

# ROUTINE VACCINE MANAGEMENT PLAN

## KEEP NEAR VACCINE STORAGE UNITS

The Colorado VFC Program requires that each practice develops and maintains a Routine Vaccine Management Plan and an Emergency Vaccine Management Plan.

Plans should include practice-specific guidelines, protocols, and contact information. Update and review plans whenever there are changes to staff with designated vaccine management responsibilities, VFC Program guidelines change, or there are changes to vaccine storage units or temperature monitoring equipment.

Staff assigned vaccine management responsibilities are to review and sign the signature page at the end of this document annually and whenever the plan is updated. This plan may be reviewed by VFC representatives during compliance site visits or unannounced drop-in site visits.

## STAFF ROLES & CONTACT INFORMATION

Office/Practice Name:	VFC PIN (Provider Identification Number):
Address: :	Main Phone:

Role/Responsibility	Name	Title	Phone Number & Alternate Number	Email
Provider of Record (signed the VFC Provider Enrollment Agreement)				
Vaccine Coordinator				
Backup Vaccine Coordinator				
Backup Contacts				
Receives Vaccines				
Stores Vaccines Upon Arrival				
Handles Shipping Issues				
Other				

## NOTES:



# ROUTINE VACCINE MANAGEMENT PLAN

## ALARM SYSTEM - skip this section if there is no alarm system

Alarm Company		Contact		Phone	
Repair/Maintenance		Contact		Phone	

## Call Down List

	Name	Phone Number	Alternate Number
1.			
2.			
3.			
4.			

## Alarm Settings

Refrigerator		High		Low	
Freezer		High		Low	
Schedule to check Alarm System:					

## NOTES:

# ROUTINE VACCINE MANAGEMENT PLAN

## Vaccine Management Personnel

All office personnel and those working with vaccines should be familiar with VFC requirements and guidelines, be aware of the vaccine management plan, and be able to respond to urgent situations.

This document highlights key duties of designated vaccine management staff. The Vaccine Coordinator should acknowledge that the following requirements have been implemented by checking (✓) all items that apply.

### PROVIDER OF RECORD - *Medical Director or equivalent that signs the VFC enrollment forms*

- Review, understand and comply with all VFC Program requirements. Providers will be held accountable for vaccine loss or other issues resulting from not complying with VFC Program requirements.
- Designate one employee as the Vaccine Coordinator responsible for vaccine management
- Designate one employee as the Backup Vaccine Coordinator
- Ensure that vaccine management staff understand and can implement the VFC requirements for temperature monitoring and storage equipment
- Ensure that the practice's vaccine storage units meet VFC requirements.
- Review VFC requirements and management plans with staff at least annually and whenever there are changes to staff, equipment or program requirements.

### VFC VACCINE COORDINATOR

- Act as primary contact for the VFC Program. The vaccine coordinator must be onsite the majority of days the clinic is open to manage the coordinator duties.
- Read and record storage unit temperatures a minimum of two times each day the clinic is open.
- Review and update the vaccine management plan annually or sooner when there are changes to designated staff, VFC program requirements, vaccine storage units or thermometers.
- Ensure staff are trained on routine and emergency vaccine management procedures.
- Order appropriate amount of vaccines.
- Oversee receiving and storage of vaccine deliveries.
- Organize vaccine within storage units.
- Keep VFC vaccines separate from privately purchased vaccines.
- Rotate stock at least one time each week so that vaccines with shorter expiration dates are used first.
- Remove expired vaccine from storage units so it is not administered accidentally.
- Take immediate action to respond to possible exposure to out of range temperature; document the excursion and all actions taken; and notify the VFC Program.
- Implement the emergency vaccine plan if necessary.
- Oversee proper vaccine transport.
- Maintain all records related to the VFC Program for a minimum of three years.
- Complete required annual training, the CDC You Call the Shots modules for VFC and Storage and Handling.
- Reports changes to designated VFC staff to the VFC Program using the VFC Change of Information Form available at [www.coloradovfc.com](http://www.coloradovfc.com)
- Meets responsibilities described in the Vaccine Coordinator Role and Responsibilities Job Aid available at [www.coloradovfc.com](http://www.coloradovfc.com)

### VFC BACKUP VACCINE COORDINATOR

- Complete required annual training, the CDC You Call the Shots modules for VFC and Storage and Handling.
- Responsible for the vaccine management duties when the primary Vaccine Coordinator is not available.

# ROUTINE VACCINE MANAGEMENT PLAN

The Vaccine Coordinator must review the following pages and acknowledge which of the following have been implemented by checking (✓) all items that apply to your clinic.

## Vaccine Storage and Temperature Monitoring Equipment

### VACCINE STORAGE UNITS (check (✓) all items that apply)

#### Equipment:

- Use VFC-compliant vaccine storage refrigerator(s) and freezer(s) for all units used to store VFC vaccine even units only used for overflow, temporary or day storage.
- Vaccine storage units must maintain recommended unit temperature ranges:
  - Refrigerator: between 35.0°F-46.0°F (2.0°C-8.0°C). The desired average temperature for refrigerated vaccines is 40°F (5°C).
  - Freezer: below 5.0°F (-15.0°C). The desired average temperature for frozen vaccines is 0°F (-18°C).
- Ensure storage units have adequate capacity to store vaccine supply at all times, including during peak back-to-school and flu season.
- Routinely clean storage unit interiors, keep the outside dust-free, and ensure doors have proper seals.
- Keep maintenance and repair records on file and make them available to review upon request.

#### Power Supply:

- Plug each unit directly into a wall outlet and ensure unit is not controlled by a light switch, power strip, or surge protector with an on/off switch.
- Post "DO NOT UNPLUG" signs at each outlet and circuit breakers.
- Do not use extension cords to connect storage units to an outlet.

#### Setup:

- Locate vaccine storage units away from direct sunlight and away from walls to allow air circulation
- Place water bottles or coolant packs in all storage units to stabilize temperatures including pharmaceutical grade units.
- NEVER store vaccines near cooling vents or in the door, drawers, or floor of unit. Remove vegetable, fruit or deli drawers in household units. Fill these spaces with water bottles or coolant packs.
- NEVER store food, beverages, and laboratory specimens in the units at any time.
- Ensure that VFC vaccines are kept separate and can be differentiated from private vaccine stock.
- Store vaccine in the middle of the storage unit with space between the vaccines and the sides/back of the unit to allow for air circulation
- Store vaccines in their original packaging with the lids closed until administered.
- Organize vaccine boxes in plastic or wire mesh baskets and clearly label each basket by type of vaccine. Group vaccines by pediatric, adolescent, and adult types.
- Keep the thermometer or thermometer probe in the center of the vaccine storage unit, next to the vaccines.
- Place any additional medications and/or test kits stored in the unit on the shelves below vaccines.
- Set up storage units according to VFC Program requirements as outlined in the VFC Guidance for Vaccine Storage Unit Setup and Maintenance, available at [www.coloradovfc.com](http://www.coloradovfc.com)

# ROUTINE VACCINE MANAGEMENT PLAN

## TEMPERATURE MONITORING (check (✓) all items that apply)

### Thermometers

- Ensure each storage unit has a VFC-compliant thermometer accurate within  $\pm 1^{\circ}\text{F}$  ( $\pm 0.5^{\circ}\text{C}$ ).
- Ensure each thermometer has a current and valid Certificate of Calibration.
- Keep the thermometer or thermometer probe in the center of the storage unit next to the vaccine.
- If using a digital data logger:
  - Place the bottle with the probe in buffered material in the center of the storage unit next to the vaccine.
  - Ensure each digital data logger has a digital display of CURRENT, MINIMUM and MAXIMUM temperatures.
- Maintain on hand a minimum of one backup thermometer, meeting VFC Program requirements, for use when primary thermometer fails or is being recalibrated.
  - Must be readily available to use in time to take and record the twice daily temperature readings.
  - Should not have the same calibration date as the primary thermometers.
  - Should not be stored in unit alongside current thermometer.
- Keep replacement batteries on hand.

### Annual Thermometer Calibration

- Maintain current and valid calibration on primary and backup thermometers. The calibration period for the thermometer cannot be longer than two years.
- Ensure thermometer calibration is done by a laboratory with accreditation from an ILAC/MRA signatory body OR that the certificate includes: date of testing, thermometer model/serial number, measurement results, uncertainties, pass/fail statements, and statement that testing meets ISO 17025 Standard. A Checklist for Thermometer Certificate of Traceability and Calibration is available at <http://eziz.org/assets/docs/IMM-1119.pdf>
- File Certificates of Calibration in a readily accessible area, keep for three years, and present to VFC program staff for review upon request.
- Replace thermometers or data loggers when no longer accurate within  $\pm 1^{\circ}\text{F}$  ( $\pm 0.5^{\circ}\text{C}$ ) based on calibration results.

### Safeguarding Vaccines, Handling and Reporting Out of Range Temperatures

- Take immediate action to respond to out-of-range temperatures to assess the situation and to prevent vaccine spoilage.
- Quarantine vaccine exposed to out of range temperatures, bag and label as "DO NOT USE"
- Place vaccine in a storage unit maintaining proper temperatures.
- Report the excursion to the VFC Program at 303 692-2650.
- Contact the vaccine manufacturers to determine if the vaccine potency has been compromised.
- Document all excursions and actions taken on the VFC temperature logs. The temperature logs available at [www.coloradovfc.com](http://www.coloradovfc.com) have a Vaccine Storage Troubleshooting Record on the last page to document excursions.
- Ensure that the practice has an Emergency Vaccine Management Plan to follow in case of power outage, appliance malfunction, weather conditions, or human error that may affect vaccine viability.
- When necessary to transport vaccine to another storage unit or to a predetermined site, ensure that the practice always follows VFC Program guidance in the Packing Refrigerated Vaccines for Transport and the Packing Frozen Vaccines for Transport documents.

# ROUTINE VACCINE MANAGEMENT PLAN

## Temperature Monitoring and Documentation (check (✓) all items that apply)

- Read and record refrigerator and freezer temperatures twice a day each day the clinic is open. Once in morning when the clinic opens and again before leaving at the end of the workday.
- Use the temperature logs, available to download at [www.coloradovfc.com](http://www.coloradovfc.com), to document the following for each reading:
  - Twice daily temperature readings
  - Time of each reading
  - Name of initials of each person who assessed and recorded the reading
  - Recording the minimum and maximum temperatures is optional unless using a data logger to monitor temperatures.
- If using a digital data logger, the thermometer display should be installed outside the storage unit so temperatures can be assessed without opening the door.
  - Record the MINIMUM and MAXIMUM temperatures before opening the unit door in the morning.
  - Review and record the CURRENT refrigerator and freezer temperatures twice each day, every day the office is open. Once in morning when the clinic opens and again before leaving at the end of the workday.
  - Download and review temperature data from the logger at least one time each week.
  - Download and review the temperature data from the logger every time an alarm is triggered or the minimum/maximum reading indicates there have been out of range temperatures.
  - Take immediate action to respond to out of range temperatures; document the excursion and all actions taken; and notify the VFC Program.
  - Keep records of logger data for three years. This includes the paper temperature logs used to record twice daily temperatures, downloaded logger data and printed logger reports.
- Document temperatures on the temperature log even if the clinic uses monitoring systems that alarm or send other notifications if temperatures go out of range.
- Vaccine Coordinator should review temperature logs and data logger reports weekly to verify that that logs are complete, that any out of range temperatures have been properly addressed and to identify any issues with the storage unit maintaining appropriate temperatures.
- Post temperature logs on the storage unit door or nearby in an accessible location.
- Maintain all completed temperature logs for three years and make them available to VFC Representatives upon request for review.

# ROUTINE VACCINE MANAGEMENT PLAN

## INVENTORY MANAGEMENT (check (✓) all items that apply)

- Conduct a physical vaccine inventory at least once a month and before ordering vaccines.
- Maintain a 30-45 day vaccine supply to meet the needs of the practice's VFC-eligible patients.
- Use a vaccine wastage log to document vaccine doses that are drawn up but not administered, single dose vaccine vials opened but not administered or broken vaccine vials or syringes. A sample wastage log is available in the Inventory Management Job Aids at [www.coloradovfc.com](http://www.coloradovfc.com)
- Maintain accurate vaccine purchase and shipping records, including purchase and packing invoices for privately purchased vaccines, and VFC packing invoices. Make the records available upon request to VFC Representatives.
- Ensure that vaccine which has been drawn up and not used is disposed of properly
- Store diluents according to the manufacturers' instructions
  - When diluent is packaged with vaccine, store them together because the diluent contains antigens.
  - When diluent is not packaged with its vaccine, clearly label the diluent and store it where it can be easily identified.
- Label vaccines with the proper funding source and inventory (VFC/317/private).
- Open only ONE box of vaccine type at a time.

## STOCK ROTATION, RETURNS, AND TRANSFERS (check (✓) all items that apply)

- Organize vaccines so those with the shorter expiration dates are used first
- Return expired and/or spoiled vaccine to McKesson for excise tax credit within six months after expiration/spoilage.
- Dispose of wasted VFC vaccine that cannot be returned to McKesson according to usual medical bio-safety procedures:
  - Items not acceptable to return to McKesson:
    - Used syringes with or without needles
    - Broken vials or open multi-dose vials
    - Doses drawn up but not administered
    - Diluent, IG, HBIG, or PPD
    - Privately purchased vaccine
- If the practice has vaccine due to expire within three months that will not be used:
  - Notify the VFC Program with number of doses and lot number of expiring vaccine.
  - Vaccine transfers must be approved by the VFC Program before transporting to another location.
  - Vaccines must be transported following VFC Program guidance.
  - Vaccine transfers must be recorded in the Vaccine Ordering Module (VOM) in the Colorado Immunization Information System (CIIS).
- If vaccine is expired or spoiled, remove it immediately from the storage unit; report it to the VFC Program using the Vaccine Return Form (available at [www.coloradovfc.com](http://www.coloradovfc.com)).
- Report all doses of spoiled or expired vaccines to the VFC Program through the Vaccine Ordering Module (VOM) as part of the reconciliation process before placing a new vaccine order.

# ROUTINE VACCINE MANAGEMENT PLAN

## VACCINE ORDERING (check (✓) all items that apply)

- Order VFC vaccines using the Vaccine Ordering Module (VOM) in the Colorado Immunization Information System (CIIS).
- Conduct a physical vaccine inventory before placing a vaccine order.
- Maintain an accurate report of all VFC vaccine doses administered for each vaccine by lot number.
- Ensure that every VFC vaccine dose is accounted for. The VFC Program may require the Provider of Record to replace any vaccine doses not accounted for or lost due to negligence. Reconcile VFC vaccine inventory using the Vaccine Ordering Module before placing a vaccine order. The end date of the reconciliation period must be within 14 days of placing an order. The reconciliation must be successfully closed to place an order.
- Order all the vaccines the practice needs to maintain a 30-45 day supply. Place orders with sufficient inventory on hand to allow time for order processing and vaccine delivery.
- Place only one order per month between the 1<sup>st</sup> and 21<sup>st</sup> of each month.
- Confirm the days and hours the clinic is open to receive shipments in the VOM. Report any changes to the VFC Program before ordering to prevent vaccine shipments arriving when the clinic is closed or when staff is not available.
- Two days after submitting a VFC order, login to VOM and check the order status. The order status will be: approved, rejected or submitted to VFC Program.

## RECEIVING AND INSPECTING VACCINE SHIPMENTS (check (✓) all items that apply)

- Train staff involved in receiving vaccine deliveries to be familiar with procedures for handling vaccine shipments.
- Open vaccine packages immediately.
- Check the temperature indicator readings and determine if vaccine was exposed to out of range temperatures.
- Determine the length of time frozen vaccine was in transit by looking at the packing list.
  - Frozen vaccines shipped directly from Merck (Varicella and MMR-V) do not have a temperature indicator included in the package.
- Inspect vaccine and packaging for damage.
  - Package was previously opened
  - Caps off vaccine vials
  - Package was broken, torn, or tampered with
  - Package not addressed to your clinic
- Check packing slip and compare to contents of shipment.
  - Confirm lot numbers, expiration date and number of doses
  - Check that the correct amount of diluent is included.
  - Check vaccines for expiration dates to verify vaccines do not have short-dated expiration dates.
- Immediately store at appropriate temperatures.

- Report when a vaccine shipment has temperature monitors that are out-of-range, or a warm indicator is activated. Providers must make the report as soon as possible the same day the shipment arrives.
  - Contact McKesson Specialty Customer Care (MSCC) at *1-877-TEMP123 (1-877-836-7123)*.  
This telephone number is dedicated to receiving provider calls about vaccine viability and is printed on the temperature monitors placed in each vaccine shipment.
  - Notify the VFC Program at 303 692-2650 or email [cdphe\\_vfc@state.co.us](mailto:cdphe_vfc@state.co.us)
  - Label potentially compromised vaccines as “Do Not Use” and store at appropriate temperature.
  - NEVER ASSUME VACCINES ARE COMPROMISED OR WASTED because the temperatures are out of range. ALWAYS follow the procedures to maintain proper vaccine storage until vaccine viability has been established
  
- Report when a frozen vaccine shipment (Varicella and MMR-V) was in transit more than 4 days or package. Providers must make the report as soon as possible the same day the shipment arrives.
  - Contact Merck Vaccine National Service Center at *1-800-672-6372*.  
This telephone number is dedicated to receiving provider calls about vaccine viability, temperature stability or questions about Merck’s shipping containers.
  - Notify the VFC Program at 303 692-2650 or email [cdphe\\_vfc@state.co.us](mailto:cdphe_vfc@state.co.us)
  - Label potentially compromised vaccines as “Do Not Use” and store at appropriate temperature until vaccine viability has been established.
  
- Report damaged packages and discrepancies between packing list and shipment the same day the vaccine arrives.
  - Notify the VFC Program at 303 692-2650 or [cdphe\\_vfc@state.co.us](mailto:cdphe_vfc@state.co.us)
  - For shipments from McKesson call the Contact Center at *1-877-822-7746*
  - For shipments from Merck call the Vaccine Customer Center at *1-877-VAX-MERCK (1-877-829-6372)*
  
- Staff must NEVER reject vaccine shipments from FedEx or UPS.
  
- Log into CIIS within 2-3 days after receipt of the shipment to process the shipment. Use the Pending Shipment link in the VOM to accept the vaccine shipment into your VFC inventory location.
  - Only accept the shipments in the VOM if all vaccine lot number, expiration date and number of doses are correct. Contact the VFC Program at 303 692-2650 if the shipment and the information in VOM do not match
  - Do not accept the pending shipment in the VOM if the doses have already been added to your inventory manually. Select the Dismiss button to clear any pending shipments you have already added into your inventory to avoid duplicate entries.
  
- Keep the shipping invoices for vaccine received through the VFC Program for a minimum of 3 years.

**NOTE:** The practice assumes responsibility for all VFC vaccine shipped to its site.



# ROUTINE VACCINE MANAGEMENT PLAN

## PLAN UPDATE AND REVIEW SIGNATURE LOG

Sign and date one signature block annually and whenever you update any practice-specific information. By signing, staff acknowledges they have reviewed and are familiar with the information in the document.

Updates & Comments:			
Provider of Record Name:		Signature:	
Vaccine Coordinator Name:		Signature:	
Backup Vaccine Coordinator Name:		Signature:	
Provider of Record Designee:		Signature:	
Additional Staff:		Signature:	
Review Date:		Signature:	

Updates & Comments:			
Provider of Record Name:		Signature:	
Vaccine Coordinator Name:		Signature:	
Backup Vaccine Coordinator Name:		Signature:	
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Provider of Record Designee:		Signature:	
Additional Staff:		Signature:	
Review Date:		Signature:	

# EMERGENCY VACCINE MANAGEMENT PLAN

## KEEP NEAR VACCINE STORAGE UNITS

The Colorado VFC Program requires each practice to develop and maintain an Emergency Vaccine Management Plan and a Routine Vaccine Management Plan.

Plans should include practice-specific guidelines, protocols, and contact information. Update and review plans whenever VFC Program guidelines change and when staff with designated vaccine management responsibilities change.

This Emergency Vaccine management Plan template outlines actions staff should take in the event of an emergency that might affect vaccine viability. Examples include unit malfunction/mechanical failure, power outage, natural disaster, or human error.

## STAFF ROLES & CONTACT INFORMATION

Office/Practice Name:	VFC PIN (Provider Identification Number):
Address:	Main Phone Number:

In an emergency, contact the following people in the order listed:

Role/Responsibility	Name	Title	Phone Number/ Alternate Number	Email
1.				
2.				
3.				
4.				

## USEFUL EMERGENCY NUMBERS

Service	Contact Name	Phone	Alternate Phone	Email
Colorado VFC Program		303 692-2650		cdphe_vfc@state.co.us
Utility Company				
Building Maintenance				
Building Alarm Company				
Refrigerator/Freezer Alarm Company				
Refrigerator/Freezer Repair				
Generator Repair and Maintenance				
Point of Contact for Vaccine Transport				
Other				

# EMERGENCY VACCINE MANAGEMENT PLAN

Does the clinic have a generator? If so, where is it? \_\_\_\_\_

If your clinic does not have a generator and your vaccine storage unit fails or you experience a power outage, it might be necessary to transport vaccine to alternate storage locations.

Alternate Vaccine Storage Location	Address & City	Phone Number	Alternate Phone	Email Address

Location of emergency packing supplies: \_\_\_\_\_

## VACCINE STORAGE UNIT INFORMATION

Unit Type	Location	Brand	Model	Temperature monitoring devices used
Refrigerator				
Freezer				

## OTHER USEFUL INFORMATION:

**Facility Floor Plan:** Attach a simple floor diagram identifying the location of the doors, light switches, flashlights, spare batteries, keys, locks, vaccine storage units, alarms, circuit breakers, packing materials, etc.

# EMERGENCY VACCINE MANAGEMENT PLAN

Use the following guidance for safeguarding vaccines in the event of planned or unplanned power interruptions (e.g., power outages, weather related circumstances, building maintenance/repairs, etc.). The Vaccine Coordinator must review and acknowledge which of the following preparations are in place by checking (✓) all items that apply.

## BEFORE AN EMERGENCY (check (✓) all items that apply)

- Maintain emergency contact information for key staff responsible for vaccine management
- To stabilize temperatures, place water bottles on top shelf, in door, and on bottom of vaccine refrigerators where vaccines cannot be stored. Place frozen cold packs in the freezers for similar purpose.
  - Use water bottles or coolant packs in pharmaceutical units to help maintain temperatures in the event of power outage or unit malfunction. (This guidance also applies to pharmaceutical grade units.)
- Identify alternate vaccine storage location(s), e.g., a local hospital, pharmacy, or another VFC provider. Ensure the location has adequate space to accommodate vaccines and that their temperature monitoring equipment meets VFC Program requirements
- Update the necessary contact information for alternate vaccine storage location(s), including the facility name, address, contact person, and telephone number.
- Stock supplies as indicated in Packing Refrigerated Vaccines for Transport and the Packing Frozen Vaccines for Transport guidance.
- Label and keep accessible any necessary vaccine packing and transport supplies, copies of vaccine transport job aids, facility floor plans when available, and other related information.
- Be familiar with backup power sources for commercial/lab/pharmacy grade units.

## DURING AN EMERGENCY (check (✓) all items that apply)

- Assess the situation. Do not open the unit.
- Determine the cause of the power failure or equipment malfunction and estimate the time it will take to restore power or have unit repaired.
  - Use the Troubleshooting Temperature Excursions Flow Diagrams, to determine if the issue can be resolved.
- Notify the key staff listed on this Emergency Plan as appropriate.
- If the power outage is expected to be short term, usually restored within 2 hours or repair will take less than 2 hours:
  - Record the time the outage started, the unit temperatures (CURRENT, MIN and MAX) and room temperature.
  - Place a "DO NOT OPEN" sign on storage unit(s) to conserve cold air mass.
  - Monitor the temperature until power is restored.
- If the outage is expected to be long term, or maintenance will take longer than 2 hours, consider moving vaccines to an alternative unit or facility. See details below under Vaccine Relocation.

**NOTE:** Temperatures in commercial, pharmacy, and lab grade units tend to increase faster during power failures. As a result, clinics using these units need to monitor temperatures more frequently and may need to transport vaccines to an alternate location sooner.

# EMERGENCY VACCINE MANAGEMENT PLAN

## RELOCATING VACCINE (check (✓) all items that apply)

If a power outage is long term or repair of a malfunctioning storage unit is not expected to be restored/repaired by the end of the clinic day, OR the vaccine storage unit(s) has reached out-of-range temperature, prepare to relocate the affected vaccines to the alternate storage location as feasible.

### Before transporting vaccines:

- Review Packing Refrigerated Vaccines for Transport and Packing Frozen Vaccines for Transport guidance.
- Contact the alternate storage facility to verify they can accept the vaccines.
- Notify the VFC Program at 303 692-2650.

*If transport or relocation is not feasible, e.g. alternate location not available or unsafe travel conditions:*

- Keep units closed and document the temperatures (CURRENT, MIN, MAX).
- Contact the VFC Program at 303 692-2650.

### Packaging and Transporting Vaccines

- Prepare cooler(s) for transport following the VFC Program guidance in the Packing Refrigerated Vaccines for Transport and Packing Frozen Vaccines for Transport documents.
  - Keep a record of the number of doses transported to the backup location. Use the record to verify that all inventory is returned from the backup location.
- Pack vaccine according to VFC Program guidance in the Packing Refrigerated Vaccines for Transport and the Packing Frozen Vaccines for Transport documents.
  - Use frozen cold packs for frozen vaccines; **never use dry ice.**
  - Use conditioned (slightly defrosted) frozen packs for refrigerated vaccines.
  - Placing refrigerated vaccine directly on frozen packs and packaging it without sufficient insulation may freeze and therefore damage vaccine.
  - If clinic does not have time to condition frozen packs, refrigerated cold packs or cold water bottles may be used.
- Package and prepare diluents.
  - MMR, Varicella and MMRV diluents can be stored at room temperature or in the refrigerator.
  - Diluents stored in the refrigerator should be transported with refrigerated vaccines.
  - Diluents stored at room temperature should be transported at room temperature.
  - Diluents packaged with their vaccine should be transported with the vaccine.
- Monitor the temperature of the vaccine during transport using a thermometer with a current and valid calibration certificate. Using a data logging thermometer with continuous monitoring and recording capabilities is recommended.
- Upon arrival at the alternate vaccine storage location, document total vaccine transport time, the temperatures (CURRENT, MIN, and MAX) in the transport cooler(s) and the alternate storage unit(s).

## AFTER POWER IS RESTORED OR UNIT(S) REPAIRED (check (✓) all items that apply)

- Verify storage units are functioning properly before attempting to move any vaccine.
- Follow the same transportation procedures and transfer vaccine back to its original storage unit.
- Vaccine kept at the proper temperature during the power outage, whether transported or not, may be used.
- For any vaccine not stored at the proper temperature:
  - Quarantine the vaccine by bagging and labeling as “Do Not Use.”
  - Keep vaccine stored under appropriate temperatures.
  - Notify the VFC Program at 303 692-2650 and contact the vaccine manufacturers to determine if the vaccine potency has been compromised; be prepared to provide timeframes and temperature information.
  - Document all excursions and actions taken on the VFC temperature logs. The temperature logs available at [www.coloradovfc](http://www.coloradovfc) have a Vaccine Storage Troubleshooting Record on the last page to document excursions.
- Never return vaccine to the vaccine distributor without VFC Program authorization.

Vaccine Manufacturer Contact Information		
Sanofi Pasteur	800 822-2463	ActHIB®, Adacel®, Daptacel®, DT, Fluzone®, IPOL®, Menectra®, Pentacel®, Typhim VI®
Crucell (Berna Products)	800 533-5899	Oral Typhoid Ty21a®
GlaxoSmithKline	888 825-5249	Boostrix®, Engerix-B®, Fluarix®, Flulaval®, Havrix®, Infanrix®, Kinrix®, MenHibrix®, Pediarix®, Rotarix®
Merck	800 609-4618	Comvax®, Gardasil®, MMR®, PedvaxHib®, Pneumovax23®, ProQuad®, RecombivaxHB®, RotaTeq®, Vaqta®, Varivax®, Zostavax®
Pfizer (Wyeth)	800 999-9384	Prevnar13®
MedImmune	877 633-4411	Flu Mist®
Novartis	800 244-7668	Fluvirin®, Menveo®

# EMERGENCY VACCINE MANAGEMENT PLAN

## PLAN UPDATE AND REVIEW SIGNATURE LOG

Sign and date one signature block annually and when you update any practice-specific information. By signing, staff acknowledges they have reviewed and are familiar with the information in the document.

Updates & Comments:			
Provider of Record Name:		Signature:	
Vaccine Coordinator Name:		Signature:	
Backup Vaccine Coordinator Name:		Signature:	
Provider of Record Designee:		Signature:	
Additional Staff:		Signature:	
Review Date:		Signature:	

Updates & Comments:			
Provider of Record Name:		Signature:	
Vaccine Coordinator Name:		Signature:	
Backup Vaccine Coordinator Name:		Signature:	
Provider of Record Designee:		Signature:	
Additional Staff:		Signature:	
Review Date:		Signature:	

Updates & Comments:			
Provider of Record Name:		Signature:	
Vaccine Coordinator Name:		Signature:	
Backup Vaccine Coordinator Name:		Signature:	
Provider of Record Designee:		Signature:	
Additional Staff:		Signature:	
Review Date:		Signature:	

Updates & Comments:			
Provider of Record Name:		Signature:	
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