

# Vaccine Storage Troubleshooting Record (check one) ☐ Refrigerator ☐ Freezer ☐ Ultra-Cold Freezer

Use this form to document any unacceptable vaccine storage event, such as exposure of vaccines to temperatures that are outside the manufacturers' recommended storage ranges.

Date & Time of Event <small>If multiple, related events occurred, see Description of Event below.</small>	Storage Unit Temperature <small>at the time the problem was discovered</small>		Room Temperature <small>at the time the problem was discovered</small>	Person Completing Report	
Date:	Temp when discovered:		Temp when discovered:	Name:	
Time:	Minimum temp:	Maximum temp:	Comment (optional):	Title:	Date:
<b>Description of Event</b> <i>(If multiple, related events occurred, list each date, time, and length of time out of storage.)</i> <ul style="list-style-type: none"> <li>General description (i.e., what happened?)</li> <li>Estimated length of time between event and last documented reading of storage temperature in acceptable range (2o to 8oC [36o to 46oF] for refrigerator; -50o to -15oC [-58° to 5°F] for freezer; (-90oC to -60oC [-130oF to -76oF]) for ultra-cold freezer.</li> <li>Inventory of affected vaccines, including (1) lot numbers and (2) whether purchased with public (for example, VFC) or private funds. Document this information on the <i>Vaccine Storage Emergency Response Worksheet</i> (see <a href="http://www.immunize.org/catg.d/p3051">www.immunize.org/catg.d/p3051</a>) or a separate sheet, and maintain the inventory with this troubleshooting record.</li> <li>At the time of the event, what else was in the storage unit? For example, were there water bottles in the refrigerator and/or frozen coolant packs in the freezer?</li> <li>Prior to this event, have there been any storage problems with this unit and/or with the affected vaccine?</li> <li>Include any other information you feel might be relevant to understanding the event.</li> </ul>					
<b>Action Taken</b> <i>(Document thoroughly. This information is critical to determining whether the vaccine might still be viable!)</i> <ul style="list-style-type: none"> <li>When were the affected vaccines placed in proper storage conditions? (Note: Do not discard the vaccine. Store exposed vaccine in proper conditions and label it "do not use" until after you can discuss with your state/local health department and/or the manufacturer[s].)</li> <li>Who was contacted regarding the incident? (For example, supervisor, state/local health department, manufacturer—list all.)</li> <li>IMPORTANT: What did you do to prevent a similar problem from occurring in the future?</li> </ul>					
<b>Results</b> <ul style="list-style-type: none"> <li>What happened to the vaccine? Was it able to be used? If not, was it returned to the distributor? (Note: For public-purchase vaccine, follow your state/local health department instructions for vaccine disposition.)</li> </ul>					

