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***Appendix D: Guidance and Skills Assessment Checklist for  
Individuals Involved in Storage and Handling of the Janssen  
(J&J) Covid-19 Vaccine***

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**NOTE:** This training is in addition to guidance provided on routine storage and handling on the CDC website.

Specific training for [Storage and Handling of the J&J COVID-19 Vaccine](#) is located on the CDC web site. ALL guidance from CDC MUST be followed when storing and handling J&J COVID-19 vaccine. Links to useful resources are linked below:

1. [J&J Vaccine Storage and Handling Summary](#)
2. [Storage, Dosage, and Administration Guide, Video, and Other Resources](#)
3. [Refrigerator Storage Temperature Log \(Celsius\)](#)
4. [Refrigerator Storage Temperature Log \(Fahrenheit\)](#)
5. [J&J Vaccine Storage and Handling Labels](#)
6. [Transport Guidance Summary](#)
7. [Transport Temperature Log](#)
8. [Vaccine Storage Troubleshooting Record for temperature excursions](#)
9. [U.S Pharmacopeia \(USP\) COVID-19 Vaccine Storage and Handling Toolkit](#) (includes guidance for labeling individual syringes that are being transported off site)

Competency	Clinical skills, techniques, and procedures	Needs to Improve	Meets or Exceeds Expectations	Required Plan of Action
<p style="text-align: center;"><b>A</b></p> <p><b>Vaccine Preparation for Janssen <a href="#">J&amp;J COVID-19 vaccine</a></b></p> <p><b><u>Vaccine does not require dilution</u></b></p> <p>Only required if using J&amp;J COVID-19 vaccine</p>	1. Perform proper hand hygiene prior to preparing vaccine.			
	2. If vaccine is still frozen upon receipt, thaw at 36°F to 46°F (2°C to 8°C). If needed immediately, thaw at room temperature (maximally 77°F/25°C). At room temperature, a carton of 10 vials will take ~2 hours to thaw, and an individual vial will take ~1 hour to thaw. <b>Do not</b> re-freeze once thawed.			
	3. Remove the required number of vials from storage and thaw each vial before use.			
	4. When removing vaccine from fridge look to ensure storage unit temperature is in proper range.			
	5. Check vial expiration date of vial. Double check vial label and contents prior to drawing-up. Record the date and time of first use on the Janssen J&J COVID-19 Vaccine vial label.			
	6. The J&J COVID-19 Vaccine is a colorless to slightly yellow, clear to very opalescent sterile suspension that does not contain a preservative. Visually inspect			

	the J&J COVID-19 Vaccine vials for particulate matter and discoloration prior to administration. If either of these conditions exist, do not administer the vaccine. Visually inspect each dose in the dosing syringe prior to administration.			
	7. Prepare to draw vaccine in a designated clean area not adjacent to where potentially contaminated items are placed.			
	8. Carefully mix the contents of the multi-dose vial by <b>swirling gently</b> in an upright position for 10 seconds. <b>Do not shake.</b>			
	9. Report all wasted doses using the Vaccine Wastage Reporting Tool. This is <b>required</b> per the CDC agreement. <a href="https://redcap.vdh.virginia.gov/redcap/surveys/?s=YC743RTCMN">https://redcap.vdh.virginia.gov/redcap/surveys/?s=YC743RTCMN</a>			
<b>B</b> <b><u>Storage and Handling for Janssen J&amp;J COVID-19 vaccine</u></b>	1. Store <b>unpunctured multi-dose vials</b> of the Janssen COVID-19 Vaccine at 36°F to 46°F (2°C to 8°C) and protect from light. Do not store frozen.			
	2. <b>Unpunctured</b> vials of the vaccine may be stored between 47°F to 77°F (9°C to 25°C) for up to 12 hours.			
	3. <b>After the first dose has been withdrawn</b> , hold the vial between 36°F and 46°F (2°C to 8°C) for up to 6 hours or at room temperature (maximally 77°F/25°C) for up to 2 hours. Discard the vial if vaccine is not used within these times.			

**Plan of Action**

Circle desired next steps and write in the deadline for completion, and date for the follow-up review.

1. Review site/clinic protocols.
2. Review manuals, textbooks, wall charts, or other guides.
3. Review package inserts.
4. Review vaccine storage and handling guidelines or videos.
5. Observe other staff with patients.
6. Read Vaccine Information Statements.
7. Be mentored by someone who has demonstrated appropriate skills.
8. Attend a skills training or other appropriate courses/training.
9. Other \_\_\_\_\_

*File the Skills Assessment Checklist in the employee's personnel folder.*

Plan of Action Deadline (if applicable): \_\_\_\_\_

Date of Next Review (if applicable): \_\_\_\_\_

Employee/Volunteer Signature & Date: \_\_\_\_\_

Supervisor Signature & Date: \_\_\_\_\_