

PREPARE FOR YOUR COLD CHAIN MAINTENANCE INSPECTION

Information for York Region Healthcare Professionals

York Region Public Health's (YRPH) Vaccine Inventory Program will be conducting annual cold chain maintenance inspections of refrigeration units used to store publicly funded vaccines.

IS YOUR FACILITY READY?

Tips to prepare for your upcoming cold chain maintenance inspection:

- Review your cold chain maintenance inspection report from last year and ensure outstanding issues have been addressed
- Ensure all staff, including new staff, who store and handle vaccines are familiar with the [Vaccine Storage and Handling Guidelines](#) and complete the [Vaccine Storage and Handling e-Learning Module](#) available at york.ca/vaccineinventory
- Ensure a copy of the [Vaccine Storage and Handling Guidelines](#) is readily available
- Designate two staff members to manage vaccine storage, handling, and inventory practices; one staff member as the primary lead and at least one staff member as a backup
- Ensure refrigerator temperatures are maintained between +2.0°C and +8.0°C
- Ensure a [contingency plan](#) is in place in the event of equipment malfunction, power outage or any other emergencies
- Document refrigerator temperatures (current, maximum, and minimum) twice daily including the date, time, and your initials in the [Vaccine Temperature Logbook](#)
 - ✓ Record temperatures to one (1) decimal place
 - ✓ Reset your thermometer after each temperature recording
 - ✓ Retain your temperature logbooks for a minimum of two (2) years
- Ensure the thermometer's sensor probe is located centrally on the middle shelf of your refrigerator, inside an empty box labelled, "Vaccine Refrigerator Thermometer"
- Change the batteries of your thermometers every six (6) months and document these changes in the [Vaccine Temperature Logbook](#)
- Maintain no more than a one-month supply of vaccines and ensure your refrigerator capacity is large enough to [safely store your vaccine supply](#)
 - ✓ Allow enough room for air to circulate around vaccine packages
 - ✓ Vaccines must be placed away from refrigerator walls, floors, and cold-air vents
- Store vaccines in their original packaging or repackaging by YRPH (i.e., amber bags or vials) to protect from light. Only remove vaccines from the refrigerator immediately before use
- Place vaccines of the same type together along with their [corresponding diluents](#) by using labelled, perforated baskets
 - ✓ Organize vaccines by expiry date so vaccines with the shortest expiry date are used first
 - ✓ Place red-dotted vaccines in the front for first use regardless of expiry date
- Check vaccine expiry dates routinely and remove expired vaccines as required. Return expired vaccines to YRPH with a completed [Non-Reusable Vaccine Wastage Form](#)

PUBLIC HEALTH, VACCINE INVENTORY PROGRAM

1-877-464-9675 ext. 74033
york.ca/vaccineinventory

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- Ensure your [transport cooler and supplies](#) (including ice packs and fridge blankets) are readily available

CONTACT YORK REGION PUBLIC HEALTH

- Immediately at 1-877-464-9675 ext. 74065 when vaccines are exposed to temperatures below +2.0°C or above +8.0°C
- If you have any questions about the upcoming cold chain maintenance inspections, or vaccine distribution, storage, and handling related issues at 1-877-464-9675 ext. 74033 or vaccineinventory@york.ca

Additional vaccination information can be found on York Region's [Vaccination Information for Health Professionals](#) webpage.