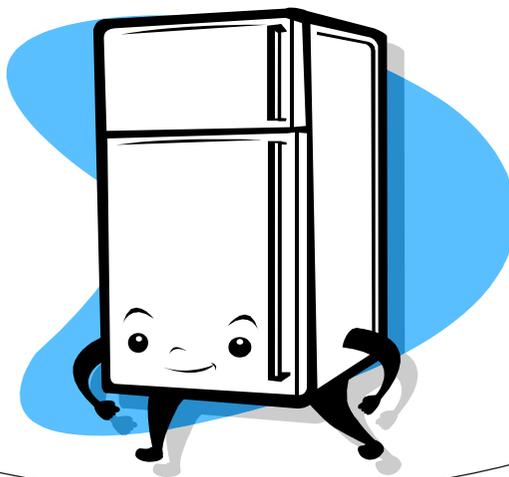


Oregon Immunization Program

Standard Operating Procedures



for Vaccine Management



It is the direct responsibility of the staff person designated below to safeguard and ensure the maintenance of vaccines used by this clinic. In addition, all staff members should read this guide and be familiar with your organization's vaccine management. Each staff member should sign and date the form below, indicating they have read this guide. If you have questions about any information in this guide, please contact your Immunization Program health educator.

Designated responsible staff person: _____

Alternate responsible staff person: _____

Read by:	Date

Please ensure staff members responsible for vaccines have read your Oregon Immunization Program Agreement and Policies and fully understand your practice's responsibilities regarding state-supplied vaccine.

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Oregon Immunization Program participation requirements

Clinics or practices...

- may not charge a vaccine administration fee in excess of \$15.19 per dose to patients receiving publicly purchased vaccine.
- must waive any administration fee on publicly purchased vaccine if patient is unable to pay.
- must provide a current Vaccine Information Statement (VIS) every time a patient receives a vaccine. If the patient or guardian does not speak English, provide a VIS in the appropriate language.
- must screen patients for program eligibility at every immunization visit.
- must notify the Oregon Immunization Program when publicly purchased vaccine has been stored outside the appropriate temperature range.
- must have a written plan for vaccine management (this document fulfills this requirement).
- must not store vaccine (refrigerated or frozen) in a dormitory-style refrigerator.
- must have working thermometers placed in a central location of the refrigerator and freezer compartments.
- must use certified and calibrated thermometers.
- must check and document temperatures a minimum of twice a day.
- must take immediate action and document actions on out-of-range temperatures.
- must not store food or drink with vaccines.
- must not store vaccine in doors or crisper bins of the refrigerator.
- must store the vaccine in the middle of the refrigerator or freezer to allow air to circulate around it.
- must keep water bottles in the refrigerator and frozen packs in the freezer to help maintain temperature in the event of a power outage.
- must have a "DO NOT DISCONNECT" sticker on the circuit breaker, as well as refrigerator and freezer electrical outlets.
- must rotate stock effectively, using short-dated vaccines first.
- must be able to physically differentiate between publicly purchased and privately purchased vaccine.

Thank you for taking these steps to protect your vaccine.

Routine vaccine handling procedures plan

Routine vaccine handling plan: A routine vaccine storage and handling plan includes operations that take place on a continuous basis to help prevent vaccine loss.

Maintaining temperatures and the cold chain

- Maintain proper temperature for vaccine storage.
 - **Refrigerator: 35°-46° Fahrenheit (2°-8° Celsius), Freezer: 5° Fahrenheit (-15° Celsius) or colder.**
- Ensure working thermometers are used inside both refrigerators and freezers. Certified continuous tracking thermometers that can be recalibrated are required for vaccine storage. Thermometers should be placed in the center of each compartment.
- Check and document temperatures twice a day regardless of the type of thermometer used.
- If temperatures are out of recommended range, take immediate action to correct the problem.



Setting up your refrigerator

- Ensure refrigerator doors close properly and the unit is in good working order. Notify the designated vaccine contact person immediately if problems occur (noted on page 2 of this guide).
- Never store vaccines in the door, crisper bins, near the outlet valve or in closed containers.
- Conduct monthly inventories and order according to Tiered Ordering Frequency (TOF) instructions.
- Advise maintenance and cleaning personnel not to unplug storage units. Post “Do Not Unplug” stickers near the outlet.

Maintaining your inventory

- Store and rotate vaccines according to expiration dates. Use vaccines with the shortest expiration dates first.
- If vaccines are within 90 days of expiration and cannot be used, they may be transferred to another Vaccines for Children provider. Contact your Immunization Program health educator to properly coordinate such transfers.

Questions? Call 971-673-0300

Ordering vaccine

Before ordering vaccine, take an inventory of what you currently have. Taking inventory at least once a month will help you decide how much vaccine to order in the future.

- When you're ready to order, you may do so online, or by fax or mail.
- Order vaccine online at www.immalert.org/vfc. Contact your health educator for your provider ID and password.
- Order by fax or mail by completing the order form (instructions are on the back) and returning it to the address listed on the form.
- Vaccine should be ordered based on the number of doses needed.
- Vaccine should arrive 10 to 14 working days after ordering. Shipments are delivered Tuesday through Friday via express carrier. Varicella and MMR-V are shipped directly from the manufacturer and can take four weeks or more to arrive.
- Always tell your front-office staff or supply personnel when a vaccine delivery is expected and ask them to notify the appropriate staff when it is received.
- If you have problems or need help ordering vaccine, call your health educator.

Receiving vaccine

Vaccine ordered from the Oregon Immunization Program are delivered on Tuesdays, Wednesdays, Thursdays and Fridays via an express carrier (clinics must include delivery-receipt hours with each vaccine order). When vaccine arrives, these procedures should be followed:



- Open your vaccine shipment within 30 minutes.
- Check the temperature indicators in the box and ensure they are within safe ranges. If they are not, call your health educator immediately.
- Check vaccine expiration dates, lot numbers, and quantity to be sure your delivery matches the packing slip.
- Put the vaccine into your designated vaccine refrigerator or freezer so that vaccines with the shortest expiration dates are placed in a position to be used first.

Handling short-dated vaccine

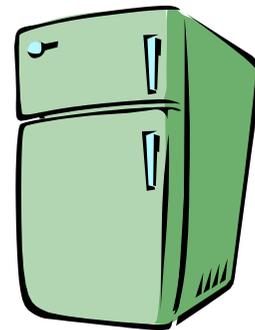
Occasionally, clinics have more vaccine than they can use before it expires. In these situations, transferring vaccine to another clinic to use is a good option. **PLEASE NOTE: The transferring site is responsible for ensuring the vaccine is properly shipped or transferred and will be held responsible until the vaccine is appropriately and safely accepted by the receiving facility.**

- Notify your Immunization Program health educator with the following information at least 90 days in advance:
 - Vaccine type, amount you will not be able to use, manufacturer, and lot number.
- Your Health Educator can assist you in finding a clinic to take the short-dated vaccine.

If a clinic does not notify its Immunization Program health educator at least 90 days before the vaccine expires, the clinic will be held financially responsible if the vaccine expires before it is used.

Moving refrigerated and frozen vaccine

Except in cases of an emergency, state-supplied vaccine should not be moved without first contacting your Immunization Program health educator.



Refrigerated and frozen vaccine have different instructions for packing. Refer to the steps below to make sure you have packed your vaccine properly for transport. Please note that the clinic shipping the vaccine is always responsible for proper packing. This means if you ship vaccine to another site and the temperatures are out of range, your clinic will be help responsible for the cost of the wasted vaccines.

Pack refrigerated vaccines first:

- Obtain a Styrofoam container or ice chest. These containers are located: _____. The containers that vaccine was shipped in work best.

Questions? Call 971-673-0300

- Make sure vaccines are kept in their original boxes - corresponding diluent also should be packed and must not be frozen.
- Styrofoam containers with walls less than 2 inches thick are not acceptable.
- Use refrigerated or frozen packs, depending on the time of year and situation (i.e., frozen packs for hot weather when transporting outdoors, refrigerated cold packs for cold weather).
- Place ice or cold packs in the bottom of the container.
- Place a buffer layer of bubble wrap or crushed paper between the ice packs and the vaccine. Approximately 1 inch or more should be used.
- Place the vaccine on top of the buffer material.
- Fill the open spaces with crumpled newspaper to secure the vaccine from shifting during shipment.
- Place the container cover on and tape it closed.
- During hot weather, transport the container in a cool place like the air conditioned interior of a car. Do not leave vaccines unattended or in the trunk of a parked car. Remember to include a temperature indicators inside the coolers.
- During cold weather, do not leave the container in an unheated area because the vaccines may freeze. In cold weather, include a freezer indicator in the container.



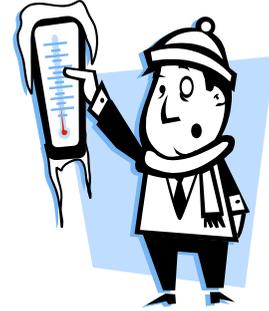
Pack MMR-V, Varicella, and Zoster vaccine in separate containers. These must be transported packed in dry ice.

- Transport only the quantity needed in an insulated container with dry ice. The temperature must be maintained at 5 degrees F (-15 degrees C) or colder.
- Clearly mark the vaccine with the day and time it was removed from the original freezer unit. The corresponding diluent also should be packed but not with the vaccine as the diluent cannot be frozen.
- If using dry ice, pack the container with enough to make sure the temperature is maintained at 5 degrees F, or -15 degrees C, or colder. It is extremely important to include a temperature indicator in the container with the frozen vaccine.

Handling vaccine exposed to out-of-range temperatures

In the event that publicly purchased vaccine has been exposed to out-of-range temperatures, take these steps:

- Do not use the possibly spoiled vaccine.
- Notify the primary and, if needed, secondary contacts.
- Place the vaccine into a bag and mark it "DO NOT USE."
- Place the bag in a working refrigerator/freezer
- Call your Immunization health educator with information about the situation (i.e., type of vaccine, amount, manufacturer, lot numbers and circumstances). Your health educator will consult with the vaccine manufacturers to determine vaccine viability and advise your clinic on next steps.



Never discard questionable vaccine. Always call your health educator first.

Handling expired and wasted vaccine

If you discover you have expired or wasted publicly purchased vaccine, do not throw it away. Expired and wasted vaccine can be returned to the manufacturer for an excise tax. Follow these steps:

- Inform your health educator that you have expired or wasted vaccine. Your health educator will send you a form to complete to process the vaccine or return.
- Fax the completed form back to your health educator.
- Prepare your vaccine for pickup (non-viable vaccine being returned may be packed in a box with filler material).
- Once your paperwork has been received, the Oregon Immunization Program will request a call tag from an express carrier, and the vaccine will be picked up and sent back to McKesson Specialties.

Questions? Call 971-673-0300

Emergency handling procedures for vaccine

Prior to an emergency, all immunization providers should:

- Identify an alternative vaccine storage facility that has proper refrigerator and freezer units, temperature-monitoring capabilities and backup power where vaccine can be stored in an emergency
- Designate staff who will be responsible for packing and moving the vaccine to a safe location.
- Have the appropriate packing material on hand at all times, including insulated containers and cold/ice packs.
- Have a list of emergency phone numbers for local utility companies
- Ensure written descriptions of floor plans and vaccine locations are available for anyone who may need to enter the building after hours. These plans should include the location of vaccine packing material, light switches and circuit breakers

In an emergency, call the following people immediately:

Primary contact: _____ **Phone:** _____

Backup contact: _____ **Phone:** _____

The emergency handling plan should be updated annually and reviewed by all staff who have vaccine storage and handling responsibility.

Contact information

Our Immunization Program health educator is: _____

Phone: _____

Fax: 971-673-0278

E-mail: _____

Company	Name	Phone Number
Electrical power		
Refrigeration repair		
Temperature alarm monitoring		
Perimeter alarm monitoring		
Backup vaccine storage facility		
Transportation to backup storage facility		
Dry ice vendor		
Emergency generator repair		
National Weather Service		

Questions? Call 971-673-0300