

# Vaccine Management Plan

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Name of Provider: \_\_\_\_\_

Date Plan in Effect: \_\_\_\_\_

Dates Plan was Reviewed: \_\_\_\_\_

## Table of Contents

Vaccine Coordinators .....	3
Resource Contacts .....	4
Vaccine Transport Supplies .....	5
Vaccine Storage Unit Specifications .....	6
Vaccine Coordinators Responsibilities .....	7
Education and Training .....	8
Vaccine Receiving.....	8
Vaccine Storage and Handling .....	9
Vaccine Ordering.....	10
Inventory Control.....	10
Vaccine Wastage.....	11
Transporting Vaccines.....	11
Administering Vaccines.....	12
Storage and Handling Problems.....	14
Storage Unit Maintenance .....	15

## Vaccine Coordinators

Vaccine Coordinators	Name/Title	Contact Number Home	Contact Number Cell	E-Mail Address
Primary				
Secondary				
Other Trained Staff				
Other Trained Staff				
Other Trained Staff				

## Resource Contacts

Resource	Contact Person Name/Title	Phone Number	E-Mail Address
<b>WDH Immunization Program Vaccine Order Management System (VOMS)</b>	Jude Serrano Vaccine Program Coordinator	307-777-2413	<a href="mailto:jude.serrano@wyo.gov">jude.serrano@wyo.gov</a>
	LaChel May Provider Relations Administrative Assistant	307-777-8503	<a href="mailto:lachel.may@wyo.gov">lachel.may@wyo.gov</a>
<b>WDH Immunization Program Clinical</b>	Val Koch, RN, Clinical Quality & Compliance Specialist (East Side)	307-777-8981	<a href="mailto:val.koch@wyo.gov">val.koch@wyo.gov</a>
	Diana Martin, RN, Clinical Quality & Compliance Specialist (West Side)	307-789-2665	<a href="mailto:diana.martin@wyo.gov">diana.martin@wyo.gov</a>
<b>WDH Immunization Program WyIR</b>	John Anderson, M.A. WyIR Project Coordinator	307-777-5773	<a href="mailto:john.anderson@wyo.gov">john.anderson@wyo.gov</a>
<b>Generator Company (if applicable)</b>			
<b>Refrigerator Repair Company</b>			
<b>Freezer Repair Company</b>			
<b>Temperature Alarm System Company</b>			
<b>Thermometer Company</b>			
<b>Power Company</b>			
<b>Other</b>			

## Vaccine Transport Supplies

<b>Coolers/Packing Materials</b>	<b>Location at Our Facility</b>	<b>Ordering Information (Company)</b>	<b>Phone Number</b>
<b>Portable refrigerator/freezer units</b>			
<b>Insulated Coolers/Containers</b>			
<b>Fillers (e.g., bubble wrap, Styrofoam, newspaper, exam table paper, etc.)</b>			
<b>Cold Packs</b>			
<b>Freezer Packs</b>			
<b>Calibrated Thermometers</b>			
<b>Flashlights</b>			
<b>Plastic Storage Bags (baggies)</b>			
<b>Plastic Storage Containers</b>			
<b>Sharpies</b>			

## Vaccine Storage Unit Specifications

Type of Unit	Brand	Model Number	Serial Number	Year of Unit	Date of Purchase/ Put in Use	Location at Our Facility

## Vaccine Coordinators Responsibilities

VFC/WyVIP responsibilities include, but are not limited to:

- Ordering vaccines
- Overseeing proper receipt and storage of vaccines
- Organizing vaccines within the storage units
- Ensuring that storage unit temperatures are recorded a minimum of twice each day except weekends and state holidays
- Ensuring that storage unit minimum/maximum temperatures are recorded once per day, except weekends and state holidays, preferably in the morning
- Downloading and reviewing data logger data at least weekly
- Inspecting storage units daily
- Rotating vaccine stock
- Monitoring expiration dates and ensuring that expired vaccine is promptly removed from the storage unit(s)
- Responding immediately to any temperature excursions
- Overseeing proper vaccine transport
- Maintaining all documentation regarding vaccine storage and handling for a minimum of 3 years
- Maintaining records, including VFC program documentation for a minimum of 3 years
- Maintaining storage equipment records, to include any maintenance work/repairs
- Ensuring that designated staff is adequately educated and trained

## Education and Training

- A. **Training:** Any staff members who handle or administer vaccines, including recording temperatures, should receive comprehensive training regarding storage and handling and vaccine administration. This training should occur during new staff orientation and whenever recommendations are updated or when new vaccines are added to our facility's inventory. Competency checks should be in place to ensure staff members are skilled and proficient.
- B. **When:** Training of staff will be done at least \_\_\_\_\_ by \_\_\_\_\_.
- C. **Contact:** If clinical training is needed please contact the Immunization Unit to schedule on-site or other clinical training/education:
- East Side of Wyoming: Val Koch, RN, 307-777-8981, [val.koch@wyo.gov](mailto:val.koch@wyo.gov) to include the following counties-  
*Albany, Campbell, Carbon, Converse, Crook, Goshen, Johnson, Laramie, Natrona, Niobrara, Platte, Sheridan and Weston*
  - West Side of Wyoming: Diana Martin, RN, 307-789-2665, [diana.martin@wyo.gov](mailto:diana.martin@wyo.gov) to include the following counties-  
*Big Horn, Fremont, Hot Springs, Lincoln, Park, Sublette, Sweetwater, Teton, Uinta and Washakie*

## Vaccine Receiving

- A. **Receiving of vaccine shipments:**
- Vaccines are received by \_\_\_\_\_.
  - Staff who signs for receipt of vaccine will immediately take vaccines to \_\_\_\_\_ for storage.
  - \_\_\_\_\_ will check vaccines received against the packing slip, and will call the WDH Immunization Unit, within 2 hours, if there are any problems with the shipment.
  - \_\_\_\_\_ will then place vaccines in the proper storage unit.
  - Maintain all vaccine-packing slips for 3 years.

## Vaccine Storage and Handling

### A. Refrigerator/freezer temperature monitoring:

1. Refrigerator and freezer temperatures are to be looked at and documented twice daily. Minimum and maximum temperatures are to be looked at and documented once daily, preferably in the morning.
2. Data logger data will be downloaded and reviewed weekly.
3. \_\_\_\_\_ will record temperatures and immediately notify the WDH Immunization Unit if the temperatures are out of range, and fill out a Vaccine Incident Report.
4. \_\_\_\_\_ will notify a Quality & Compliance Specialist if our office moves, relocates any storage unit, or if our office will be closed for any length of time.
5. All thermometers used in any storage unit(s) will be calibrated and a current Certificate of Traceability, traceable to National Institute of Technology (NIST) standards, will be kept until expiration.
6. Certificates of Traceability that do not have an expiration or re-calibration date must have an In Use date written on them. These certificates will expire two years from the In Use date and the thermometer(s) will need to be re-calibrated at that time.
7. Our Certificates of Traceability are located \_\_\_\_\_.

### B. Storage requirements:

1. Stand-alone storage units are preferred. Use of dormitory style refrigerators is prohibited for storing vaccines under any circumstances.
2. Vaccines will be placed in the center of the refrigerator/freezer, and stored in their original packaging.
3. Water bottles will be placed in the door, on the floor, on the top shelf and along the walls of the refrigerator.
4. Frozen ice packs will be placed around all frozen vaccine in the freezer.
5. Food will not be stored in the vaccine refrigerator or freezer.
6. DO NOT DISCONNECT signs will be placed by the electrical outlet of the storage unit(s) and on the circuit breaker, designating the circuit breaker number to the storage unit(s).

### C. Emergency Plan:

1. In the event of refrigerator/freezer malfunctions, power failures, natural disasters, or any other emergency that might compromise appropriate vaccine storage conditions, vaccines may need to be transported to an alternate location.
2. Written procedures for relocation of vaccines in case of emergency (Emergency Plan) will be posted on all vaccine storage units.

3. All staff are required to know the Emergency Plan.
4. The Emergency Plan will be reviewed and updated annually or as needed.
5. The Emergency Plan can be located on/in: \_\_\_\_\_

## Vaccine Ordering

### A. Vaccine ordering/reporting:

1. \_\_\_\_\_ will be responsible for ordering vaccines and maintaining vaccine stock.
2. Vaccine will be ordered every month between the 1<sup>st</sup> and 5<sup>th</sup>, as needed, using the Vaccine Order Management System (VOMS).
3. Vaccine inventory will be reconciled every month, prior to placing a vaccine order.
4. A 2.5-3 month supply of vaccine will be kept at all times, unless otherwise arranged with the Immunization Unit.
5. Temperature logs will be submitted to the WDH Immunization Unit each month, between the 1<sup>st</sup> and 5<sup>th</sup>, by faxing to 307-777-3615.

## Inventory Control

### A. Inventory Control:

1. \_\_\_\_\_ will be responsible for managing vaccine inventory.
2. Vaccine inventory will be reconciled monthly before placing a vaccine order.
3. Short-dated vaccines (vaccines closest to expiration) will be placed in front of longer dated vaccines and used first.
4. If short-dated vaccines are discovered and will not be able to be used by the expiration date, they must be report to the WDH Immunization Unit using the Short-Dated Vaccine Transfer Request, located on the Vaccine Program webpage at [www.immunizewyoming.com](http://www.immunizewyoming.com)

## Vaccine Wastage

### A. Vaccine Wastage:

1. \_\_\_\_\_ will be responsible for handling expired/wasted vaccine.
2. All expired/wasted vaccine will be reported to the WDH Immunization Unit; at least 90 days prior to expiration if our office/clinic does not feel like the vaccine will be able to be used.
3. Immediately upon determining that a vaccine is expired or non-viable, remove it from the storage unit, place it in a bag or box, and marked DO NOT USE.
4. Expired/wasted vaccine that qualifies for return to the distributor is reported using the Vaccine Return Form. This form is accessed electronically at [www.immunizewyoming.com](http://www.immunizewyoming.com).
5. Non-returnable vaccine will be reconciled out of the WylR inventory and disposed of properly.
6. All returnable vaccine must be returned in its original packaging, vial, or manufacturer pre-filled syringe.
7. Expired vaccine must be returned no more than 3 months after expiration.
8. After the Vaccine Return Form has been submitted, an **Approved** Vaccine Return Form, that includes a **Vaccine Return ID**, will be faxed to our office within 10 business days.
9. When the **Approved** Vaccine Return Form is received, place the form into a shipping container, with the expired/wasted vaccine. Vaccines that are **not** on the approved form should **not** be included in the shipping container.
10. A shipping label that is directly tied to the Approved Vaccine Return Form will be sent to our office.
11. McKesson will notify UPS or FedEx to pick up the shipping container at our office.

## Transporting Vaccines

### A. Procedures for transporting vaccines (To off site clinics or to another provider):

1. It is critical that vaccine viability is protected by maintaining the cold chain at all times during any vaccine transport.
2. Use properly insulated containers to transport vaccine. These containers should be validated to ensure they are capable of maintaining the vaccine at the correct temperatures. Providers may use the shipping containers received from the manufacturer (except the containers from MERCK). Alternatively, hard-sided, plastic, insulated containers/coolers or Styrofoam coolers with at least 2-inch thick walls may be used, as well as portable refrigerator/freezer units.

3. Pack enough refrigerated/frozen packs to maintain the cold chain. Do not use loose or bagged ice. The number and placement of refrigerated/frozen packs inside the container will depend on container type, size and outside temperature.
4. Place an insulating barrier (e.g., bubble wrap, crumpled brown packing paper, Styrofoam peanuts, or exam table paper) between the refrigerated/frozen packs and the vaccines to prevent accidental freezing.
5. The contents of the container should be layered as follows, starting from the bottom:
  - a. refrigerated/frozen packs
  - b. barrier
  - c. vaccine
  - d. certified, calibrated thermometer
  - e. barrier
  - f. refrigerated/frozen packs
6. Pack vaccines in their original packaging on top of the barrier. Do not remove vaccine vials from boxes or pre-fill syringes in advance.
7. If shipping vaccines, pack transfer box in the same method as those shipments received from McKesson.
8. Attach labels to the outside of the container to clearly identify the contents as being valuable and fragile vaccines.
9. When transporting vaccine from the office, to an off-site clinic, temperatures must be reviewed and documented **hourly** until the vaccine is safely stored in an approved storage unit. These temperature logs must be faxed to the WDH Immunization Unit with monthly temperature logs.

## **Administering Vaccines**

### **A. Lyophilized (Freeze-Dried) Vaccines:**

1. A lyophilized vaccine may be a powder or a pellet that must be reconstituted with a diluent prior to administration. After a vaccine is reconstituted its shelf life varies by product. Refer to the FDA's package inserts found at [www.immunize.org](http://www.immunize.org).
2. Diluents vary in volume and type. They are designed to meet the volume, pH, and chemical needs of each vaccine.
3. Diluents are NOT interchangeable unless specified by the manufacturer.
4. Use only the specific diluent provided by the manufacturer of the vaccine you are reconstituting.
5. Reconstitute vaccine immediately prior to administration.
6. Check expiration dates on both the vaccine and the diluent.
7. After reconstitution, observe the vaccine for color and appearance. If the vaccine cannot be suspended or does not look as described in the product information, label the

vial DO NOT USE, and store it under appropriate conditions separate from other vaccines. Immediately call the WDH Immunization Program for further guidance.

8. Administer the vaccine soon after reconstitution to minimize the risk of reduced potency.
9. Once a vaccine is reconstituted, its shelf life is limited and varies by product. Refer to the 2012 Vaccine Storage and Handling Guide for details.

#### B. Single-Dose and Multidose Vaccine Vials:

1. Do not open a single-dose vial until you are ready to use it.
2. Once the cap is removed from a single-dose vial, it should be used by the end of the clinic day.
3. Always check the vial to make certain that the correct vaccine has been selected before removing the protective cap.
4. Remove the cap and draw up the vaccine immediately before administration.
5. DO NOT predraw vaccines before they are needed.
6. Multidose vials contain preservatives that prevent bacterial growth. Once opened they can be used through their expiration date, unless the product information specifies a time frame for use after opening that is different from the expiration date on the label.
7. Mark each multidose vial with the date it was first opened (when the protective cap was removed).
8. Whenever possible use all vaccine in one multidose vial before opening another.
9. DO NOT use partial doses from two or more multidose vials to obtain a full dose of vaccine.

#### C. Predrawing Vaccines (Influenza Clinics):

1. Predrawing vaccines is generally discouraged, however, a **limited amount** of vaccine doses may be predrawn in a mass immunization setting **IF** the following procedures are followed:
  - i. Only one type of vaccine should be administered at the clinic.
  - ii. Vaccines should not be drawn up in advance of arriving at the clinic site.
  - iii. At the clinic site, health care personnel may each draw up a small number of vaccine doses---no more than one multi-dose vial or 10 doses.
  - iv. Patient flow should be closely monitored to avoid drawing up unnecessary doses.
  - v. At the end of the clinic day, any remaining pre-drawn vaccine doses should be discarded.
  - vi. Vaccine doses that have been drawn up and not administered should NOT be used on subsequent days.

## Storage and Handling Problems

### A. Storage and Handling Errors:

1. Designating only one person, rather than at least two, to be responsible for storage and handling of vaccines.
2. Refrigerating vaccine in a manner that could jeopardize its quality.
3. Storing food and drinks in the vaccine refrigerator/freezer.
4. Inadvertently leaving the refrigerator or freezer door open or having inadequate seals.
5. Storing vaccine in a dorm-style refrigerator for **ANY** length of time.
6. Recording temperatures only once per day, or not recording days on the temperature log.
7. Recording temperatures for only the refrigerator or freezer, rather than both.
8. Documenting out-of-range temperatures on vaccine temperature logs without taking action.
9. Discarding temperature logs at the end of every month.
10. Discarding multidose vials 30 days after they are opened.
11. Not having emergency plans for a power outage or natural disaster.
12. Not contacting the Immunization Unit immediately to report a problem.

### B. Vaccine Viability:

1. Temperatures inside of the vaccine refrigerator should be 2<sup>0</sup> C to 8<sup>0</sup> C.
2. Temperatures inside of the vaccine freezer should be between -15<sup>0</sup> C and -50<sup>0</sup> C.
3. If temperature is found to be below 2<sup>0</sup> C or above 8<sup>0</sup> C, for the refrigerator or above -14<sup>0</sup> C for the freezer, **DO NOT** administer the vaccines.
4. Place vaccines in a bag or box and mark DO NOT USE.
5. Continue to store vaccines at proper temperatures.
6. Immediately call the WDH Clinical Quality and Compliance Specialist,  
\_\_\_\_\_ for further instruction.

**NOTE: Always document action taken when responding to any storage and handling problem.**

## Storage Unit Maintenance

- A. Regular maintenance is necessary to help ensure that vaccine refrigerators and freezers work properly.
- B. If a storage unit is not working properly, i.e.; too warm, too cold, too noisy, call the refrigerator/freezer repair company listed on page 4.
- C. On the \_\_\_\_\_ day of every month the storage units will be cleaned to include:
  - Cleaning the inside of the refrigerator and freezer by wiping the inside and shelves with disinfectant or antibacterial wipes.
  - Do not unplug the unit or remove vaccines from the unit during cleaning.
  - Vaccines may be moved around inside of the unit while cleaning and then moved back to their original location when finished.
  - Check the door seals by examining them to make sure that they are not torn or brittle. There should be no gaps between the seals and the body of the unit, when the doors are closed.
  - Clean the coils by using a duster to remove any visible dust.