



# State-Purchased Influenza Vaccine Program

## Vaccine Storage and Handling Reminders

### Prior to transporting vaccines, you will need:

- Conditioned cooler and digital data logger with buffered probe.
- Cold packs or conditioned frozen water bottles. Ice is NOT acceptable.
  - You may need an extra cooler with additional cold packs in the event of a temperature increase.
- Bubble wrap (2-inch layer of bubble wrap for the top and bottom to cover vaccines)
- Transport Log
- If using a Vericor cooler, best practice is to store panels in the refrigerator.
  - If panels are stored in the freezer, follow the [manufacturer](#) recommended time for the panel to condition and wait 15-20 minutes for the temperature to stabilize **prior** to placing the vaccine in the cooler to prevent the vaccine from directly touching the partially frozen panel.
- Complete the hazardous material waste registration (needs to be completed for every offsite event).

### Transporting the vaccine:

- When packing the vaccine, make sure the vaccine is not touching the cold packs or conditioned frozen water bottles.
- Complete a Transport Log for each vaccine transport. After the transport is completed, download, and review the digital data logger report to ensure a temperature excursion did not occur.
- If transporting vaccine to an offsite event, complete an Hourly Vaccine Temperature Log and Transport Log starting from the time the vaccine is placed in the cooler until the vaccine has been returned to the clinic or all the vaccine has been administered.
- (See “during your event” section for details)

### During your event:

- Confirm that the probe is placed correctly and did not shift during transport.
- Best practice is to designate one person to distribute the vaccine and monitor the temperature every half hour or at minimum, every hour.
- Try to avoid frequently opening and closing the cooler to prevent a temperature excursion.
- Vaccine should not be out of the cooler for more than an hour. If it is, return to cooler for two hours before using again.
- **Do not pre-draw syringes** to prevent wasting doses if you must shut down your event or do not have anyone to vaccinate when your event is over.

### What do if the temperature is reaching 36°F or 2°C:

- Remove cold packs or frozen water bottles one at a time and monitor the digital data logger until the temperature stabilizes.

### What do if the temperature is reaching 46°F or 8°C:

- Add a cold pack or conditioned frozen water bottle and monitor the digital data logger until the temperature stabilizes.



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### What to do when there is a temperature excursion:

- Refer to the [State-Purchased Influenza Vaccine Program Resource](#) webpage and follow the instructions on the Storage and Handling Incident Reporting Process.
  - To submit the online report form, refer to the following link: [State-Purchased Influenza Vaccine Incident Online Reporting Form](#)
  - All vaccine incidents must be **reported to myCAvax** using the “Recording Temperature Excursions” guide.
- Do not use the vaccines in the cooler and post a “Do Not Use” sign and wait for further instruction.
- If the manufacturer clears the vaccine after hours or on the weekend, the licensed clinical lead will determine if the vaccine is cleared for continued use at the event.
  - Before you continue to use vaccine when the incident occurs during business hours, please wait for a response from the State-Purchased Influenza Vaccine Program.

As a reminder this information refers only for State-Purchased Flu vaccines.

### Returning the vaccines from an event:

- Ensure the Vaccine Tracking section at the bottom of the Hourly Temperature Log has been completed.
- Ensure vaccine is properly packed and **does not touch the cold pack/ frozen water bottles** and the temperature is stable.
- Reminder that vaccines **should not be out of the refrigerator more than 8 hours**, including travel time.
- Please discard punctured flu multi-dose vials and record the unused doses as wasted dose on the hourly temperature log and weekly usage report.

Complete information can be found on [EZIZ](#), including [Transporting Vaccines](#), [Transport Log](#), [How to Record Temperatures](#), [Hourly Vaccine Temperature Log](#).

If you are new to transporting or monitoring vaccines, please ask to be trained by the Vaccine Coordinator or Clinic Manager. If you have any questions, please do not hesitate to ask. Thank you for your cooperation.