

Routine Vaccine Storage and Handling Plan

Vaccine Coordinators			
Vaccine Coordinators	Name/Title	Telephone	Email
Primary:			
YCTS Training and Date:			
Back-up:			
YCTS Training and Date:			
VFC Contact's Routine Roles and Responsibilities			
Which contact is responsible for each duty	Primary	Backup	Details of process:
Vaccine ordering			
Receives vaccine shipment			
Inventory Control (separation of stock, rotation of stock, inventory count, wastage reporting)			
Temperature monitoring: Refrigerator 2 - 8°C Freezer -50 - -15°C Documentation 2x day, exact time/date and staff initials.			
Location of vaccine storage unit's circuit breaker:			
Name of Primary thermometer: _____		Date of Calibration: _____	
Certificate is stored: _____		Recalibration Due: _____	
Name of Backup thermometer: _____		Date of Calibration: _____	
Backup thermometer & calibration certificate is stored: _____		Recalibration Due: _____	

Vaccine Emergency Response Plan			
Name and Address where vaccine will be transported:	Storage unit identification Notes	Contact person	Telephone
Vaccine Transport Supplies			
Supplies	Location	Contact person	Telephone
Qualified transport containers			
Conditioned water bottles			
Calibrated temperature monitoring devices for transport			

Routine Vaccine Storage and Handling Plan

In case of a power failure or an event that results in out-of-range temperatures in vaccine storage units:

1. Secure the door.
2. Keep vaccine in the unit.
3. Quarantine vaccine and label "Do Not Use."
4. Complete the Provider Excursion Worksheet: <http://www.kdheks.gov/immunize/storage.htm>
5. Document vaccine antigens, manufacturer and expiration date that were involved.
6. Document date and time of the temperature excursion, how long the temps were out-of-range and the highest and lowest (Min/Max) temperatures.
7. Notify Regional Consultant or On-Call Consultant 785-296-5592.
8. Contact Vaccine Manufacturers to request viability reports per temp excursion details.
9. Obtain manufacturer written recommendations on viability of the vaccine.
10. Do not leave vaccine in a malfunctioning unit for an extended amount of time. Activate the emergency response and transport vaccine to the designated backup storage unit.
11. Vaccine temperatures must be monitored with a certified calibrated thermometer at all times in an appropriate storage unit or qualified shipping container.
12. Submit the Provider Temperature Excursion Worksheet to KIP Regional Consultant.
13. Request Vaccine return label in KSWebIZ if doses are determined to be non-viable.
14. Vaccine deemed "avoidable waste" must be replaced with private stock vaccine by the provider.

Resource Contact List

Resources	Name	Telephone	Email
Local Health Department:			
KIP Regional Consultant: Nurse On-Call:			
Electric Power Company		Priority Site Call-In Number:	
Generator Repair Company		Generator Maintenance Logs:	
Refrigerator Repair Company			
Freezer Repair Company			
Thermometer Manufacturer Company			

Vaccine Storage & Handling Policies and Procedures must be reviewed annually or when changes have been made to the plan. Additional instructions may accompany this document to support staff regarding details of the Emergency Response Plan. Verification documents must be signed and dated. Keep these documents on file for 3 years.

I verify this Vaccine Storage & Handling Worksheet and Emergency Response Plan is current and accurate.

Post on the front of the vaccine storage unit.

Signature: _____ Date: _____