



State of Georgia Immunization Office
 Georgia Department of Public Health

VACCINES FOR CHILDREN (VFC) PROGRAM

Routine and Emergency Vaccine Handling Plan

Practice Name:		VFC PIN/GIP ID #	
Effective Date		Annual Review Date	
Approved By		Date Approved	

These are guidelines to follow in developing routine and emergency vaccine handling plans. They should be posted near your storage unit or where they can be easily accessed in case of an emergency. All office staff, including the janitor and security guard, should know the standard procedure to follow and where/how the individual vaccines are to be stored.

- Designate two people responsible for routine vaccine storage and security (keep current as staff changes):
 Primary Person: _____ Title: _____
 Secondary Person: _____ Title: _____
- Vaccine Ordering will be done **monthly** on the _____
 Primary Person: _____ Title: _____
 Secondary Person: _____ Title: _____

- Maintain proper temperature for storage of vaccine of vaccine:

Unit	Fahrenheit (F)	Celsius (C)
Refrigerator	35° - 46°F	2° - 8°C
Freezer	5° or colder	-15°C or colder

- Monitor temperatures and record twice a day: morning and evening. (See Temperature Log)
- Maintain ongoing file of temperature logs. Keep for at least three years. Immediately take action if you mark out of range. Document what was done to ensure vaccine viability as well as action taken to establish proper temperatures on the "Temperature Documentation for Equipment Problems" form. Complete the "Vaccine Incident Report" and fax to the VFC office at: (404) 657-5736 or (800) 372-3627.
- Immediately unpack received vaccines and store at proper temperature(s).
- Label VFC/State Supplied vaccines and store separately from private supply.
- Store and rotate vaccines according to expiration dates and use vaccines with the shortest expiration dates first.
- Conduct monthly inventory counts.
- If vaccines are within 90 days of expiration and will not be used, contact the Georgia VFC Program via e-mail at: gavfc@dhr.state.ga.us
- Check the unit doors to ensure they are closed and, if possible, locked.
- Place "DO NOT UNPLUG" stickers/notices next to outlet and circuit breakers.
- Use safety outlet covers where possible.
- Advise maintenance and cleaning personnel not to unplug refrigerator/freezer units.
- If public (VFC/State Supplied) vaccine is expired, wasted or spoiled: complete the Georgia Immunization Office "McKesson Return of Federal Vaccine Form" and fax to the VFC office at: (404) 657-5736 or (800) 372-3627.

Emergency Vaccine Handling/Storage Plan – Notify VFC Office and/or IPC of emergency situations ASAP

- Designate two people responsible for emergency vaccine storage and security (keep current as staff changes):
- How will designated personnel be contacted in vaccine storage emergency? (i.e. phone, alarm, email, etc)
- Staff listed below have 24-hour access to storage units storing vaccines:

#	Name	Title	Phone	E-Mail
1.				
2.				
3.				

- Designate alternative storage units and facilities (back-up refrigerator, fire dept., hospital, another provider location).
- Written directions for packing vaccines and diluents for transport are located: _____

#	Alternate Location	Contact Person	Phone	Address
1.				
2.				

- Procedures that the designated personnel should follow to access alternative units and facilities.
 1. _____
 2. _____
 3. _____

- Designate a refrigerator/freezer repair company to contact for equipment problems.

Company Name: _____

Phone Number: _____

- Procedures that the designated personnel should follow to access alternative units and facilities.

Brand: _____

Model #: _____

Serial #: _____

NOTE: Georgia Immunization Program Consultant (IPC) staff will ask for a copy of the clinic's vaccine storage & handling plans during on-site visits.

***CDC and the vaccine manufacturer do not recommend transport of varicella-containing vaccines. If varicella-containing vaccines must be transported, CDC recommends transport with a portable freezer unit that maintains the temperature between -58°F and +5°F (-50°C and -15°C). Portable freezers may be available for rent in some places. Contact VFC or your assigned Immunization Program Consultant, prior to transport of Varicella-containing vaccines for specific instructions.**