

Vaccine Management Plan



KEEP THIS MANAGEMENT PLAN POSTED NEAR YOUR VACCINE STORAGE UNITS

All Vaccines For Children (VFC) Providers and Adult Vaccine Program (AVP/317) Providers must maintain an updated and current vaccine management plan that includes information for routine and emergency situations.

Plans must be updated and reviewed annually, at a minimum. Management plans must also be updated when program requirements or assigned staff and responsibilities change. Key staff must sign the current plan annually or whenever the plan is updated.

Assigned staff must sign and date the management plan to confirm they understand and agree to the assigned duties.

Facility/Provider Contact Information

PIN: _____

Facility/Provider Location Name: _____

Address: _____

City: _____ County: _____ Zip: _____

Key Staff Information

Staff Role	Name	Phone Number	Email Address
Medical Director/Physician Signing Agreement			
Primary Vaccine Coordinator			
Backup Vaccine Coordinator			
Additional Backup Coordinator			

Vaccine Coordinators are responsible for ensuring that vaccines are handled and stored appropriately, that all necessary documentation is completed, and that all staff are properly trained in the storage and handling of vaccines.

All personnel will complete annual education and training on proper vaccine storage and handling. All personnel who handle the vaccines will refer to this plan when necessary.

Required Training

VFC Vaccine Coordinators must complete [CDC’s You Call the Shots](#) Modules [10 \(Storage & Handling\)](#) and [16 \(Vaccines For Children\)](#) for the current year.

The Physician Signing Agreement and any additional staff are recommended to also complete the pieces of training.

Primary and Backup Vaccine Coordinators are required to complete the TRAIN courses located at:

https://www.train.org/ky/training_plan/4715

Submit certificates for each course completion to the assigned Immunization Field Representative and keep copies available for review during site visits.

Title	Name	Date Training Completed		Signature
		S&H Module 10	VFC Module 16	
Primary Coordinator				
Backup Coordinator				
Additional Backup Coordinator				

Change in Medical Director/Physician Signing Agreement

Changes to the Medical Director must be reported within **2 business days** of the change by informing the assigned Field Rep via email or contacting the Enrollment Team at KYVaxProvider@ky.gov

A change in the Medical Director/Physician Signing Agreement will require the submission of an updated, signed VFC Enrollment Form.

Change in Vaccine Coordinator

Changes to the assigned staff for the Primary and Backup Coordinator positions must be reported to the KY Immunization Branch within **10 business days** of the changes.

All changes are to be submitted in the Clinic Tools module in the KY Immunization Registry (KYIR).

Changes are limited to once every 90 days unless a result of staff departure.

Either of these changes will result in an update to this Vaccine Management Plan. Submit an updated copy of the Management Plan to the assigned Field Rep and post an updated copy immediately.

Vaccine Storage Equipment

- Stand-alone refrigerators where vaccines are stored will be capable of maintaining temperatures between 36°F to 46°F (2°C to 8°C).
- Stand-alone freezers in which vaccines are stored will be capable of maintaining temperatures below 5°F (-15°C).
 - a. Select COVID-19 vaccines can be stored in special Ultra-Cold temperature freezers which maintain temperatures of -76°F to -130°F (-60°C to -90°C) based on manufacturer guidelines.
- Approved vaccine storage units will be large enough to provide an adequate capacity to store vaccine supply, including during peak back-to-school and flu season.
- Dorm-style units are never to be used for vaccine storage.
- Maintenance and repair records for all vaccine storage units must be kept on file and available for review upon request.
- Bottles of water will be placed in both storage units to help stabilize temperatures.
- Drawers/deli crispers should be removed from the vaccine storage units.
- Storage units should be located away from walls to allow for air circulation and away from direct sunlight.

Primary Units	Unit Type	Brand	Model Number	Serial Number
Refrigerator				
Freezer				

Vaccine storage units must be approved by Immunization Field Representatives prior to storing federal vaccines inside the unit. If purchasing a new storage unit, it's recommended to get prior approval of purchase by contacting the assigned Field Rep.

Power Supply

- Storage units will not be connected to an outlet with a ground-fault circuit interrupter, or one activated by a wall switch.
- Storage units will be plugged directly into the wall outlet without the use of extension cords or power strips (surge protectors).
- “Do Not Unplug” signs are posted at each outlet, on the front of each storage unit, and at the circuit breakers.

Vaccine Storage

- Vaccines are to be stored in their original packaging with the lids closed until use.
- Store vaccines in the center of the storage unit with space between the cartons and the sides and back of the unit to allow for airflow around the vaccines.
- Do not store vaccines in the door or drawers inside the unit.
- VFC and private stock must be separated and labeled.
- Rotate stock weekly so that the shortest-dated vaccine is used first. This should be documented on the temperature logs.
- Do not store food or drink in a storage unit where vaccines are stored.

Inventory Management

- VFC and Adult 317 Vaccine Inventory must be reconciled at least once per month and within thirteen (13) days before placing an order in the Kentucky Immunization Registry (KYIR).
- COVID-19 Vaccine Inventory must be reconciled weekly in KYIR.
- Expired vaccines must be removed from the storage unit. Expired VFC and Adult/317 vaccines must be returned through a return submitted in KYIR in their original packaging.
- If the vaccine is due to expire within three (3) months and will not be used before expiration, please notify the assigned Immunization Field Rep.
- All orders must be submitted in KYIR and will be approved based on vaccine usage and current inventory on hand.
- Discard reconstituted vaccines not used within the interval allowed on the package insert of the specific vaccine.
- Do not open more than one multi-dose vial of a specific vaccine at a time.
- The Immunization Field Representative must be notified for transfer approval before any vaccine transfer or transport. All inventory transfers must also be documented in KYIR.

Temperature Monitoring

- Record the minimum and maximum temperatures for the previous 24 hours on the Vaccine Temperature Log daily when the clinic opens.
- Visually check the current temperature of the unit displayed on the digital data logging thermometer when accessing the unit.
- If refrigerator temperatures are not between 36°F to 46°F (2°C to 8°C) or the freezer temperatures rise above 5°F (15°C), determine the cause of the out-of-range temperatures, adjust as needed, and check temperatures again within one-half hour. If the temperature is still not within range, immediately segregate (place in a bag, label “Do Not Use”) and place the vaccine into a proper working storage unit. Follow all steps included in the [Temperature Excursion Protocol](#).
- Use calibrated digital data logging thermometers (DDL) with external detachable probes in glycol that are covered by current and valid certificates of calibration in all units where publicly funded vaccine is stored. The calibration certificates must be readily available for review during site visits.

- Download the DDL data monthly and keep on file for a minimum of three (3) years along with completed Vaccine Temperature Logs. Records must be readily available for review during site visits and upon request for review.
- Always contact the appropriate vaccine manufacturer if there is any question about the storage and handling of any vaccine and inform the Kentucky Immunization Branch.

Primary DDLs	Brand/Model Number	Calibration Date	Calibration Expiration Date
Refrigerator			
Freezer			

Backup DDLs	Brand/Model Number	Calibration Date	Calibration Expiration Date

In Case of a Power Failure or Other Emergency

1. Do not open the refrigerator or freezer during a power outage. Place a “Do Not Open” sign on the storage units. Monitor the temperature until power is restored.
2. Determine the cause of the power failure and estimate the time it will take to restore power.
3. If the outage is prolonged (more than 4 hours) consider moving the vaccines to your backup storage locations.
4. If temperatures in the storage unit are out of recommended ranges, move the vaccine into a proper working storage unit as soon as possible and contact manufacturers for guidance. Follow the manufacturer’s recommendations and report the incident to the Kentucky immunization Branch within 72 hours.

If transporting vaccines, a DDL must always remain with the vaccine.

After Power is Restored

- Verify storage units are functioning properly and temperatures are within range before moving the vaccine back to the primary units.
- Follow the same transport procedures when moving the vaccine back to the primary unit.
- Transported vaccines must have a DDL report to show the temperatures remained in range before being used.
- If any out-of-range temperatures were recorded during the transport process, the temperature excursion protocol must be followed to determine if the vaccine is viable before use.

Approved Backup or Alternate Storage Locations

	Alternate Storage Location	Address and City	Point of Contact Name	POC Phone Number
Refrigerator				
Freezer				

Alternate storage locations must have stand-alone vaccine storage units. Any vaccine transferred to the alternate storage location must be monitored with a DDL thermometer at all times.

Manual Defrost

CDC currently recommends stand-alone refrigerators and stand-alone freezers for vaccine storage. It is also recommended that those units be auto-defrost (self-defrosting) units.

Manual Defrost units must be defrosted once the ice accumulation reaches ¼" thick.

If a Manual Defrost storage unit is used, a temporary storage unit should be available that can maintain temperatures for the vaccines while defrosting the main unit.

Please detail below your location's protocol for defrosting a manual defrost unit. Include how the defrost process will be completed as well as where the vaccines will be located during the process.

Acknowledgment

Please sign and date this acknowledgment yearly as well as when any of your location information changes.

All staff signing the acknowledgment agree that they have reviewed, understand, and agree to the assigned duties as vaccine management staff for this location.

Medical Director/Physician Signing Agreement: _____

Signature: _____ Date: _____

Primary Vaccine Coordinator: _____

Signature: _____ Date: _____

Backup Vaccine Coordinator: _____

Signature: _____ Date: _____
