

**Massachusetts Department of Public Health (MDPH)**  
**Vaccine Management Guidelines for Vaccine Providers**

**Documentation:**

- ✓ Maintain a record of vaccines received from the McKesson which includes: type of vaccine, manufacturer, lot number, expiration date, and number of doses.
- ✓ Enroll annually in the MDPH Immunization Program/Vaccines for Children (VFC) program.
- ✓ Offer the appropriate Vaccine Information Statement (VIS) with each dose of vaccine administered. Subscribe to CDC's e-mail update for VIS at: (<http://www.cdc.gov/vaccines/pubs/vis/default.htm>)
- ✓ Record vaccine administration information in the patient's chart including: date, type of vaccine, manufacturer, lot number, date on VIS, and date VIS given.
- ✓ Record all doses administered on the *Vaccine Usage Aggregate Report*.

**Inventory Management and Ordering:**

- ✓ Order vaccines regularly (according to the tiered system).
- ✓ Ensure that purchased vaccines are stored separately from state-supplied vaccines.
- ✓ Rotate stock so vaccine with shortest shelf life is used first.
- ✓ Conduct a physical inventory of your vaccine supply at least once a month.

**Storage and Handling:**

- ✓ Maintain refrigerator temperature at 2° to 8°C (35° to 46°F).
- ✓ Ensure that varicella and MMRV vaccine is stored in a frost-free freezer with a separate, insulated door that maintains a temperature of -15°C (+5°F) or colder.
- ✓ The use of small combination refrigerator/freezer units that are outfitted with one external door are not acceptable for proper storage of vaccines.
- ✓ Log temperatures twice daily (open and close) using a certified, calibrated thermometer. Fax temperature logs to MDPH along with your order form and aggregate usage report to 617-983-6828.
- ✓ Do not keep expired vaccines in the refrigerator or freezer.
- ✓ Do not store vaccines on the refrigerator or freezer door.
- ✓ Do not store food or drinks in the vaccine storage units.
- ✓ Ensure that vaccines are stacked to allow proper air circulation.
- ✓ Store bottles of water in the refrigerator and ice packs in the freezer to maintain the temperature in case of a power failure.
- ✓ Maintain a backup plan for the storage of vaccines.
- ✓ Report any incidence of possible vaccine loss due to refrigeration failure or power outage to the MDPH Immunization Program (617-983-6828), before returning vaccines to McKesson.
- ✓ Return damaged or expired vaccines to McKesson after receiving approval from the Vaccine Unit.