

# Clinician's Vaccine Mishap Checklist

Use this checklist when a vaccine mishap has occurred at your clinic – both to protect patients and to avoid further loss of valuable vaccine. **Take immediate action when a refrigerator or freezer is not storing vaccines at the correct temperature.** Vaccines are highly perishable, and may become nonviable (ineffective) if stored in a refrigerator or freezer that isn't maintaining correct temperatures.

Note temperature details:

**Date:** \_\_\_\_\_ **Refrigerator/freezer location:** \_\_\_\_\_

- **Refrigerator temperature is:** \_\_\_\_\_. This is too cold/warm (circle). Correct range: 35° - 46°F (2°-8°C)  
Aim for 40°

Vaccines stored in this refrigerator include: (circle)

DTaP	Td	influenza (LAIV, TIV)
DTaP/Hib	Hib	IPV
DT	hepatitis A	meningococcal (MPSV4, MCV4)
DTaP/IPV/hepatitis B	hepatitis B	MMR
DTaP/IPV/Hib	hepatitis A/B	pneumococcal (PCV7, PCV13, PPV23)
DTaP/Hib	hepatitis B/Hib	rotavirus (RV1, RV5)
Tdap	HPV (HPV2, HPV4)	yellow fever

Other: \_\_\_\_\_

- **Freezer temperature:** \_\_\_\_\_. This is too cold/warm (circle). Correct range: 5°F (-15°C) or colder  
Aim for 0°F (-18°F)

Vaccines stored in this freezer include: (circle)

MMR                      MMRV                      varicella                      zoster

Follow these steps:

Place a checkmark next to each step when it has been completed.

- \_\_\_ **Mark the vaccine "Do Not Use"** so staff won't inadvertently administer it. If possible, move it to a refrigerator/freezer that's maintaining the correct temperature until you determine if it's viable.
- \_\_\_ **Gather the following information** so you can call the vaccine manufacturer(s):
  - \_\_\_ Lot numbers of affected vaccine(s)
  - \_\_\_ Expiration dates
  - \_\_\_ Current temperature
  - \_\_\_ Temperature logs for the last three months
- \_\_\_ **Call the manufacturer(s) within 48 hours of discovering the mishap** (see phone numbers on page 2). Ask to speak to their medical consultant or quality assurance staff and ask:
  - \_\_\_ Is the vaccine is still viable? Can it be administered?
  - \_\_\_ If the manufacturer says the vaccine should not be used, ask if and when to repeat any doses that were stored improperly and given to patients. They may defer to ACIP recommendations on administration of nonviable vaccine.
- \_\_\_ **If the vaccine is found to be nonviable, make sure it is still marked "Do Not Use"** and remove it from the refrigerator/freezer.
- \_\_\_ **Return all nonviable MnVFC vaccine to McKesson** using the [Returning Nonviable MnVFC Vaccine](#) form. For privately purchased vaccine, check your contract or ask the manufacturer or distributor how to return it.



Immunization Program  
P.O. Box 64975  
St. Paul, MN 55164-0975  
1-800-657-3970, 651-201-5522  
[www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize)

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- \_\_\_\_\_ **Develop a follow-up action plan** within 45 days of discovering the mishap (by \_\_\_/\_\_\_/\_\_\_\_). Your IPI advisor can assist you. Send a copy to the Minnesota Department of Health at the address below.
- \_\_\_\_\_ **Begin revaccinating**, as needed, within 60 days of discovering the mishap (by \_\_\_/\_\_\_/\_\_\_\_).
- \_\_\_\_\_ **Do not store vaccine in the refrigerator/freezer again** until the correct temperature range has been maintained for at least one week.
- \_\_\_\_\_ **Be sure to document your actions.** You can use an MDH [Vaccine Troubleshooting Log](#) for this.

### **Vaccine Manufacturers Phone Numbers - Ask for their medical or quality control consultant:**

Novartis.....	800-244-7668	Merck.....	800-637-2590
CSL Biotherapies, Inc.....	888-435-8633	Sanofi Pasteur.....	800-822-2463
GlaxoSmithKline.....	866-475-8222	Wyeth.....	800-934-5556
MedImmune.....	877-633-4411		