Vaccine Storage Troubleshooting Record

Take action if temp is out of range from too warm (above 5°F) to too cold (below -58°F)

1. Label exposed vaccine “do not use” and store it under proper conditions as quickly as possible. Do not discard vaccines unless directed to by your state/local health department and/or the manufacturer(s).
2. Record the out of range temps and the room temp in the “Action” area on the bottom of the log.
3. Notify your vaccine coordinator, or call the immunization program at your state or local health department for guidance.
4. Document the Action Taken and Results.

Practice Location: ____________________________________________ □ Refrigerator □ Freezer

Person Completing Report: ____________________________ Date and Time of Event: ____________________________
Name: ____________________________ Date: ____________________________
Title: ____________________________ Time: ____________________________
Date: ____________________________

Storage Unit Temperature
Temperature When Discovered: _______
Minimum Temp: _______
Maximum Temp: _______

Description of Event (If multiple related events occurred, list each date, time, and length of time out of storage):

Please include in your description:
- General Description
- Estimated length of time between event and last documented acceptable temperature reading
- Inventory of affected vaccines, including lot #’s
- What else was in the storage unit at the time of event?
- Any Problems Prior to Event?

Action Taken:

Please include in your description:
- When were the affected vaccines placed in proper storage conditions?
- Who was contacted regarding the incident (supervisor, state/local health dept, manufacturer – list all)
- IMPORTANT: What did you do to prevent a similar problem from occurring in the future?

Results:

Please include in your description:
- What happened to the vaccine?
- Was it able to be used?
- If not, was it returned to the distributor?