

CoVP Vaccine Storage and Handling Readiness Checklist

Vaccines must be kept in a storage unit that can maintain the temperature range specified by the vaccine manufacturer. Vaccines that can be kept in a freezer should be kept frozen until needed. Thaw frozen vaccine as needed for administration. NEVER refreeze thawed vaccine.

Please refer to the CDC Vaccine Storage and Handling Toolkit and its vaccine-specific appendices for details on CoVP storage and handling requirements ([Vaccines Storage and Handling Toolkit | CDC](#)).

Specific training requirements:

CDC's [COVID-19 Vaccine Training Modules](#)

[DPH CoVP Provider Manual](#)

Available Storage Units (Please check all that will be used to store COVID-19 Vaccine):

Stand-alone Freezer

Stand-alone Refrigerator

Ultra-Cold Freezer

*Dorm style compact refrigerator unit with an embedded freezer is NOT acceptable storage unit

Each of the following items must be in place before a CoVP Provider is authorized to order COVID-19 vaccine. Please put a check in the box next to each item that is in place:

Digital data logger used to monitor temperature for **each** vaccine storage unit, including portable units, with a valid certificate of calibration.

This digital data logger must have a temperature display, record temperature at least every 15 minutes or less and have an alarm that sound immediately when temperatures are out of range.

Download of digital data logger showing at least 72 hours of in range temperatures for **each** storage device.

Completed Vaccine Emergency Backup Plan Template (See appendix A.)

Up-to-date Managed Assets section of CT WiZ (i.e.: Storage Units, DDLs)

All storage equipment's MUST be entered in CT WiZ Managed Assets prior to receiving COVID vaccines. Please see page 6 [CT WiZ COVID-19 Vaccine Provider Enrollment Training Guide](#).

Date: ____/____/____

PIN: _____ Clinic Name: _____

Signature _____

Please retain all documents and have them available for review by DPH upon request.

When completed, email the document to dph.immunizations@ct.gov. The subject line should read **CoVP Vaccine Storage and Handling Readiness Checklist and include your PIN**.