Organizing the Vaccine Fridge

Here are some key tips for organizing the vaccine fridge to **Keep Vaccine Safe**.

**Stock vaccine on a “first-in, first used” basis** to make sure products that expire first are used first.

Store full bottles of water on shelves and the door to prevent temperature fluctuations.

**Do not store vaccines on door shelves** as the temperature on the door fluctuates greatly.

**Thermometers and Temperature Monitoring**

Use thermometers and temperature recording devices that provide continuous recording or maximum-minimum thermometers. Place the thermometer probe in the center of the refrigerator.

The Vaccine Temperature [Day 1-15](#) and [Day 16-31](#) log is a tool to record the current temperature and the minimum and maximum fridge temperatures.

Record the temperature at beginning and end of each work day.

Place an “X” in the box that corresponds to the current temperature, record min/max readings.

Record the time the reading was taken, the dial setting on the fridge, the ambient room temperature.

If the temperature recorded is outside the recommended +2.0°C to +8.0°C range immediate action is necessary:

- ✓ Immediately report the incident to your designated staff person.
- ✓ Label vaccine “exposed”.
- ✓ Keep all exposed vaccines separate from non-exposed vaccines, in a functioning refrigerator.
- ✓ Complete a [Cold Chain Incident Report](#) and send to Public Health.
- ✓ **DO NOT USE** the exposed vaccine until the vaccines have been assessed by Public Health and deemed fit for use.