

Vaccine Management Plan

State-Purchased Influenza Vaccine Program



Organization/Facility:

Date:

State-Purchased Influenza Vaccine partner providers are required to complete and maintain a vaccine management plan that covers routine and emergency situations at each facility. This template includes space for information about the practice such as guidelines, protocols, contact information, and staff training. This plan also details proactive steps providers and staff must take to protect vaccines and minimize vaccine loss due to negligence. All vaccine coordinators are responsible for implementing the plan, and the Medical Director is ultimately accountable for practice or clinic compliance.

Instructions: Review and update your plan at least once a year. Ensure that all content in each section (including emergency contact information and alternate vaccine storage location) is up to date. Make sure key practice staff sign and acknowledge the signature log whenever your plan is revised.

Keep your management plan near the vaccine storage unit.

Section 1: Important Contacts

Key practice staff and roles

Role	Name	Phone #	Cell #	Email address
Medical director				
Clinic manager				
Vaccine coordinator				
Back up vaccine coordinator				
Receives/stores vaccines				
Handles inventory issues				
Monitors storage unit temp.				

Changes to key staff should be reported to the County Immunization Program within 3 business days.

Useful/emergency phone numbers

Service	Name	Phone #
Utility company		
Building company		
Building alarm company		
Refrigerator alarm company		
Refrigerator repair/maintenance company		
Digital data logger IT support		
CAIR Help Desk	Help Desk Email CAIRHelpdesk@cdph.ca.gov	800-578-7889
State Flu Vaccine Program / Immunization Unit	Email HHSACountyfluvaccine@sdcounty.ca.gov	619-366-7128

Section 2: Equipment Documentation

Vaccine storage units/location and maintenance log

Refrigerator repair/maintenance company: _____ Phone: _____

Unit type	Unit ID	Brand	Model	Date of last service maintenance	State Flu Vaccine Stored (Y/N)
Refrigerator					
Refrigerator					
Refrigerator					
Refrigerator					
Refrigerator					
Refrigerator					

Location of Completed Temperature Logs: _____

Digital data loggers

Location of temperature data files: _____

Location of certificates of calibration: _____

Location of backup digital data logger: _____

Digital data logger

Calibration company/lab: _____ Phone: _____

Calibration company/lab: _____ Phone: _____

Digital data logger IT support by: _____ Phone: _____

Response to digital data logger auto-alert

Auto-alert notification sent to: _____ Phone: _____

Auto-alert notification sent to: _____ Phone: _____

Auto-alert notification sent to: _____ Phone: _____

Outline or attach the practice's protocol for responding to temperature excursions including after hour protocol. Consider implementing a phone tree. Ensure safety and security staff are included (e.g., for alerts after dark).

Section 3: Key Practice Staff Roles and Responsibilities

This section highlights key duties of designated vaccine management staff.

Medical Director/ Clinic Manager

- Oversees key practice staff to ensure State-Purchased Influenza Vaccine requirements are met.
- Completes required EZIZ training lessons.
- Complies with all state vaccine management requirements, including key areas outlined in this plan.
- Designates one staff as the Backup Vaccine Coordinator responsible for vaccine management when the primary Vaccine Coordinator is not available.
- Authorizes and reports staffing changes regarding the Vaccine Coordinator and Backup Vaccine Coordinator.
- Meets and documents required annual training for the vaccine management staff.
- Ensures that vaccine management staff are knowledgeable of program requirements for temperature monitoring and vaccine storage.
- Ensures that the practice's vaccine inventory management is consistent with program requirements.
- Ensures that the practice's vaccine storage units and temperature monitoring devices meet program requirements.
- Updates and revises vaccine management plan at least annually and when necessary.

Vaccine Coordinator

- Completes required EZIZ training lessons.
- Oversees the practice's vaccine management plan for routine and emergency situations.
- Monitors vaccine storage units.
- Maintains State Flu related documentation in an accessible location.
- Sends State-Purchased Influenza Vaccine Weekly Report to County Immunization Unit.
- Ensures staff know how and are completing eligibility screening and documentation in CAIR consistently.
- Ensures vaccinators are consistently pulling from General State Funded Influenza Vaccine stock as instructed in written orders.

Backup Vaccine Coordinator

- Completes required EZIZ training lessons.
- Fulfills above duties when Vaccine Coordinator not available.

Section 4: Management Plan for Routine Situations

Initial equipment setup

- Use vaccine storage units and digital data loggers that meet State-Purchased Influenza Vaccine Program requirements (CDPH standards).
 - Approved stand-alone refrigeration unit used solely for vaccine storage (see <http://eziz.org/vaccine-storage/> for examples of acceptable storage units).
 - See <http://eziz.org/vaccine-storage/digital-data-loggers/> for examples of acceptable digital data loggers.
- Configure all storage units and digital data loggers to meet VFC Program requirements.
- Post refrigerator temperature logs (<http://eziz.org/resources/storage-handling-job-aids/>) on vaccine storage unit doors, or nearby in an accessible location. (Vaccine management Plan's pages 15 & 16).
- Do not store vaccines in storage units until temperatures are stable (refrigerators at around 40.0F and freezers below 0.0F) for 3–5 days.
- Send data logger calibration certificate, temperature monitoring log and data logger report for past 30 days upon submission of "Agreement for Use of State Purchased Influenza Vaccine 2023-2024".

Daily tasks

- Read CURRENT, MIN, and MAX refrigerator temperatures twice a day, when the clinic opens and before it closes—even with digital data loggers are being used.
- Document temperatures using VFC refrigerator temperature logs.
- Take action for temperature excursions or other vaccine incidents take immediate action to protect vaccines. Report all out-of-range temperatures following the vaccine incident reporting process.

Weekly tasks

- Conduct a careful and accurate physical vaccine inventory (<http://eziz.org/assets/docs/IMM-1090.pdf>), (Vaccine management plan's pages 17 & 18) and complete the State-Purchased Influenza Vaccine Weekly report.
- Download and review data files at the end of every one-week reporting period to look for missed out of range temperatures or temperature trends that might indicate performance issues with vaccine storage units.

Annual tasks

- Review and update the practice's vaccine management plan.
- Review with key practice staff the vaccine management plan's section on preparing for and responding to vaccine-related emergencies and conduct regular vaccine transport drills to maintain competency.
- Calibrate primary and backup temperature monitoring devices.

As needed

- Requesting additional State Funded Influenza Vaccine online using myCAvax or contact the Immunization Unit using email HHSA.Countyfluvaccine@sdcounty.ca.gov.
- Immediately report any changes in key practice staff who have immunization related responsibilities.
- Ensure new staff, including supervisors and employees, are properly trained on temperature monitoring, including proper use of the practice's data loggers and the required corrective actions for out-of-range temperatures.
- Update the practice's vaccine management plan to reflect any changes in key practice staff.
- Purchase a new data logger if existing device or probe malfunctions, is damaged, or if device provides repeated, inaccurate temperature readings. (Exception for replacement probes recommended and replaced by the device manufacturer or calibration company.)
- When purchasing new data loggers: new data loggers must be able to generate a summary report of recorded temperature data since the device was last reset; summary reports must include minimum and maximum temperatures, total time out of range (if any), and alarm setting. *Data loggers that only generate CSV data files or Excel spreadsheets are not acceptable.*

Section 5: Worksheet for Emergency Vaccine Management

The following sections include space for information and necessary actions to take in the event of an emergency, such as unit malfunction, mechanical failure, power outage, natural disaster, or human error.

Vaccine emergency contacts

In an emergency, contact the following people in the order listed:

Role/Responsibility	Name	Phone #	Cell #	Email address

Emergency storage

Location of clinic generator: _____

If your clinic does not have a generator, and/or your vaccine storage unit fails, it might be necessary to transport vaccines to an alternate storage location (e.g., a local hospital or another provider). Identify an alternate location(s) that has vaccine storage units and temperature monitoring devices that meet Program requirements.

Alternate vaccine storage location	Address	Phone #	Alt Phone #	Email address

Location of emergency packing supplies _____

Facility floor plan-emergencies

Create or attach a simple floor diagram identifying the location of key items needed during an emergency: circuit breakers, flashlights, spare batteries, keys to secured cabinets, backup digital data logger, vaccine storage units, coolers, packing materials, etc.

Section 6: Management Plan for Emergencies

Do not risk staff safety during emergencies. Use the following guidance for safeguarding vaccines in the event of planned or unplanned power interruptions (e.g., power outages, weather-related circumstances, fires, building maintenance/repairs, etc..)

Checklist: before an emergency

Proper preparation for emergencies is essential for protecting the viability of vaccines. Use the following checklist to help ensure practices are ready for planned or unexpected situations that might affect vaccine viability.

- Maintain current emergency contact information for key practice staff in the vaccine management plan.
- Maintain current contact information for alternate vaccine storage location(s), including the facility name, address, and telephone number in the vaccine management plan.
- Be familiar with backup power sources for commercial- and pharmacy-grade units.
- Know the location of the backup data logger used for vaccine transport.
- Stock vaccine packing and transport supplies, including a hard-sided cooler, frozen gel packs, and bubble wrap.
- Keep copies of the Refrigerated Vaccine Transport Log <http://eziz.org/assets/docs/IMM-1132.pdf> and floor plans (when available) for easy access during a vaccine-related emergency. (Vaccine management plan's page 20).
- Review annually the steps key practice staff must take to protect vaccines during short- or long-term outages.
- Vaccine Transport Drill: Practice packing the transport cooler using packing supplies and materials that simulate vaccine boxes. Do NOT practice with actual vaccines.

Checklist: during an emergency

Due to the risk to vaccines of improper packing and transporting, follow these step-by-step instructions during an emergency to determine whether vaccines should be transported or sheltered in place.

Do not open the unit.

Place a “DO NOT OPEN” (see page 23) sign on vaccine storage unit(s) and leave door(s) shut to conserve cold air mass.

Notify the emergency contacts identified on the vaccine management plan’s page 9.

Note the time the outage started and storage unit temperatures (CURRENT, MIN and MAX).

Assess to determine the cause of the power failure and estimate the time it will take to restore power.

Take appropriate action.

In the event of appliance failure: Place vaccines in any approved backup storage unit with a compliant data logger, or transport vaccines to the designated alternate storage facility. (Refer to “Transporting Vaccines” <http://www.eziz.org/assets/docs/IMM-983.pdf>, Vaccine management plan’s pages 22 & 23 for instructions.)

For power outages after hours: Report event to the County Immunization Unit the next business day.

For planned outages expected to be short-term (approximately fewer than 4 hours) *: Monitor storage unit temperature and report any excursions once power has been restored.

For planned/unplanned outages expected to be longer than approximately 4 hours, * or for any outage that extends beyond the current business day: Transport vaccines to the designated alternate storage facility. (Refer management plan’s page 9.) If transport or relocation is not feasible (e.g., alternate location is not available or travel conditions are unsafe), keep vaccine storage units closed and notify the County Immunization Unit as soon as possible.

Once power has been restored, follow the steps listed in “After an Emergency.”

Checklist: after an emergency

Follow these step-by-step instructions after vaccine-related emergencies in compliance with Program requirements and best practices.

- Verify storage units are functioning properly.
- If vaccine storage units are outside the required temperatures ranges, record the time that power was restored and storage unit temperatures (CURRENT, MIN and MAX) on the temperature log.
- Once vaccine storage unit temperatures have stabilized, notify the emergency contacts identified on the vaccine management plan's page 9.
- If vaccines were transported due to an emergency situation:
 - A. Follow the same transportation procedures and transfer vaccine back to its original storage unit. (Refer to "Transporting Vaccines" <http://www.eziz.org/assets/docs/IMM-983.pdf>, Vaccine management plan's pages 21 & 22 for instructions.)
 - B. If vaccines were kept at the proper temperature during the power outage, notify supervisor that the vaccines may be used.
- If vaccines were maintained at required temperatures:
 - A. Remove the "DO NOT OPEN" sign from storage unit(s).
 - B. Notify supervisor that vaccines may be used.
- If State Flu vaccines were exposed to out-of-range temperatures:
 - A. STOP giving vaccines from affected unit IMMEDIATELY
 - B. Label affected vaccines "Do Not Use." (Sign available on page 24).
 - C. Alert your supervisor.
 - D. Run a data logger report.
 - E. Report temperature excursion to the County Immunization Unit
 - i. Call the vaccine manufacturer and request vaccine stability information.
Be sure to notify the manufacture if the vaccine has experienced previous excursion.
 - ii. Call State Flu Vaccine Program Coordinator at 619-366-7128
 - iii. If Program Coordinator is not available, call 619-980-0419 or 619-373-2934
 - F. Complete the [State Purchased Flu Vaccine Storage & Handling Incident Reporting Process](#) and submit to Immunization Unit

Note: If you have VFC/VFA vaccines in the same refrigerator as the State flu vaccines, report any temperature excursions via myvfcvaccine.org –**only include VFC/VFA vaccines in that report.**

Section 8: Annual Signature Log

Sign and date one signature block each year and when you update practice-specific information. By signing, staff acknowledge they have reviewed and are familiar with the content in the document. Must be a wet signature or digital signature with time and date stamp.

Updates and Comments				
Provider of Record/ Medical Director/Designee		Signature & Date		
Vaccine Coordinator		Signature & Date		
Backup Vaccine Coordinator		Signature & Date		
Staff who updates VMP		Signature & Date		
Additional Staff		Signature & Date		

Updates and Comments				
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