

Guidelines for Storage and Transport of A.D. Syringes

A. Guidelines for Storage

1. To be always stored in a clean, dry place free of insects with proper ventilation.
2. Syringes should not be exposed to excessive heat or direct sunlight. Such exposure will result in discolouring of the polythene and paper cover and destruction of portions sensitive to heat.
3. Syringes should not be stored close to acids or corrosive chemicals which may result in corrosion and decaying of the metal parts of the syringes.
4. Boxes containing syringes should not be placed directly on the floor, but on wooden or metal racks to avoid collection of moisture which will lead to infestation with fungi. Further, the insects may enter the boxes and damaging the covers will tend to affect the sterility.
5. When stacking boxes of syringes on racks, a space of at least six inches should be provided in between the wall and the cases to prevent insects coming into contact.
6. In order to facilitate easy handling and regular inspection, the cases should be stored on top of one another at a convenient height (maximum 06-07 feet) and a narrow space should be provided in between stacks of syringe cases.
7. No hooks or other handling equipments with sharp points should be used when lifting or handling boxes which will tend to affect sterilization of the covers.
8. When storing boxes of syringes different brands of boxes should not be stacked together. Stocks of syringes should be used in order of receipt. To facilitate this, cases should be stacked in separate rows, according to the date of manufacture, expiry and lot number.
9. Frequent checks should be done to ascertain whether any available stocks of syringes are close to expiry and such stocks should be used before expiry.
10. Opened or half used boxes should be stored separately and the syringes therein should be completely used before opening new cases.
11. The rooms, stores and racks where these syringes are stored should be cleaned at least once a month and careful inspection should be done as regards collection of moisture, fungi and insect attacks. Necessary steps should always be taken the control insects and rats.

B. Guidelines to be observed in transport

1. The sterilized syringes are wrapped in a thin wrapping of polythene and paper and should be taken out of the boxes of syringes only at the time of vaccination.
2. A.D. Syringes in all instances (Specially when transporting from the MOH Office to the field clinics) should be transported in their original boxes and not separately, by hand , in other bags or containers, which will cause damage to the polythene / paper affecting the sterility of the syringes.

C. Guidelines to be followed during use

1. In MOH offices and clinics, syringe boxes should be stored in a clean cupboard and should not be stored together with books, magazines and other paper and wooden artifacts which can attract insects.
2. A.D. Syringes stored in all institutions should be subjected to frequent scrutiny to ascertain whether there is a change in colour of syringes or wrappings and infestations with fungi or insects and damage to covers.
3. Prior to the issue of boxes of syringes from the institutions, they should be inspected and be satisfied as to the requirement in para 02 above. In the event of there being any doubt regarding sterility, such syringes should not be used and advice from supervisory officers should be sought.
4. Syringes should not be taken out of the boxes until the time of administration of vaccine.
5. Syringes touched by hand, placed on the table for some time after removal from the boxes or placed in separate bags or containers should never be returned back to the original containers.
6. In order to facilitate the retrieval of information and eventual withdrawal a batch, stock ledgers and issue registers should be properly maintained indicating dates of receipts, dates of issues, lot numbers, dates of manufacture and dates of expiry.