

# Storage and Handling Mishap Log

	Date and time	Storage unit location and temperature	Problem	*Action taken	Outcome	Completed Storage and Handling Mishap Checklist?*	Notified supervisor	Initials
<i>Example</i>	3/8/2023 2:15 p.m.	Med room 2 fridge 9.4C.	Refrigerator door found open.	Door closed. Vaccine marked "Do Not Use" and quarantined. Emergency Plan implemented. Called vaccine manufacturers.	Open IPV vial nonviable. Reminder placed on unit to check door, facilities to adjust unit's feet, door latch ordered.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	AL
<b>1</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>2</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>3</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>4</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

\*The Storage and Handling Mishap Checklist is available on [Vaccine Management Forms \(www.health.state.mn.us/people/immunize/hcp/mnvfc/forms.html\)](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/forms.html).

## Take action to keep vaccines safe!

For more information about vaccine storage and handling, see your MnVFC Policies and Procedures Manual on [Required Annual Reports and Trainings \(www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html\)](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html) or [CDC's Vaccine Storage and Handling Toolkit \(www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html\)](http://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html).