



2025-2026 State-Purchased Influenza Vaccine Packet Checklist

Use this checklist to complete all 2025-2026 program requirements. Submit required items for each location at one time into the location's myCAvax SGF account. **This checklist does not need to be returned.** Verify that all the information on the State Flu Vaccine Management Plan matches myCAvax, including digital data loggers and storage units.

Outreach or New Provider locations must complete and submit all items on the checklist to the **left**.

Clinic providers returning from last year's season must complete and submit all items on the checklist to the **right**.

*Documentation is not required unless there has been a change in storage units or digital data loggers (primary and/or backup).

If you have questions or concerns, contact the State Flu Vaccine Program Coordinator at HHSA.Countyfluvaccine@sdcounty.ca.gov or (866) 358-2966.

Requirements	Outreach and New Locations	Returning Locations
1. Complete and Sign the Agreement for Use of CDPH-Purchased Influenza Vaccine 2025-2026 .	<input type="checkbox"/>	<input type="checkbox"/>
2. State-Purchased Influenza Vaccine Program Vaccine Management Plan (VMP) with signature page.	<input type="checkbox"/>	<input type="checkbox"/>
3. <u>Color</u> photos of the vaccine refrigerator where State-Purchased flu vaccine will be stored (front, inside with door open, & label with serial number)	<input type="checkbox"/>	<input type="checkbox"/>
4. <u>Color</u> photos showing the front and side of each digital data logger* (primary and backup), with the serial number clear and visible.	<input type="checkbox"/>	<input type="checkbox"/>
5. <u>Digital data logger report</u> displaying CURRENT, MIN and MAX temperatures, and high/low alarm settings for the past 30 days.	<input type="checkbox"/>	* <input checked="" type="checkbox"/>
6. <u>Refrigerator temperature logs</u> , with documented CURRENT, MIN and MAX temperatures, for the past 30 days. Note: Digital data logger reports and refrigerator temperature logs must cover the same duration.	<input type="checkbox"/>	* <input checked="" type="checkbox"/>
7. Copies of calibration certificates for both primary and backup digital data loggers.	<input type="checkbox"/>	<input type="checkbox"/>
8. Schedule or complete the Annual State-Purchased Influenza Vaccine Program Requirements Training . No confirmation is required to be submitted to the program.	<input type="checkbox"/>	<input type="checkbox"/>
9. Certificate of Completion for the online 2025-2026 Storage and Handling Learning Module on the State-Purchased Influenza Vaccine Program Website.	<input type="checkbox"/>	<input type="checkbox"/>
10. Certificates of Completion for the <u>EZIZ annual required trainings</u> listed below. Certificates must show completion dates of 12/16/2024 or after to be valid. <ul style="list-style-type: none"><input type="checkbox"/> Storing Vaccines<input type="checkbox"/> Monitoring Storage Unit Temperatures<input type="checkbox"/> Conducting a Vaccine Inventory	<input type="checkbox"/>	<input type="checkbox"/>

*When purchasing new digital data loggers, they must generate a summary report of recorded temperature data since the last reset. Summary reports should include minimum and maximum temperatures, total out-of-range time (if any), and alarm settings. Devices that only produce CSV files or Excel spreadsheets are not acceptable.

Please see Digital Data Logger Specifications for more information: [Digital Data Loggers – California Vaccines for Children \(VFC\) \(eziz.org\)](https://eziz.org).

Revised June 2025