Routine and Emergency Vaccine Management Plan (REVMP)

KEEP YOUR MANAGEMENT PLAN NEAR VACCINE STORAGE UNITS

The Tennessee Vaccine-Preventable Diseases and Immunization Program (VPDIP) requires providers to maintain a vaccine management plan for routine and emergency situations. This document is a template for information, such as guidelines, protocols, contact information, and staff training, about your practice. **None of the information included in this template may be excluded in the plan.**

Review and update your plan at least once a year, when VFC Program requirements change, and when staff with designated vaccine management responsibilities change. Key practice staff must sign and acknowledge the signature log annually and whenever your plan is revised.

Regional Immunization Representatives and/or Site Visit Reviewers may ask to review your plans during routine and drop-in site visits.

STAFF ROLES AND CONTACT INFORMATION

Facility Name: _____

Facility Address: _____

Facility Phone Number: _____ **PIN:** _____

Role/Responsibility	Name	Phone Number	Email Address
Agreement Signatory (Certifying Provider or Provider of Record)			
Primary Vaccine Coordinator			
Backup Vaccine Coordinator			
Facility Contact			
Receives Vaccines			
Stores Vaccines			
Handles Shipping			

- *Please refer to page three (3) & four (4) of this document for descriptions of the key duties assigned to designated vaccine management staff.* ***Staff must sign and date*** *the Acknowledgment and Signature Log at the end of this document to confirm that they understand and agree to the duties assigned to them.*
- *You* ***must*** *provide four (4) contacts on the REVMP as well in the Provider Agreement in TennIIS per CDC Guidelines.*

REQUIRED TRAINING LOG

Please list designated vaccine management personnel and have them sign and acknowledge that they have completed required annual training. Please upload the required You Call the Shots Modules Here.

- Primary and Back-up Vaccine Coordinators must complete CDC's *You Call the Shots* Modules 10 (Storage and Handling) & 16 (VFC Program) for the current year
- All 317 Primary and Back-up Vaccine Coordinators must complete CDC's You Call the Shots Module 10 (Storage and Handling)
- **OR** both primary and back up coordinators participate in a VFC Compliance Site Visit with their Regional Immunization Representative in the past 12 months
- **OR** participate in a VFC Education Visit with their RIR in the past 12 months. The Agreement Signatory, Agreement Signatory Designee, and additional staff at your facility are recommended to also participate in these trainings, in case of staff turnover.

Training is required by the Agreement Signatory for new VFC Enrollments or if there is a change in the Agreement Signatory.

*****If receiving COVID vaccine, the Primary and Back-up Vaccine Coordinators must complete CDC's COVID-19 Vaccine Training Module. Additionally, if a pharmacist is listed as the signatory under the Storage and Handling section of the COVID-19 Provider Agreement, this individual must complete the training modules.

Staff at your facility that routinely handle or administer COVID-19 vaccine are recommended to also participate in these trainings, in case of staff turnover.

Name and Title	Signature	Date Training Completed			
		VFC Modules	Education Visit	Compliance Visit	COVID Module
Agreement Signatory					
Primary Vaccine Coordinator					
Back-up Vaccine Coordinator					
Agreement Signatory Designee (if applicable)					
Pharmacist (if applicable)					

KEY DUTIES FOR DESIGNATED VACCINE MANAGEMENT STAFF

All staff who work with federal vaccines should be familiar with either Vaccines for Children (VFC), Vaccines for Adults (VFA), Covid-19 requirements and guidelines. Below are highlights of key duties for designated vaccine management staff.

Agreement Signatory/CMO/CEO

- Complies with all federal vaccine management requirements, including key areas outlined in this plan.
- Oversees designated vaccine management staff to ensure program requirements are being met.
- Ensures required staff completes annual training listed on page 2.
- Designates one provider as Agreement Signatory.
- Designates one employee as Primary Vaccine Coordinator.
- Designates one employee as Back-up Vaccine Coordinator.
- Reports changes to Primary and Back-up Vaccine Coordinators, CMO/CEO, and Agreement Signatory Designee, to the VFC Enrollment team at VFC.Enrollment@tn.gov, (800) 342-1813 or Vaccine.Onboarding@tn.gov **within 10 business days** of changes.
- Reports changes to Agreement Signatory to the VFC Enrollment team at VFC.Enrollment@tn.gov, (800) 342-1813, or Vaccine.Onboarding@tn.gov **within 2 business days** of changes.
- Documents required orientation and annual training for designated vaccine management staff.
- Ensures designated vaccine management staff are skilled and knowledgeable regarding federal vaccine requirements for temperature monitoring and storage equipment.
- Ensures practice's vaccine inventory management is consistent with federal vaccine program requirements.
- Ensures practice's vaccine storage units and temperature monitoring devices meet federal vaccine program requirements.
- Updates and revises vaccine management plans annually or when ask by Central Office.
- Reviews program requirements and management plans with staff at least annually and whenever necessary.

Primary Vaccine Coordinator:

- Completes all required training listed on page 2.
- Maintains vaccine in accordance with all CDC requirements outlined in the Provider Agreement, as well as all VPDIP requirements outlines in guidance documents.
- Meets all responsibilities described for the Primary Coordinator listed in this document and in the VFC Provider Handbook.

Back-up Vaccine Coordinator:

- Completes all required training listed on page 2.
- Maintains vaccine in accordance with all CDC requirements outlined in the Provider Agreement, as well as all VPDIP requirements outlines in guidance documents.
- Conducts all responsibilities described for the Primary Coordinator when the Primary Coordinator is not available.

Pharmacist (required if a pharmacist signed Storage and Handling section of COVID-19 Provider Agreement):

- Completes all required COVID-19 training modules.
- Maintains COVID-19 vaccine in accordance with all CDC requirements outlined in the Provider Agreement, as well as all VPDIP requirements outlined in guidance documents.

VACCINE STORAGE EQUIPMENT

Equipment:

- This facility uses VFC-compliant vaccine storage refrigerator(s) and freezer(s): unless your facility has been approved otherwise by the Storage & Handling Team.
- Vaccine storage units maintain required temperature ranges:
  i. Refrigerator: between 2 – 8 °C
  ii. Freezer: below -15 °C
  iii. Ultra-cold Freezer: between -90 °C and -60 °C
- Vaccine storage units have adequate capacity to always store vaccine supply, including during peak back-to-school and flu season.
- Vaccine storage units are routinely cleaned inside, kept dust-free outside, and have proper seals on the doors.
- This facility keeps maintenance and repair records for vaccine storage units on file and makes them available to review upon request by VPDIP or Site Visit Reviewers.

Power Supply:

- Each vaccine storage unit is directly plugged into a wall outlet.
- Each vaccine storage unit is not controlled by a light switch, power strips, or surge protectors with on/off switch.
- Extension cords are never used to connect storage units to an outlet.
- Plug guards are recommended to be used to prevent power interruption.
- "DO NOT UNPLUG" signs are posted at each outlet and at the circuit breakers.

Set-up:

- Vaccine storage units are set up according to requirements outlined in in the VPDIP VFC/VFA Provider Handbook and the CDC Storage and Handling Toolkit.
- Vaccine storage units are located away from direct sunlight and away from walls to allow air circulation.
- Vaccines are never stored in the doors, drawers, or bins of storage units.
- Drawers/deli crispers are removed from vaccine storage units.
- Vaccines are stored 2-3 inches away from the walls, air vents, and floors of vaccine storage units to allow space for air circulation.
- To stabilize temperatures, frozen cold packs are kept in freezers and water bottles are kept on the top shelf, in the door, and on bottom of refrigerators where vaccines cannot be stored.

- Household combination refrigerator/freezer storage units are **not allowed** for vaccine storage.
- Dorm-style units are **NEVER** used for vaccine storage.
- VFC and private vaccine storage areas/shelves are clearly separated and labeled to differentiate vaccine supplies Vaccines are organized in plastic mesh baskets and clearly labeled by type of vaccine.
- Buffered temperature probes are placed in the center of the vaccine storage units, near the vaccines DDL displays are securely attached on the outside of vaccine storage units.
- Vaccines are stored in their original packaging until administered.
- Food, beverages, and laboratory specimens are never stored in vaccine storage units.
- When medication or biologic media (not inoculated) are stored in the same unit as vaccines, they are placed on the shelves below vaccines.

Digital Data Loggers (DDLs):

- Each vaccine storage unit has a continuous temperature monitoring device with the following:
    i. Data that can be routinely downloaded
    ii. Active display that is placed on the outside of the unit door to allow for reading temperatures without opening the unit door
    iii. Detachable, buffered probe to help approximate the vaccine temperature rather than the air
    iv. Alarm for out-of-range temperatures
    v. Low battery indicator Accuracy of +/- 0.5°C
    vi. Accuracy of +/- 0.5°C
    vii. Memory storage of at least 4,000 readings
    viii. User-programmable logging interval (or reading rate)
    ix. Detachable, buffered probe to help approximate the vaccine temperature rather than the air temperature
- Each DDL has a current and valid Certificate of Calibration (known as a Report of Calibration Testing).
- Each DDL has a digital display of current, minimum, and maximum temperatures.
- Each DDL displays temperatures in degrees Celsius (°C).
- Each DDL is set to alarm when:
    i. Refrigerator low alarm (too cold) set to trigger after 15 consecutive minutes or longer below 2°C
    ii. Refrigerator high alarm (too warm) set to trigger after 60 consecutive minutes above 8°C
    iii. Freezer high alarm (too warm) set to trigger after 60 consecutive minutes above -15°C
    iv. Ultracold freezer low alarm (too cold) set to trigger after 15 consecutive minutes below -90°C
    v. Ultracold freezer high alarm (too warm) set to trigger after 60 consecutive minutes above -60°C
- Probes are placed in the center of vaccine storage units and never in the unit doors, near or against the walls, underneath air vents, or on unit floors.
- If applicable, DDL batteries are replaced every six months.
- There is at least one back-up DDL that is readily available on-site to ensure that temperature assessment and recordings can be performed twice a day.

DDL Calibration:

- All primary and back-up DDLs are calibrated as recommended by the manufacturer.
- DDL calibration is done by either a laboratory accredited by an ILAC MRA signatory body or an entity that

provides documentation demonstrating that calibration testing meets ISO/IEC 17025 International standards for calibration testing and traceability.

- Certificates of Calibration are maintained in a readily accessible area, until expiration, and presented to VPDIP staff for review upon request.
- DDLs are replaced or recalibrated on or before expiration date listed on device.
- DDLs are replaced when no longer accurate within +/- 0.5°C.

Safeguarding Vaccines, Handling, and Reporting Temperature Excursions:

- When an out-of-range temperature is identified, immediate action is taken to assess the situation and to prevent Vaccine spoilage.
- Temperature excursions are reported immediately to (800)-342-1813 or Temperature.Health@tn.gov.
- Vaccines involved in temperature excursions are labeled "Do Not Use Until Further Notice".
- This facility has an Emergency Vaccine Management Plan to follow in case of power outage, appliance malfunction, severe weather conditions, or human error that may affect vaccine viability.
- When necessary to transport vaccine to another storage unit or to a predetermined site, facility always follows CDC's Packing Vaccines for Transport during Emergencies Job Aid and Transporting Frozen Vaccines Job Aid.

Temperature Monitoring and Documentation:

- Vaccine storage unit temperatures are read twice a day, when the clinic opens and before it closes
- Minimum and maximum temperatures are read and recorded once each day
- AM temperatures are read and recorded before opening vaccine storage units
- PM temperatures are read and recorded at the end of each day, allowing time for corrective actions in the event of out-of-range unit temperatures
- Vaccine Storage Unit Digital Data Logger Sign-off Sheets are posted on storage unit doors or nearby.
- Vaccine Storage Unit Digital Data Logger Sign-off Sheets are completed daily and DDL reports are printed, reviewed for temperature excursions and signed weekly.
- Vaccine Storage Unit Digital Data Logger Sign-off Sheets are initialed by person who documents daily temperatures.
- Completed temperature logs are maintained for three years and made available to the Regional Immunization Representative and/or Site Visit Reviewers upon request for review.

Please refer to the VFC Provider Handbook for guidance on Temperature Monitoring and Temperature Excursions handling and reporting requirements.

INVENTORY MANAGEMENT

Inventory Maintenance:

- Physical vaccine inventory is required to be reconciled in TennIIS by the first Friday of every month, even if a vaccine order is not placed.
- Adequate vaccines are maintained in inventory to meet needs of VFC and VFA eligible and VFC and VFA ineligible patients.
    i. It is recommended to maintain a 4-week supply in case of unexpected delays in processing or delivery.

- Facility has adopted an inventory control system.
- Accurate records, including purchase invoices for privately purchased vaccines, are maintained, and made available upon request to VFC Regional Immunization Representatives and/or Site Visit Reviewers.
- Vaccines that are drawn up and not used are disposed of correctly and recorded in TennIIS.
- Facility stores diluent packaged with vaccine together.
- Facility clearly labels diluents that are not packed with its vaccine so they can be easily identified.
- Diluents are not placed in the freezer.

Stock Rotation, Returns, and Transfers:

- Vaccine stock is rotated weekly to assure that vaccines with the shortest expiration dates are used first.
- If vaccine expires or spoils, it is:
    i. Removed from storage unit and marked "Do Not Use"
    ii. Reported to VPDIP at TennIIS.VOMS@TN.gov
    iii. Return VFC Vaccine to McKesson for excise tax credit within six months of expiration/spoilage or wasted per VPDIP guidance
- If vaccine is due to expire within three months and will not be used, this facility will:
    i. Notify VPDIP and Regional Immunization Representative about vaccine
    ii. Identify VFC providers in the area to contact and inquire if they may be able to use the vaccines
    iii. Request a transfer approval from VPDIP through TennIIS
    iv. If COVID vaccines is due to expire within four weeks and will not be used, this facility will notify VPDIP by completing this survey or contacting Vaccine.Transport@TN.gov
    v. Post to Vaccine Advertisement Page Under the Orders/Tranfers Tab in TennIIS
- If facility needs to transfer or transport vaccine, follow CDC's Packing Vaccines for Transport during Emergencies Job Aid and Frozen Vaccine Transport Job Aids.
- Unopened VFC vials/syringes are returned to McKesson in original packaging.
- This facility does not return the following items to McKesson:
    i. Used syringes with or without needles
    ii. Syringes with vaccine drawn up and not used
    iii. Broken or damaged vaccine vials
    iv. Multi-dose vials that have already been withdrawn
- Spoiled, expired, or wasted vaccine are reported to VPDIP and reconciled in TennIIS VOMS before placing a new vaccine order.

Vaccine Ordering:

- Orders are submitted in TennIIS and placed according to clinic-based patient eligibility data, assigned order frequency, vaccine usage, and current inventory in stock.
- When a VFC vaccine is offered by two or more manufacturers, this facility orders one brand to mitigate administration errors.
- A physical vaccine inventory is conducted before placing a vaccine order.
- This facility places orders with sufficient inventory on hand to allow time for order processing delivery.
- This facility confirms operation hours in TennIIS before submitting each order.
- This facility reports any changes to the practice's hours to TennIIS.VOMS@tn.gov to avoid receiving vaccine shipments when the clinic is closed, or staff is not available.

Receiving and Inspecting Vaccine Shipments:

- Staff is familiar with procedures for accepting vaccine shipments described in the VPDIP VFC Provider Handbook.
- 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.
- This facility assumes responsibility for all federal vaccine that is shipped to its site.
- This facility never rejects a vaccine shipment.
- Shipment discrepancies and vaccines exposed to out-of-range temperatures are reported to the TennIIS VOMS Team at (800)342-1813 or TennIIS.VOMS@tn.gov immediately and within two hours.
- Vaccines are stored immediately upon delivery according to requirements described in the VPDIP VFC Provider Handbook.
- Vaccines are accepted in the TennIIS inventory upon receipt.

Non-routine ACIP-recommended Vaccines:

Please review Birth-18 Years Immunization Schedule – Healthcare Providers | CDC for the indications for Pneumovax 23 (PPSV23), Meningococcal B, Maternal Respiratory Synctial Virus (RSV) (Abrysvo™) and Mpox (Jynneos®) to determine if it is appropriate for your clinic to stock these vaccines. If you do not stock all of these **non-routine** ACIP-recommended vaccines in your inventory, describe your referral plan below for patients requiring these vaccines. *You may choose to refer the patient to the local health department or other VFC provider or order the small quantity needed from VOMS at TennIIS.VOMS@tn.gov as needed.*

*If you **do not serve privately insured patients**, describe your plan in case a patient's insurance status changes and vaccines are required (**plan requires prior VPDIP approval**):*

Vaccine Storage Unit Information

All Primary and Backup units on site MUST be listed here:

	Unit Type	Unit Location	Brand	Model Number	Serial Number
Refrigerator (1)					
Refrigerator (2)					
Refrigerator (3)					
Refrigerator (4)					
Freezer (1)					
Freezer (2)					
Freezer (3)					
Freezer (4)					

***Vaccine storage units must be approved by VPDIP prior to storing federal vaccine inside unit. If purchasing a new vaccine storage unit, it is recommend to get approval prior to purchase by contacting Temperature.Health@tn.gov.**

If you have a manual defrost freezer, please provide a description below of your plan for regular defrosting.
If your freezer is an auto defrost, please write auto defrost in the box.

Defrost Plan must include:

- ✓ Where you will transfer the vaccines: give location
- ✓ Notify VPDIP of plan to defrost if transporting vaccines from the office
- ✓ Transfer in a prepared cooler with the digital data logger (DDL) to the alternate site, keeping the DDL with the vaccines
- ✓ Defrost the freezer when frost build up is greater than 1 cm
- ✓ When the freezer is back in range, transfer the vaccines back in a prepared cooler with DDL.
- ✓ Report any alarms to Temperature.Health@tn.gov
- ✓ If you use a back up freezer on site for defrost, please ensure that freezer information is included on page 9 of the REVMP

Temperature Health must be notified before transporting vaccines, and all temperature excursions that occur during transport must be reported to Temperature.Health@tn.gov.

Where are your printed digital data logger reports and DDL sign off sheets located?

DIGITAL DATA LOGGER AND CALIBRATION INFORMATION

Please make sure the actual devices have alarm parameters set as follows:

- Refrigerator low alarm (too cold) set to trigger after 15 consecutive minutes or longer below 2.0°C
- Refrigerator high alarm (too warm) set to trigger after 60 consecutive minutes above 8.0°C
- Freezer high alarm (too warm) set to trigger after 60 consecutive minutes above -15°C
- Ultracold freezer low alarm (too cold) set to trigger after 15 consecutive minutes below -90°C
- Ultracold freezer high alarm (too warm) set to trigger after 60 consecutive minutes above -60°C

DIGITAL DATA LOGGER AND CALIBRATION INFORMATION

Primary Data Loggers (must have one for each unit listed in previous section):

DDL Brand, Model #/Serial #	Calibration Date	Calibration Expiration Date	Low Alarm Setting	High Alarm Setting

Back-up Data Loggers (must have at least one readily available on-site):

DDL Brand, Model #/Serial #	Calibration Date	Calibration Expiration Date	Low Alarm Setting	High Alarm Setting

Please report any DDL changes (replacements due to expiration, etc.) via https://redcap.link/vfcenrollment

Calibration Company:_____ **Phone Number:** _____

Location of Certificates of Calibration: _____

USEFUL EMERGENCY NUMBERS

Service	Name	Main Phone Number	Alternate Number	Email Address
Utility Company				
Building Maintenance				
Building Alarm Company				
Refrigerator/Freezer Alarm Company				
Refrigerator/Freezer Repair Company				
Point of Contact for Vaccine Transport				
Regional Immunization Representative				

VPDIP Team Available	Main Phone Number	Email Address	Fax Number
Program Effectiveness	**(800) 342-1813**	VPDIP.Quality@tn.gov	**(615) 401-6829**
VOMS Vaccine Ordering & Management	**(800) 342-1813** (Private providers)	TennIIS.VOMS@tn.gov	**(615) 532-3279**
VFC Enrollment	**(800) 342-1813**	VFC.Enrollment@tn.gov	**(615) 401-6831**
TennIIS Help Desk	**(800) 342-1813**	TennIIS.Help@tn.gov	**(615) 401-7659**
VPDIP COVID Pandemic Team	**(800) 342-1813**	VPDIP.Pandemic@tn.gov	

*** All times are in Central Time Zone. Unavailable on all Tennessee State Holidays**

Emergency Vaccine Management Plan

The following sections include space for information and necessary actions to take in the event of an emergency, such as unit malfunction, mechanical failure, power outage, natural disaster, or human error.

In an emergency, contact the following people **at your facility** in the order listed:

Role/Responsibility	Name	Phone Number	Email Address

Is your vaccine storage unit(s) connected to a generator? If so, where is it located? *A portable generator is allowed if it is self-powered (does not need to plug in). Provide the plan on how you will monitor the generator and vaccine storage units during an emergency, the specs and type of generator here.*

It is required to have ONE VFC backup location if you have an approved generator due to the following situations:

- Generator malfunction
- Vaccine Storage Unit Failure
- Damage to the facility

If your clinic does not have a generator, and your vaccine storage unit fails, it may be necessary to transport vaccine to alternate storage locations. **It is required to have TWO VFC back-up locations. The first backup location must be an active VFC Provider.**

Alternate Facility Name and VFC PIN #	Address and City	Point of Contact Name	POC Contact Number

** Alternate storage locations must have standalone vaccine storage units and continuous temperature monitoring equipment that is in compliance with requirements in the VFC Provider Handbook. It is preferred that alternate storage locations be active VFC Providers. If the second location is not a VFC Provider, the site has to enroll in VFC as a Store-only provider. Site visits will be required by VPDIP to validate that proper vaccine storage conditions can be maintained.*

I have confirmed that the point of contact for the alternate storage locations will accept my vaccines during an emergency and that they are aware of the requirement of enrolling in the VFC Program as a Store-only provider and receive site visits, if a non-VFC Provider.

Signature: _____ **Date:** _____

You need to have enough emergency packing supplies to transport ALL your vaccine stock in an event of an emergency. Stock emergency supplies as indicated in CDC's Packing Vaccines for Transport during Emergencies Job Aid and Frozen Vaccine Transport Job Aid.

Where is the location of your emergency packing supplies?

If you have a generator or backup battery power source, both should be tested quarterly and serviced once a year. In the section below, please record the last date that the generator/battery was tested and serviced and sign and date each time this occurs during the year.

The REVMP does not need to be re-submitted each time the generator/battery is tested or serviced, but it will be reviewed during routine and drop-in site visits:

Quarterly Test:

Quarter	Signature	Date
Q1		
Q2		
Q3		
Q4		

Annual Service:

Annual Service Date:	Signature:

OTHER USEFUL EMERGENCY INFORMATION

Use the following guidance for safeguarding vaccines in the event of planned or unplanned power interruptions (e.g., power outages, severe weather, building maintenance/repairs, etc.):

Before an Emergency:

- Maintain emergency contact information for designated vaccine management personnel.
- Place water bottles on the top shelf, in the door, and on the bottom of vaccine refrigerators, where vaccines cannot be stored to stabilize temperatures. Place frozen cold packs in the freezers for similar purposes.
- Identify alternate VFC backup vaccine storage locations (e.g., a local health department, or another VFC facility). * For Pandemic Providers, use either VFC or Covid backup locations. Ensure the location has adequate space to accommodate vaccines and that their temperature monitoring equipment meets program requirements.
- Update necessary contact information for alternate VFC backup vaccine storage locations, including facility name, PIN #, address, contact person, and telephone number.
- Stock emergency supplies as indicated in CDC's Packing Vaccines for Transport during Emergencies Job Aid and Frozen Vaccine Transport Job Aid 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.

During an Emergency:

- Assess the situation. **Do not open the vaccine storage unit.**
- Determine the cause of the power failure and estimate the time it will take to restore power.
- Notify key vaccine management staff listed on the Emergency Plan as appropriate.
- If the power outage is expected to be short-term, usually restored within four (4) hours:
    i. Record the time that the outage started, unit temperatures (current, minimum, and maximum) for each day, and the room temperature
    ii. Place a **"DO NOT OPEN"** sign on the storage unit(s) to conserve cold air mass
    iii. Monitor the temperature until power is restored
    iv. If the unit is out of range, transfer your vaccine to your alternate location
- If the outage is expected to be long-term, longer than four (4) hours, consider moving vaccines to an alternative unit or facility. See details below, under Relocating Vaccine.

Relocating Vaccine:

If a power outage is expected to be long-term (e.g., not restored by the end of the day) or storage units are not working properly, prepare to relocate vaccines to alternate storage locations. If moving vaccines, a **DDL must always remain with the vaccine.**

Before transporting vaccines: Link here

- Review CDC's Packing Vaccines for Transport during Emergencies Job Aid and Frozen Vaccine Transport Job Aid.
- Contact the alternate storage facility to verify that they can accept the vaccines.
- If transport or relocation is not feasible (e.g., alternate location is not available, or travel conditions are unsafe):
    i. Keep units closed and document the current, minimum, and maximum temperatures daily
    ii. Notify the VPDIP VFC Quality Assurance Team at 800-342-1813 or Temperature.Health@tn.gov

Packaging and transporting vaccines:

- Complete the Refrigerated Vaccine Transport Log and/or the Freezer Vaccine Transport Log Attach DDL to cooler.
- Prepare cooler(s) for transport following CDC's Packing Vaccines for Transport during Emergencies Job Aid and Frozen Vaccine Transport Job Aid.
    i. Use frozen water bottles for frozen vaccines. Never use dry ice.
    ii. Use conditioned (slightly defrosted) frozen water bottles for refrigerated vaccines. Placing refrigerated vaccine directly on frozen water bottles and packaging it without sufficient insulation may freeze and therefore, damage vaccine. If clinic does not have time to condition frozen water bottles, refrigerated cold packs or cold-water bottles may be used.
- Package and prepare diluent:
    i. Diluent for MMR, varicella, and MMRV can be stored at room temperature or in the refrigerator
    ii. Diluents stored in the refrigerator should be transported with refrigerated vaccines
    iii. Diluents stored at room temperature should be transported at room temperature
    iv. Diluents packaged with their vaccine should be transported with their vaccine
- Upon arrival at the alternate vaccine storage location, document total vaccine transport time, the current, minimum, and maximum temperatures in the transport cooler(s), and the current, minimum, and maximum temperatures in the alternate storage unit(s). **Before leaving vaccine, verify a DDL is in the unit with vaccine**.

After Power is Restored:

- Verify storage units are functioning properly and temperatures are within range 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. **Must have a DDL report to show the temperature remained in-range.**

i. For any vaccine not stored at proper temperature:
ii. Quarantine it in the storage unit
iii. Mark it **"Do Not Use Until Further Notice"**
iv. Contact the Temperature Excursion Team at 800-342-1813 or Temperature.Health@tn.gov to report the excursion. Never return vaccine to the vaccine distributor without authorization from VPDIP.

Acknowledgement and Signature Log

Please sign and date this acknowledgement and signature log when you update practice-specific information each year during annual re-enrollment.

By signing this log, facility staff are acknowledging that they have reviewed, understand, and agree to the key duties assigned to them as vaccine management personnel for this facility.

Agreement Signatory: _____

Signature: _____ Date: _____

Primary Vaccine Coordinator: _____

Signature: _____ Date: _____

Backup Vaccine Coordinator: _____

Signature: _____ Date: _____

Agreement Signatory Designee (if applicable): _____

Signature: _____ Date: _____

Pharmacist (if applicable): _____

Signature: _____ Date: _____