

Routine Vaccine Management Tool: Non-Health Department

WORKSHEET FOR KEY VACCINE MANAGEMENT INFORMATION

KEEP NEAR VACCINE STORAGE UNIT(S)

The Tennessee VFC Program requires each practice to develop and maintain a Routine Vaccine Management Plan and an Emergency Vaccine Management Plan. Plans should include practice-specific guidelines, protocols, and contact information. Plans must be updated whenever VFC Program guidelines change and when staff with designated vaccine management responsibilities change.

Staff assigned vaccine management responsibilities are to review and sign the signature page annually and when the plan is updated. This Plan may be reviewed by VFC Representatives during routine and drop-in site visits.

PROVIDER ACKNOWLEDGEMENT:

I have reviewed and approved the routine vaccine management tool and emergency vaccine management tool which includes the emergency contact and locations.

Provider Signing agreement:	Date:
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STAFF ROLES & CONTACT INFORMATION

OFFICE / CLINIC NAME:	VFC PIN NUMBER:
ADDRESS:	

Role/Responsibility	Name	Title	Phone Number	AltPhoneNumber	Email
Provider of Record (as indicated in the VFC Provider Agreement Primary Vaccine Contact)					
Back-Up Vaccine Contact					
Additional Contact					
Receives vaccines					
Stores vaccines upon arrival					
Handles shipping issues					
Other					

TIPPhoneContact: 1-800-404-3006 or 615-741-7247
Tennis Registry Phone Number: 1-844-206-9927

vfc.help@tn.gov
tennis.help@tn.gov

Please refer to Vaccine Storage Unit and Temperature monitoring guidance for Non-Health Department VFC Facilities

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Receiving and Inspecting of Vaccine Shipments

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

Vaccine shipments are inspected immediately upon arrival to verify that the temperature during transport was within range, and that the vaccines being delivered match those listed on the packing slip and order confirmation.

The practice never rejects vaccine shipments.

The practice reports shipment discrepancies and vaccine exposed to out-of-range temperatures immediately to the VFC Program.

Vaccines are immediately stored according to VFC requirements.

Education Requirements for VFC Providers

VFC providers are required to participate in annual education for Vaccine Management and Storage and Handling, and must provide documentation of completed education with annual enrollment.

Education may be provided in the following:

- VFC Compliance Site Visit
- Attend Annual Spring Review provided by the Tennessee Immunization Program
- Online Options:
- **You Call the Shots:**
- <http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp>
- <http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp>
- **EZIZ:**
- <http://eziz.org/eziz-training/> **Complete all modules**

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SIGNATURE LOG

By signing, I acknowledge I have reviewed and am familiar with the information in this document.

Review Date:		VFC PIN#:
Updates& Comments: Please send all updates listed on this page to TIP at VFC.Enrollment@tn.gov or fax to 615-401-6831		
Provider of Record name:	Signature:	
Primary Vaccine Contact name:	Signature:	
Back-up Vaccine Contact name:	Signature:	
Additional Staff:	Signature:	

Review Date:		
Updates& Comments:		
Provider of Record name:	Signature:	
Primary Vaccine Contact name:	Signature:	
Back-up Vaccine Contact name	Signature:	
Additional Staff:	Signature:	

Review Date:		
Updates& Comments:		
Provider of Record name:	Signature:	
Primary Vaccine Contact name:	Signature:	
Back-up Vaccine Contact name	Signature:	
Additional Staff:	Signature:	

Review Date:		
Updates& Comments:		
Provider of Record name:	Signature:	
Primary Vaccine Contact name:	Signature:	
Back-up Vaccine Contact name	Signature:	
Additional Staff:	Signature:	

Emergency Vaccine Management Tool: Non-Health Department

WORKSHEET FOR EMERGENCY CONTACTS

KEEP NEAR VACCINE STORAGE UNIT(S)

The Tennessee Immunization 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 relevant contact information. Plans must be updated and reviewed whenever VFC Program guidelines change and when staff with designated vaccine management responsibilities change.

This Emergency Vaccine Management Plan 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 / CLINIC NAME:	VFC PIN NUMBER:
ADDRESS:	

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

Role/Responsibility	Name	Phone Number	AltPhoneNumber	Email Address
1.				
3.				
4.				

USEFUL EMERGENCY NUMBERS

Service	Name	Phone Number	AltPhoneNumber	Email Address
VFC Field Rep				
TIP		1-800-404-3006		
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				

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

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

Alternate Vaccine Storage Locations	Address	Phone Number	AltPhoneNumber	Email Address

Location of emergency packing supplies: _____

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EMERGENCY VACCINE STORAGE UNIT INFORMATION: Complete this for the emergency units you will be using. If using off site facility location remember to identify the location of the units so that staff will be aware of correct location. (example: ABC Hospital 4th Floor Pharmacy Refrigerator and Freezer Units)

Unit Type	Location(Room#)	Brand	.PEFM	Serial Number
Refrigerator				
Freezer				
Refrigerator				
Freezer				

Attach additional unit information as needed

OTHER USEFUL INFORMATION

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

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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.).

BEFORE AN EMERGENCY

- Maintain emergency contact information for key staff responsible for vaccine management.
- Store water bottles in vaccine refrigerators and cold packs in freezers where vaccines cannot be stored. This helps maintain the interior temperature in the event of a power loss.
- Identify alternate vaccine storage location(s), e.g., a local hospital or another VFC provider. Ensure the location has adequate space to accommodate vaccines and 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 indicated in Transporting Refrigerated Vaccines and Transporting Frozen Vaccines. (<http://www.eziz.org/assets/docs/IMM-983.pdf> and <http://eziz.org/assets/docs/IMM-1130.pdf>)
- 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 back-up power sources for commercial/lab/pharmacy grade units.

DURING AN EMERGENCY

- Assess the situation. Do not open the unit.
- Determine the cause of the power failure and estimate the time it will take to restore power.
- 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,
 - 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.
 - If MMR is stored in the refrigerator, move it to the freezer.
 - Verify water bottles are distributed throughout the refrigerator.
 - Monitor the interior temperature until power is restored. Do not open the unit to verify the temperature.
- If the outage is expected to be long term, usually longer than 4 hours, consider moving vaccines to an alternative unit or facility. See details under Vaccine Relocation, below.

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.

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RELOCATING VACCINE

If a power outage is long-term, is not expected to be restored by the end of the day, or vaccine storage units have reached out-of-range temperatures, prepare to relocate vaccines to the alternate storage location as feasible.

Before transporting vaccines

- Review job aids (<http://www.eziz.org/assets/docs/IMM-983.pdf>)
- Contact the alternate storage facility to verify they can accept the vaccines
- Notify the VFC Program.

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.

Packaging and Transporting Vaccines

- Complete the Refrigerated Vaccine Transport Log and/or the Frozen Vaccine Transport Log below.
- Prepare cooler(s) following VFC guidelines job aids. (<http://www.eziz.org/assets/docs/IMM-983.pdf> and <http://eziz.org/assets/docs/IMM-1130.pdf>) Notify the key staff listed on this Emergency Plan as appropriate.
- Pack vaccine according to VFC guidelines.
 - Use frozen cold packs for frozen vaccines; never use dry ice.
 - Use conditioned 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 diluent.
 - MMR, Varicella and MMR-V diluent 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 the vaccine should be transported with the vaccine
- 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

- 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:
 - Segregate it in the storage unit.
 - Mark it "DO NOT USE."
 - Contact the VFC Program; be prepared to provide timeframes and temperature information.
- Never return vaccine to the vaccine distributor without VFC Program authorization.

Transporting Refrigerated Vaccine

Guidelines for vaccine transport and short-term storage

- This procedure will keep all vaccines except varicella and MMRV within the recommended temperature range for up to 12 hours during transport and/or storage outside the primary storage unit (e.g. in the building, inside a car, etc.). If the storage cooler is exposed to temperatures as low as -4°F (e.g. inside a car trunk), this procedure will safeguard vaccines for up to 1 hour.
- If the vaccine will be stored in refrigerators after transport, be sure those refrigerators have maintained temperatures between 35°F and 46°F for at least 3 to 5 days.

Assemble packing supplies and documents

1. **Cooler.** Use a hard-sided cooler. Attach a “Vaccines: Do Not Freeze” label to the cooler.
2. **“Conditioned” cold packs.** Condition frozen gel packs by leaving them at room temperature for 1 to 2 hours until the edges have defrosted and packs look like they’ve been “sweating.” Cold packs that are not conditioned can freeze vaccine. **Do not use dry ice.**
3. **Thermometer.** Prepare a VFC-compliant thermometer by placing it in the refrigerator at least 2 hours before you pack the vaccine. If you normally use a continuous-read monitoring system, you will need a portable thermometer for vaccine transport.
4. **Packing material.** Use two 2-inch layers of bubble wrap. Not using enough bubble wrap can cause the vaccine to freeze.
5. **Transport Log.** Complete a Refrigerated Vaccine Transport Log (IMM-1132) to document the duration and temperature monitoring information.



Pack vaccine and prepare for transport

1. Cold packs

Spread conditioned cold packs to cover only half of the bottom of the cooler.



2. Bubble wrap

& Thermometer

Completely cover the cold packs with a 2-inch layer of bubble wrap. Then, place the thermometer/probe on top of the bubble wrap directly above a cold pack.



3. Vaccine

Stack layers of vaccine boxes on the bubble wrap. Do not let the boxes of vaccine touch the cold packs.



4. Bubble wrap

Completely cover the vaccine with another 2-inch layer of bubble wrap.



5. Cold packs

Spread “conditioned” cold packs to cover only half of the bubble wrap. Make sure that the cold packs do not touch the boxes of vaccine.



6. Form & display

Fill the cooler to the top with bubble wrap. Place the thermometer’s digital display and the Refrigerated Vaccine Transport Log on top. It’s okay if temperatures go above 46°F while packing.



Unpack vaccine

When you reach the destination site, record the temperature in the cooler on the Transport Log before removing the vaccine. If it is:

- Between 35°F and 46°F (2°C and 8°C), unpack the vaccine and put it in the refrigerator.
- Below 35°F (2°C) or above 46°F (8°C), call your VFC Representative or the VFC Program immediately at 877-243-8832. Then label the vaccine “Do Not Use” and place it in the refrigerator.

Transporting Frozen Vaccines

Guidelines for emergency vaccine transport and short-term storage

- Routine transport of vaccine stored in the freezer (MMIK, MMKV, varicella, Zoster) is not allowed. These vaccines should only be moved when absolutely necessary.
- If vaccines must be transported to an off-site day clinic, transport only what is needed for that clinic day.
- If vaccines must be transported, contact your VFC Program Representative or the VFC Program.
- Have an Emergency Vaccine Management Plan that includes the name and address of your back-up site.
- Varicella-containing vaccines should be transported under frozen conditions. Do not freeze diluent for varicella-containing vaccines.
- Complete a Frozen Vaccine Transport Log (IMM-1116) to document the duration and temperature monitoring information.

Assemble packing supplies and documents

Most emergencies happen suddenly. Be sure you are prepared for emergency transport of frozen vaccine by always having the following supplies ready.

1. **Cooler.** Use a hard-sided cooler.
2. **Frozen cold packs.** Keep enough frozen cold packs in your vaccine freezer to make two layers in the transport cooler. You will need 6-8 frozen packs per cooler. NEVER USE DRY ICE.
3. **Thermometer.** Use a VFC-compliant thermometer. If you normally use a continuous-read monitoring system, you will need a portable thermometer for vaccine transport.
4. **Packing materials.** Use any material like bubble wrap to place on top of the frozen cold packs to prevent contents from shifting. Make sure you DO NOT place bubble wrap between the vaccine and frozen packs.
5. **Frozen Vaccine Transport Log.** You must document the total timeframe and temperatures vaccines were exposed to during transport to and from the back-up facility. Put a copy of the log in each cooler that might be used to transport frozen vaccine.
6. **Transporting Frozen Vaccine job aid.** Put one copy in each cooler that might be used to transport frozen vaccine.

Pack vaccines and prepare for transport

Prepare for transport

- Verify that the destination site has enough room for your vaccine and that someone will be there when the vaccine arrives.
- Verify that you have all the packing supplies on the above list.
- Complete the Frozen Vaccine Transport Log

Pack vaccines



Spread a layer of frozen ice packs to cover the bottom of the cooler. Do not use dry ice.

1



Spread another layer of frozen ice packs to cover the vaccine.

4



Stack layers of vaccine boxes directly on top of the frozen ice packs.

2



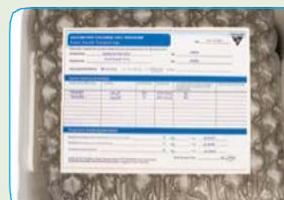
Fill the cooler to the top with insulation material (bubble wrap).

5



Place the thermometer probe with the top layer of vaccine.

3



Place the thermometer's display on top of the insulation/packing material. Place the Frozen Vaccine Transport Log on top. Then close the cooler and transport the vaccine.

6

Unpack the vaccine

- Below 5°F (-15°C), unpack the vaccine and put it in the freezer.
- Above 5°F (-15°C), call your VFC Representative or the VFC Program immediately at 877-243-8832. Then label the vaccine "Do Not Use" and place it in the freezer.

VACCINE FOR CHILDREN (VFC) PROGRAM

Frozen Vaccine Transport Log

Date: _____

Instructions: Complete this log when transporting vaccines to an alternate or back-up freezer.

Provider Name: _____

PIN: _____

Transferred to: _____

PIN: _____

Vaccine transferred due to: Power outage Excess supply Short dated Unit malfunction Building maintenance Other _____

Vaccine Inventory Information

Vaccine (MMR, MMR-V, Varicella, Zoster)	Lot Number	Number of Doses	Expiration Date	Vaccine previously exposed to out-of-range temperatures and as a result short-dated? (Yes/No)	If yes, shortened expiration date

Temperature Monitoring Information

Temperature of vaccine in freezer prior to transfer: _____ C/F _____ Time: _____

Temperature of vaccine in cooler before departure: _____ C/F _____ Time: _____

Temperature of vaccine in cooler upon arrival: _____ C/F _____ Time: _____

Temperature of back-up freezer: _____ C/F _____ Time: _____

Contact the VFC Program (800-404-3006) if temperatures during transport exceed recommended ranges.

Total Transport time: _____ Min/Hr

VACCINE FOR CHILDREN (VFC) PROGRAM

Refrigerated Vaccine Transport Log

Date: _____

Instructions: Complete this log when transporting vaccines to an alternate or back-up refrigerator.

Provider Name: _____

PIN: _____

Transferred to: _____

PIN: _____

Vaccine transferred due to: Power outage Excess supply Short dated Unit malfunction Building maintenance Other _____

Vaccine Inventory Information

Vaccine	Lot Number	Number of Doses	Expiration Date	Vaccine previously transported? (Yes/No)	Comments

Temperature Monitoring Information

Temperature of vaccine in refrigerator prior to transfer: _____ C/F _____ Time: _____

Temperature of vaccine in cooler before departure: _____ C/F _____ Time: _____

Temperature of vaccine in cooler upon arrival: _____ C/F _____ Time: _____

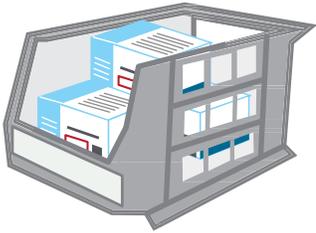
Temperature of back-up refrigerator: _____ C/F _____ Time: _____

Contact the VFC Program (800-404-3006) if temperatures during transport exceed recommended ranges.

Total Transport time: _____ Min/Hr

Vaccine Storage Best Practices for Refrigerated Vaccines—Fahrenheit (F)

1 Unpack vaccines immediately



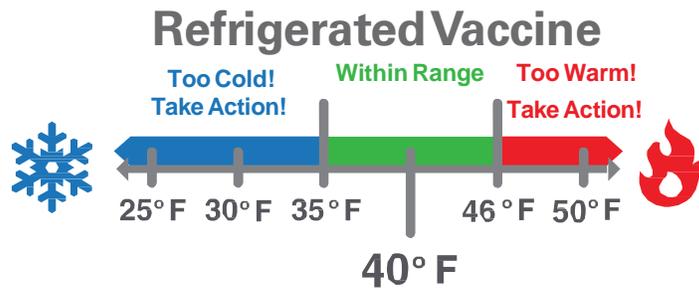
1. Place the vaccines in trays or uncovered containers for proper air flow.
2. Put vaccines that are first to expire in front.
3. Keep vaccines in original boxes with lid closed to prevent light exposure.
4. Separate and label by vaccine type and VFC/Public or private vaccine.

2 Store vaccine at ideal temperature: 40°F



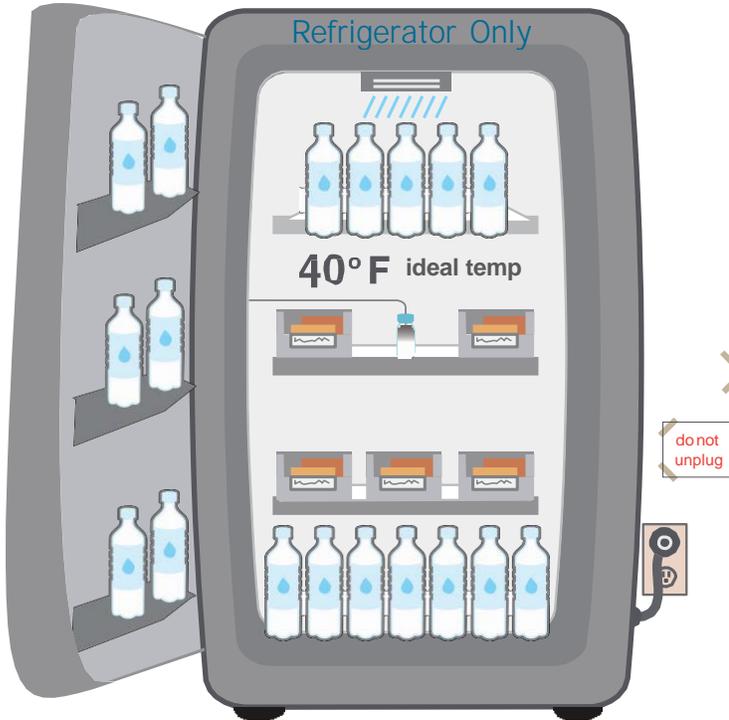
Never freeze refrigerated vaccine!

Exception: MMR can be stored in fridge or freezer



Report out of range temperatures immediately!

3 Use vaccine storage best practices



DO

- ✓ Do make sure the refrigerator door is shut!
- ✓ Do replace crisper bins with water bottles to help maintain consistent temperature.
- ✓ Do label water bottles "Do Not Drink"
- ✓ Do leave 2-3 inches between all vaccines containers and refrigerator walls.
- ✓ Do post "Do Not Unplug" signs on refrigerator and by electrical outlet.

DON'T

- ✗ Don't use dormitory-style refrigerator.
- ✗ Don't use top shelf for vaccine storage.
- ✗ Don't put food or beverages in refrigerator.
- ✗ Don't put vaccines or diluent in doors or floor of refrigerator.
- ✗ Don't drink or remove water bottles.

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Visit www.cdc.gov/vaccines/SandH
for more information, or your state health department.