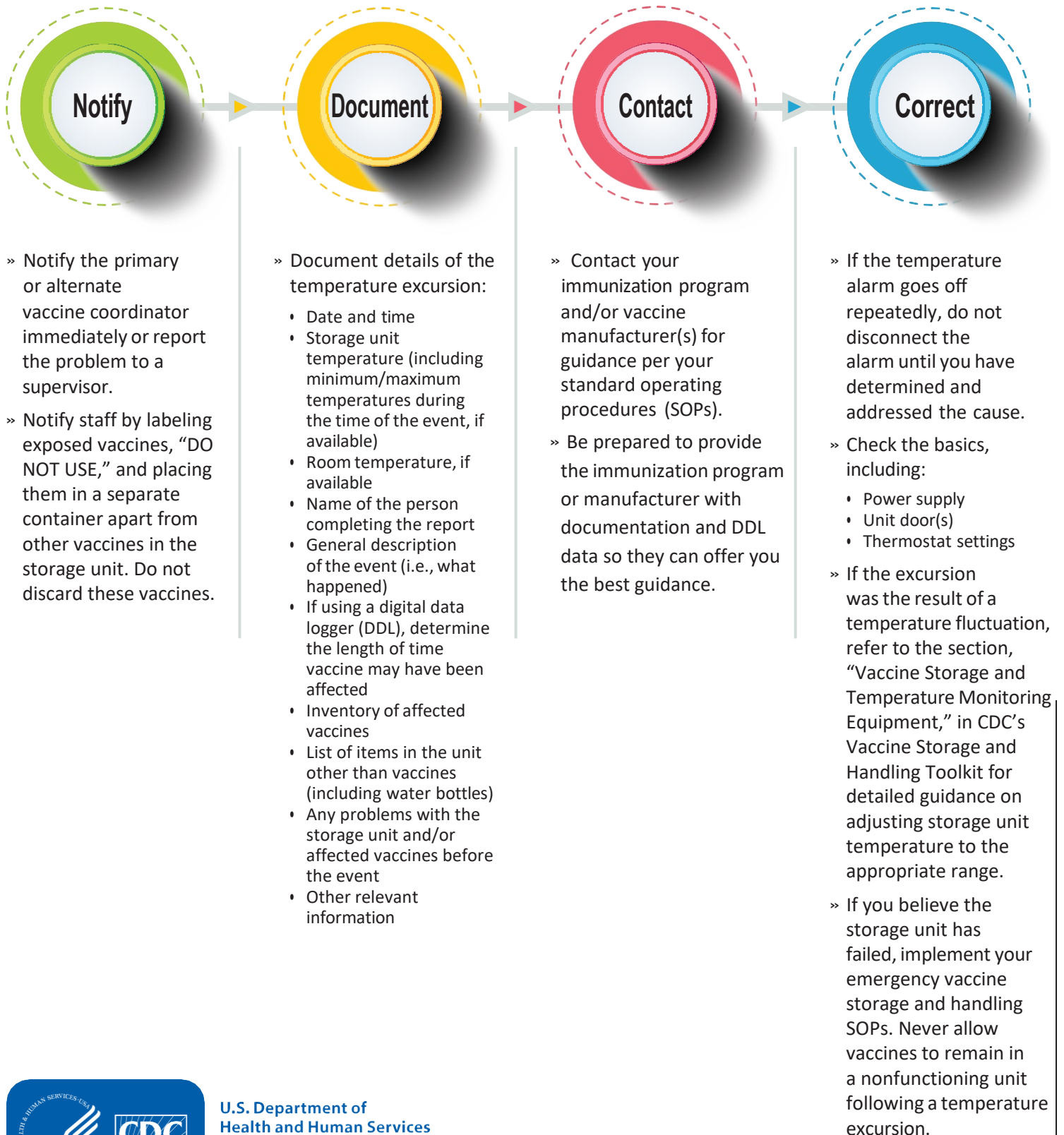
Emergency Resources	Company Name	Contact Person Name/Title	Telephone Numbers home/cell/other	E-mail Address
Portable vaccine refrigerator/freezer units				
Qualified containers and packout materials				
Qualified containers and packout materials (alternative)				
Packing materials				
Packing materials (alternative)				

VACCINE STORAGE UNIT SPECIFICATIONS

Type of Unit (Refrigerator or Freezer)	Brand	Model Number	Serial Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Handling a Temperature Excursion in Your Vaccine Storage Unit

Any temperature reading outside ranges recommended in the manufacturers' package inserts is considered a temperature excursion. Identify temperature excursions quickly and take immediate action to correct them. This can prevent vaccine waste and the potential need to revaccinate patients.



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

Temperature Log

when Transporting Vaccine at Refrigerated Temperatures



When transporting refrigerated vaccines, use:

- A portable refrigerator or vaccine storage container qualified to maintain temperatures between 2°C and 8°C (36°F and 46°F).
- A digital data logger (DDL) with a thermal buffer and external temperature display (preferred). Place the probe as close as possible to the vaccine.
- This temperature log to document temperatures and how long the vaccine is in the portable storage container.

Temperature monitoring and transport time frames

- Most DDLs display minimum/maximum (min/max) temperatures.*
- Record the time and min/max temperatures:
 - At the start of transport
 - Every time the portable storage container is opened
 - When transport is completed
- The total time for transport alone or transport plus clinic workday should be a maximum of 8 hours.‡
- Beyond-use date/time (BUD), if applicable, are included in transport time. For example, if the vaccine may be stored at refrigerated temperature for 120 hours, transport is included in this time frame.

! If the temperature is out of range, **TAKE ACTION!**

1. Do **NOT** discard the vaccine.
2. Label the vaccine **“Do Not Use.”**
3. Complete the Vaccine Troubleshooting Record.
4. Contact the manufacturer to determine under what conditions (refrigerated) to store the vaccine as quickly as possible.

Today's date: _____ Transport start time: _____ Transport end time: _____

Provider name: _____ Facility name: _____ PIN number: _____

Temperatures measured in (circle one): Celsius Fahrenheit

Time																			
Staff initials																			
Min/max temperatures																			

Temperatures lower than 2°C (36°F) and higher than 8°C (46°F) are out of range.‡ Complete a Vaccine Troubleshooting Record. Contact the manufacturer and your immunization program.

- After packing the vaccine, open the portable storage container only when necessary.
- If using a company or personal vehicle, transport vaccines inside the passenger compartment (not in the trunk or bed of a truck, which may be too hot or too cold).
- Avoid leaving the portable storage container in direct sunlight or unattended.
- If needed, transport diluents with their corresponding vaccines to ensure there are equal amounts of vaccines and diluents. Follow the manufacturer's guidance for specific temperature requirements for diluents.

- Save this record for 3 years, unless your state/local jurisdiction requires a longer time period. See CDC's *Vaccine Storage and Handling Toolkit* for additional guidance.
- Refer to CDC's *Vaccine Storage and Handling Toolkit* for additional guidance when transporting vaccines.

* If the DDL does not measure min/max temperatures, check and record temperatures hourly.
 ‡ Follow the manufacturer's guidance if it differs from this time frame.

Freezer Temperature Log

PIN: _____
 Month/Year: _____
 Days 1 to 15



Record temperatures once per day when using a continuous digital data logger thermometer.

1. Write your initials, the time of the reading, and whether it is A.M. or P.M.
2. Record minimum (Min) and maximum (Max) temperature readings once per day.
If any of the readings are out of range (below -50°C or above -15°C), take action (see below).
3. At the end of the month, file this log and keep it for three years.

Staff initials															
Day of month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Time															
A.M. or P.M.															
Min temperature															
Max temperature															

Write an "X" next to the current temperature in the table below per "day of month."

Danger! Temperatures above -15°C are too warm! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

In-Range Temperatures	-15°C														
	-16°C														
	-17°C														
	-18°C														
	-19°C														
	Aim for -20°C														
	-21°C														
	-22°C														
	-23°C														
	-24°C														
-25°C to -50°C															

Danger! Temperatures below -50°C are too cold! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

Take Action!

If temperature is out of range (below -50°C or above -15°C):

1. Put a "Do Not Use Vaccines" sign on the freezer.
2. Alert your supervisor immediately.
3. Notify the NYC Health Department.
4. Record the actions you take.

If you have any questions, contact the NYC Health Department at 347-396-2404 or nycimmunize@health.nyc.gov.

Record actions taken for out-of-range temperatures.

Date	Action

Freezer Temperature Log

PIN: _____
 Month/Year: _____
 Days 16 to 31



Record temperatures once per day when using a continuous digital data logger thermometer.

1. Write your initials, the time of the reading, and whether it is A.M. or P.M.
2. Record minimum (Min) and maximum (Max) temperature readings once per day.
If any of the readings are out of range (below -50°C or above -15°C), take action (see below).
3. At the end of the month, file this log and keep it for three years.

Staff initials																
Day of month	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Time																
A.M. or P.M.																
Min temperature																
Max temperature																

Write an "X" next to the current temperature in the table below per "day of month."

Danger! Temperatures above -15°C are too warm! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

In-Range Temperatures	-15°C															
	-16°C															
	-17°C															
	-18°C															
	-19°C															
	Aim for -20°C															
	-21°C															
	-22°C															
	-23°C															
	-24°C															
-25°C to -50°C																

Danger! Temperatures below -50°C are too cold! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

Take Action!

If temperature is out of range (below -50°C or above -15°C):

1. Put a "Do Not Use Vaccines" sign on the freezer.
2. Alert your supervisor immediately.
3. Notify the NYC Health Department.
4. Record the actions you take.

If you have any questions, contact the NYC Health Department at 347-396-2404 or nycimmunize@health.nyc.gov.

Record actions taken for out-of-range temperatures.

Date	Action

F° Freezer Temperature Log

PIN: _____
 Month/Year: _____
 Days 1 to 15



Record temperatures once per day when using a continuous digital data logger thermometer.

1. Write your initials, the time of the reading, and whether it is A.M. or P.M.
2. Record minimum (Min) and maximum (Max) temperature readings once per day.
If any of the readings are out of range (below -58°F or above 5°F), take action (see below).
3. At the end of the month, file this log and keep it for three years.

Staff initials															
Day of month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Time															
A.M. or P.M.															
Min temperature															
Max temperature															

Write an "X" next to the current temperature in the table below per "day of month."

Danger! Temperatures above 5°F are too warm! Write Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

In-Range Temperatures	5°F														
	4°F														
	3°F														
	2°F														
	1°F														
	Aim for 0°F														
	-1°F														
	-2°F														
	-3°F														
	-4°F														
-5°F to -58°F															

Danger! Temperatures below -58°F are too cold! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

Take Action!

If temperature is out of range (below -58°F or above 5°F):

1. Put a "Do Not Use Vaccines" sign on the freezer.
2. Alert your supervisor immediately.
3. Notify the NYC Health Department.
4. Record the actions you take.

If you have any questions, contact the NYC Health Department at 347-396-2404 or nycimmunize@health.nyc.gov.

Record actions taken for out-of-range temperatures.

Date	Action

F° Freezer Temperature Log

PIN: _____
 Month/Year: _____
 Days 16 to 31



Record temperatures once per day when using a continuous digital data logger thermometer.

1. Write your initials, the time of the reading, and whether it is A.M. or P.M.
2. Record minimum (Min) and maximum (Max) temperature readings once per day.
If any of the readings are out of range (below -58°F or above 5°F), take action (see below).
3. At the end of the month, file this log and keep it for three years.

Staff initials																
Day of month	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Time																
A.M. or P.M.																
Min temperature																
Max temperature																

Write an "X" next to the current temperature in the table below per "day of month."

Danger! Temperatures above 5°F are too warm! Write Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

In-Range Temperatures	5°F															
	4°F															
	3°F															
	2°F															
	1°F															
	Aim for 0°F															
	-1°F															
	-2°F															
	-3°F															
	-4°F															
-5°F to -58°F																

Danger! Temperatures below -58°F are too cold! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

Take Action!

If temperature is out of range (below -58°F or above 5°F):

1. Put a "Do Not Use Vaccines" sign on the freezer.
2. Alert your supervisor immediately.
3. Notify the NYC Health Department.
4. Record the actions you take.

Record actions taken for out-of-range temperatures.

Date	Action

If you have any questions, contact the NYC Health Department at 347-396-2404 or nycimmunize@health.nyc.gov.

Refrigerator Temperature Log

PIN: _____
 Month/Year: _____
 Days 1 to 15



Record temperatures once per day when using a continuous digital data logger thermometer.

1. Write your initials, the time of the reading, and whether it is A.M. or P.M.
2. Record minimum (Min) and maximum (Max) temperature readings once per day.
If any of the readings are out of range (below 2°C or above 8°C), take action (see below).
3. At the end of the month, file this log and keep it for three years.

Staff initials															
Day of month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Time															
A.M. or P.M.															
Min temperature															
Max temperature															

Write an "X" next to the current temperature in the table below per "day of month."

Danger! Temperatures above 8°C are too warm! Write Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

In-Range Temperatures	8°C														
	7°C														
	6°C														
	Aim for 5°C														
	4°C														
	3°C														
	2°C														

Danger! Temperatures below 2°C are too cold! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

Take Action!

If temperature is out of range (below 2°C or above 8°C):

1. Put a "Do Not Use Vaccines" sign on the refrigerator.
2. Alert your supervisor immediately.
3. Notify the NYC Health Department.
4. Record the actions you take.

If you have any questions, contact the NYC Health Department at 347-396-2404 or nycimmunize@health.nyc.gov.

Record actions taken for out-of-range temperatures.

Date	Action

Refrigerator Temperature Log

PIN: _____
 Month/Year: _____
 Days 16 to 31



Record temperatures once per day when using a continuous digital data logger thermometer.

1. Write your initials, the time of the reading, and whether it is A.M. or P.M.
2. Record minimum (Min) and maximum (Max) temperature readings once per day.
If any of the readings are out of range (below 2°C or above 8°C), take action (see below).
3. At the end of the month, file this log and keep it for three years.

Staff initials																
Day of month	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Time																
A.M. or P.M.																
Min temperature																
Max temperature																

Write an "X" next to the current temperature in the table below per "day of month."

Danger! Temperatures above 8°C are too warm! Write Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

In-Range Temperatures	8°C															
	7°C															
	6°C															
	Aim for 5°C															
	4°C															
	3°C															
	2°C															

Danger! Temperatures below 2°C are too cold! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

Take Action!

If temperature is out of range (below 2°C or above 8°C):

1. Put a "Do Not Use Vaccines" sign on the refrigerator.
2. Alert your supervisor immediately.
3. Notify the NYC Health Department.
4. Record the actions you take.

If you have any questions, contact the NYC Health Department at 347-396-2404 or nycimmunize@health.nyc.gov.

Record actions taken for out-of-range temperatures.

Date	Action

F° Refrigerator Temperature Log

PIN: _____
 Month/Year: _____
 Days 1 to 15



Record temperatures once per day when using a continuous digital data logger thermometer.

1. Write your initials, the time of the reading, and whether it is A.M. or P.M.
2. Record minimum (Min) and maximum (Max) temperature readings once per day.
If any of the readings are out of range (below 36°F or above 46°F), take action (see below).
3. At the end of the month, file this log and keep it for three years.

Staff initials															
Day of month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Time															
A.M. or P.M.															
Min temperature															
Max temperature															

Write an "X" next to the current temperature in the table below per "day of month."

Danger! Temperatures above 46°F are too warm! Write Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

In-Range Temperatures	46°F														
	45°F														
	44°F														
	43°F														
	42°F														
	41°F														
	Aim for 40°F														
	39°F														
	38°F														
	37°F														
36°F															

Danger! Temperatures below 36°F are too cold! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

Take Action!

If temperature is out of range (below 36°F or above 46°F):

1. Put a "Do Not Use Vaccines" sign on the refrigerator.
2. Alert your supervisor immediately.
3. Notify the NYC Health Department.
4. Record the actions you take.

If you have any questions, contact the NYC Health Department at 347-396-2404 or nycimmunize@health.nyc.gov.

Record actions taken for out-of-range temperatures.

Date	Action

F° Refrigerator Temperature Log

PIN: _____
 Month/Year: _____
 Days 16 to 31



Record temperatures once per day when using a continuous digital data logger thermometer.

1. Write your initials, the time of the reading, and whether it is A.M. or P.M.
2. Record minimum (Min) and maximum (Max) temperature readings once per day.
If any of the readings are out of range (below 36°F or above 46°F), take action (see below).
3. At the end of the month, file this log and keep it for three years.

Staff initials																
Day of month	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Time																
A.M. or P.M.																
Min temperature																
Max temperature																

Write an "X" next to the current temperature in the table below per "day of month."

Danger! Temperatures above 46°F are too warm! Write Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

In-Range Temperatures	46°F															
	45°F															
	44°F															
	43°F															
	42°F															
	41°F															
	Aim for 40°F															
	39°F															
	38°F															
	37°F															
36°F																

Danger! Temperatures below 36°F are too cold! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

Take Action!

If temperature is out of range (below 36°F or above 46°F):

1. Put a "Do Not Use Vaccines" sign on the refrigerator.
2. Alert your supervisor immediately.
3. Notify the NYC Health Department.
4. Record the actions you take.

If you have any questions, contact the NYC Health Department at 347-396-2404 or nycimmunize@health.nyc.gov.

Record actions taken for out-of-range temperatures.

Date	Action

Ultra-cold Freezer Temperature Log

PIN: _____
 Month/Year: _____
 Days 1 to 15



Record temperatures once per day when using a continuous digital data logger thermometer.

1. Write your initials, the time of the reading, and whether it is A.M. or P.M.
2. Record minimum (Min) and maximum (Max) temperature readings once per day.
If any of the readings are out of range (below -90°C or above -60°C), take action (see below).
3. At the end of the month, file this log and keep it for three years.

Staff initials															
Day of month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Time															
A.M. or P.M.															
Min temperature															
Max temperature															

Write an "X" next to the current temperature in the table below per "day of month."

Danger! Temperatures above -60°C are too warm! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

In-Range Temperatures	-60°C to -70°C														
	-71°C														
	-72°C														
	-73°C														
	-74°C														
	Aim for -75°C														
	-76°C														
	-77°C														
	-78°C														
	-79°C														
-80°C to -90°C															

Danger! Temperatures below -90°C are too cold! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

Take Action!

If temperature is out of range (below -90°C or above -60°C):

1. Put a "Do Not Use Vaccines" sign on the ultra-cold freezer.
2. Alert your supervisor immediately.
3. Notify the NYC Health Department.
4. Record the actions you take.

If you have any questions, contact the NYC Health Department at 347-396-2404 or nycimmunize@health.nyc.gov.

Record actions taken for out-of-range temperatures.

Date	Action

Ultra-cold Freezer Temperature Log

PIN: _____
 Month/Year: _____
 Days 16 to 31



Record temperatures once per day when using a continuous digital data logger thermometer.

1. Write your initials, the time of the reading, and whether it is A.M. or P.M.
2. Record minimum (Min) and maximum (Max) temperature readings once per day.
If any of the readings are out of range (below -90°C or above -60°C), take action (see below).
3. At the end of the month, file this log and keep it for three years.

Staff initials																
Day of month	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Time																
A.M. or P.M.																
Min temperature																
Max temperature																

Write an "X" next to the current temperature in the table below per "day of month."

Danger! Temperatures above -60°C are too warm! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

In-Range Temperatures	-60°C to -70°C															
	-71°C															
	-72°C															
	-73°C															
	-74°C															
	Aim for -75°C															
	-76°C															
	-77°C															
	-78°C															
	-79°C															
	-80°C to -90°C															

Danger! Temperatures below -90°C are too cold! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

Take Action!

If temperature is out of range (below -90°C or above -60°C):

1. Put a "Do Not Use Vaccines" sign on the ultra-cold freezer.
2. Alert your supervisor immediately.
3. Notify the NYC Health Department.
4. Record the actions you take.

If you have any questions, contact the NYC Health Department at 347-396-2404 or nycimmunize@health.nyc.gov.

Record actions taken for out-of-range temperatures.

Date	Action

F° Ultra-cold Freezer Temperature Log

PIN: _____
 Month/Year: _____
 Days 1 to 15



Record temperatures once per day when using a continuous digital data logger thermometer.

1. Write your initials, the time of the reading, and whether it is A.M. or P.M.
2. Record minimum (Min) and maximum (Max) temperature readings once per day.
If any of the readings are out of range (below -130°F or above -76°F), take action (see below).
3. At the end of the month, file this log and keep it for three years.

Staff initials															
Day of month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Time															
A.M. or P.M.															
Min temperature															
Max temperature															

Write an "X" next to the current temperature in the table below per "day of month."

Danger! Temperatures above -76°F are too warm! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

In-Range Temperatures	-76°F to -100°F														
	-101°F														
	-102°F														
	-103°F														
	-104°F														
	Aim for -105°F														
	-106°F														
	-107°F														
	-108°F														
	-109°F														
-110°F to -130°F															

Danger! Temperatures below -130°F are too cold! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

Take Action!

If temperature is out of range (below -130°F or above -76°F):

1. Put a "Do Not Use Vaccines" sign on the ultra-cold freezer.
2. Alert your supervisor immediately.
3. Notify the NYC Health Department.
4. Record the actions you take.

If you have any questions, contact the NYC Health Department at 347-396-2404 or nycimmunize@health.nyc.gov.

Record actions taken for out-of-range temperatures.

Date	Action

F° Ultra-cold Freezer Temperature Log

PIN: _____
 Month/Year: _____
 Days 16 to 31



Record temperatures once per day when using a continuous digital data logger thermometer.

1. Write your initials, the time of the reading, and whether it is A.M. or P.M.
2. Record minimum (Min) and maximum (Max) temperature readings once per day.
If any of the readings are out of range (below -130°F or above -76°F), take action (see below).
3. At the end of the month, file this log and keep it for three years.

Staff initials																
Day of month	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Time																
A.M. or P.M.																
Min temperature																
Max temperature																

Write an "X" next to the current temperature in the table below per "day of month."

Danger! Temperatures above -76°F are too warm! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

In-Range Temperatures	-76°F to -100°F															
	-101°F															
	-102°F															
	-103°F															
	-104°F															
	Aim for -105°F															
	-106°F															
	-107°F															
	-108°F															
	-109°F															
-110°F to -130°F																

Danger! Temperatures below -130°F are too cold! Write the Min and Max temperatures above and immediately notify the NYC Health Department of any out-of-range temperatures!

Take Action!

If temperature is out of range (below -130°F or above -76°F):

1. Put a "Do Not Use Vaccines" sign on the ultra-cold freezer.
2. Alert your supervisor immediately.
3. Notify the NYC Health Department.
4. Record the actions you take.

If you have any questions, contact the NYC Health Department at 347-396-2404 or nycimmunize@health.nyc.gov.

Record actions taken for out-of-range temperatures.

Date	Action