

2019 VFC Program Updates

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Immunization Branch

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Overview

- **VFC Updates**
 - ✓ Vaccine Management Plans
 - ✓ Staff Training Requirements
 - ✓ Digital Data Loggers
 - ✓ Temperature monitoring
 - ✓ Program Integrity
 - ✓ Afternoon TEACh

Disclosures

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VFC Program Requirements

2019 Program Participation Requirements at a Glance

Requirement	Summary	Resources/Job Aids
<p>Vaccine Management Plan</p> <p>UPDATED!</p>	<p>Maintain a current and completed vaccine management plan (for routine and emergency situations) that includes practice-specific, vaccine-management guidelines and protocols, names of staff with temperature monitoring responsibilities, and completion dates of required EZIZ lessons for key practice staff.</p> <p>Review and update the plan at least annually, when VFC Program requirements change, and when staff with designated vaccine-management responsibilities change.</p> <p>Designate a staff member responsible for updating the practice's management plan, and execute planned actions in emergency situations. Conduct vaccine management drills to maintain competency and readiness for emergency procedures, such as vaccine transport.</p> <p>Ensure staff with assigned vaccine-management responsibilities review, sign, and date the vaccine management plan annually and each time it is updated.</p> <p>Keep the vaccine management plan in a location easily accessible by staff, ideally near the vaccine storage units.</p>	<p>EZIZ VFC Program Requirements Lesson</p> <p>Vaccine Management Plan (IMM-1122)</p> <p>Provider Operations Manual (IMM-1248) Chapter 3</p>
Key Practice Staff	<p>Designate and maintain key practice staff in the practice's profile, and report key practice staff changes immediately on the online form on MyVFCVaccines. Changes to the Provider or Provider of Record Designee cannot be made online, and a Key Practice Staff Change Request form needs to be completed and submitted to the VFC Program.</p> <p>Add new key practice staff to the practice's vaccine management plan; ensure required EZIZ lessons are taken.</p> <p>There are four required VFC roles:</p> <p>Provider of Record (POR): The physician-in-chief, medical director, or equivalent role that signs and agrees to the terms of the VFC "Provider Agreement" and the California VFC Program "Provider Agreement Addendum" and is ultimately accountable for the practice's compliance. Must be a licensed MD, DO, NP, PA, pharmacist, or a Certified Nurse Midwife with prescription-writing privileges in California.</p> <p>Provider of Record Designee: The on-site person designated by the Provider of Record to sign VFC documents on his/her behalf and to assume responsibility for VFC matters in his/her absence.</p> <p>Vaccine Coordinator: An on-site employee who is fully trained and responsible for implementing and overseeing the provider's vaccine management plan.</p> <p>Backup Vaccine Coordinator: An on-site employee fully trained in the practice's vaccine management activities and fulfills the responsibilities of the Vaccine Coordinator in his/her absence.</p> <p>Immunization Champion (optional): A staff member who goes above and beyond their normal duties to promote immunizations to patients and in the community.</p>	<p>Vaccine Coordinator Roles & Responsibilities (IMM-968)</p> <p>VFC Key Practice Staff Change Request Form (IMM-1166)</p> <p>Provider Operations Manual (IMM-1248) Chapter One, Program Requirements</p>

VFC Program Requirements

- Reviewed and update by the California VFC program on annual basis
- Providers are responsible for reviewing program materials that come out during the year
- Providers are required to update their internal policies/protocols to reflect those changes
- Review this document prior to annual recertification
 - ✓ Program requirements can be found here
- Can be found on eziz.org

Vaccine Management Plans

Written Vaccine Management Plan

- All facilities storing and administering vaccines should have them
 - ✓ These plans are a requirement for participation in the VFC Program
- Vaccine Management Plan (2 parts)
 - ✓ **Routine** – include all aspects of vaccine management, from ordering, storage conditions to temperature monitoring.
 - ✓ **Emergency** - Outline steps and key contacts in case of an emergency, such as a planned or unplanned power loss.

Vaccine Management Plan

KEEP YOUR MANAGEMENT PLAN NEAR THE VACCINE STORAGE UNITS

The California VFC Program re-situations. This template includes information, and staff training storage and handling site visits

Review and update your plan designated vaccine management log whenever your plan is revised

Section 1: Important Contacts

KEY PRACTICE STAFF & ROLE

Office/Practice Name	Role
Address	Provider of Record
	Provider of Record Designee
	Vaccine Coordinator
	Backup Vaccine Coordinator
	Immunization Champion (optional)
	Receives vaccines
	Stores vaccines
	Handles shipping issues
	Monitors storage unit temperatures

USEFUL EMERGENCY NUMBERS

Service	Phone #
VFC Field Representative	
VFC Call Center	
Utility Company	
Building Maintenance	
Building Alarm Company	
Refrigerator/Freezer Alarm Company	
Refrigerator/Freezer Repair	
Point of Contact for Vaccine Transport	

www.cdph.org

Vaccine Management Plan

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.

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

Role/Responsibility	First & Last Name	Phone #	Alt Phone #	E-mail Address
1.				
2.				
3.				
4.				

Does the clinic have a generator? If so, where is it? _____

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 VFC provider). Identify an alternate location(s) that has vaccine storage units and temperature monitoring devices that meet VFC Program requirements.

Alternate Vaccine Storage	Address & City	Phone #	Alt Phone #	E-mail Address

Location of emergency packing supplies _____

OTHER USEFUL INFORMATION

Facility Floor Plan: 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.

www.cdph.org 6 IMM-1122 (12/16)

Vaccine Management Plans

- Should have a one already in place
- Should include practice-specific vaccine management guidelines & protocols
- Review and update at least once per year or as needed
- Have names of staff with temperature monitoring responsibilities
- List of staff who have completed the EZIZ online lessons (for key staff)
- Ensure all staff with assigned vaccine management duties review, sign and date the plan annually
- ***All internal staff are required to know what the plan contains***

Vaccine Management Plans

- Major changes from 2018:
 - ✓ Designate a staff member responsible for updating the practice's management plan and execute planned actions in emergency situations
 - ✓ Keep the vaccine management plan in a location easily accessible by staff
 - Ideally near the vaccine storage units

Staff Training Requirements

Skilled and Properly Trained Staff:


- **Designate a primary and a back-up vaccine coordinator (VC)**
 - ✓ Oversee storage and handling activities within the clinic
 - ✓ A description of the vaccine coordinator's role is included in this job aid
 - ✓ BOTH VCs must be equally trained
- **The provider of record should be directly involved in overseeing vaccine management activities in the clinic**
 - ✓ Financial implications of vaccine replacement cost AND clinical implications of mishandling of vaccines

Vaccine Coordinator

The Role of the Vaccine Coordinator

Vaccines are expensive and sensitive to temperature. Careful vaccine management is essential to protecting your vaccine supply.

VFC requires providers to designate a fully trained Vaccine Coordinator and a Backup Vaccine Coordinator to implement routine and emergency vaccine management plans. Their names and contact information must be reported to the VFC Program through MyVFCVaccines.org. In many practices, the Vaccine Coordinator is a medical assistant. In other practices, the Vaccine Coordinator is an LVN, RN, office manager, or other staff person.



Responsibilities of the Vaccine Coordinator

The Vaccine Coordinator's responsibilities vary depending on the amount of vaccine the practice gives and practice protocols. In some practices, the Vaccine Coordinator is responsible for all vaccine management activities, including training other (especially new) staff. In other practices, a different person may have one or more vaccine management responsibilities, such as ordering vaccines. Below is a list of essential responsibilities.

Receiving vaccines

- Be present when vaccine is delivered and immediately process it into inventory.
- Ensure that acceptable temperature ranges have been maintained.

Storing vaccines

- Rotate the vaccine inventory so that vaccines with shorter expiration dates are used first.
- Ensure that there are no expired vaccines in the refrigerator or freezer.
- Keep VFC vaccine separate from private vaccine stock.
- Perform routine cleaning on vaccine storage units.

Monitoring vaccine temperatures

- Use a certified calibrated thermometer to review refrigerator and freezer temperatures.
- Record minimum, current, and maximum temperatures on a VFC-supplied log twice a day.
- Take immediate action if temperatures are outside acceptable ranges.
- Implement the emergency vaccine management plan, if necessary.
- Review vaccine temperature logs weekly.
- Retain temperature logs for three years.

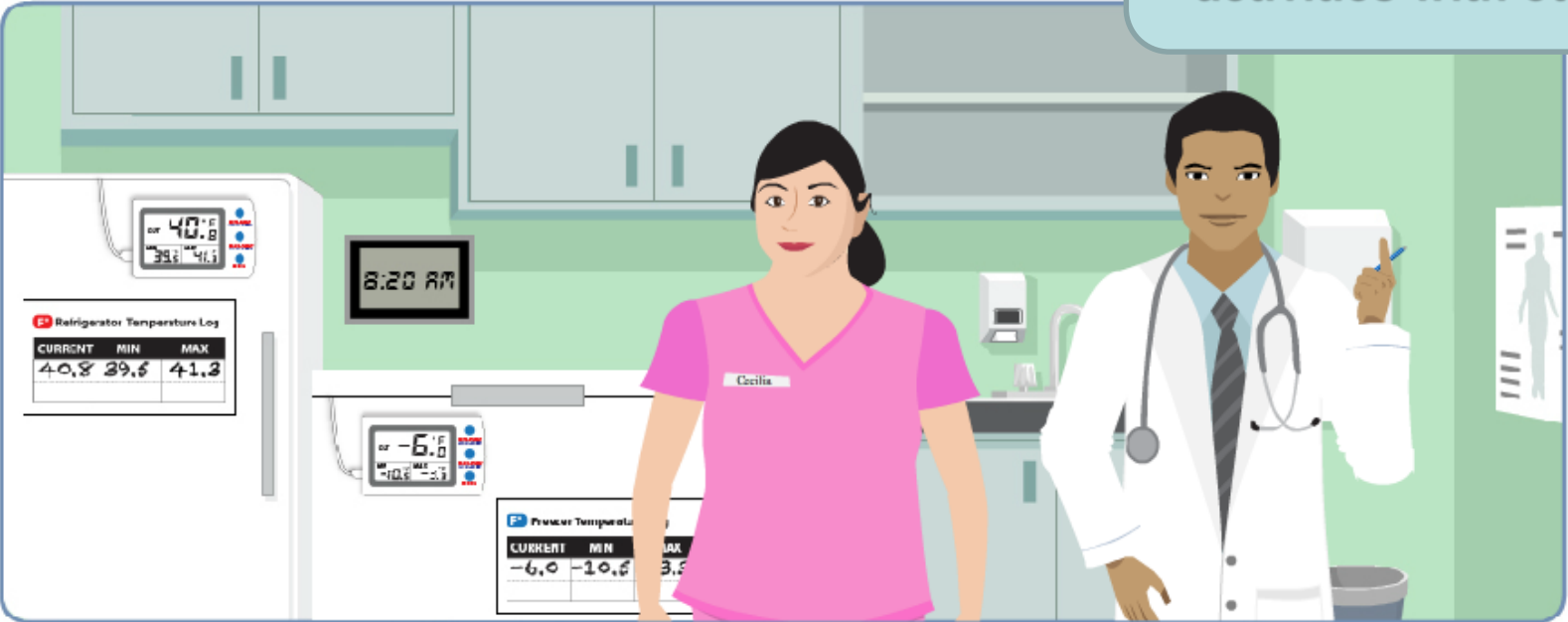
Ordering vaccines

- Perform a physical inventory of all vaccines in stock.
- Account for doses of returned or transferred vaccines since the last order.
- Complete and submit the VFC vaccine order at MyVFCVaccines.org.

Temperature Monitoring Lesson Required for key practice staff *AND* clinic staff responsible for temperature monitoring

EZIZ Lesson: Monitoring Storage Unit Temperatures

Welcome to Monitoring Storage Unit Temperatures



78% of Vaccine Coordinators share storage and handling activities with other clinic staff

Required EZIZ Lessons for Key Practice Staff

Legend: ✓ = Required Lesson		Start Date	Key Practice Staff			
			Vaccine Coordinator	Backup Vaccine Coordinator	Provider of Record	Provider of Record Designee
Lessons	VFC Program Requirements *	Recertification Launch	✓	✓	✓	✓
	Storing Vaccines*	Recertification Launch	✓	✓	✓	✓
	Monitoring Storage Unit Temperatures*	Recertification Launch	✓	✓	✓	✓
	Conducting a Vaccine Inventory *	Recertification Launch	✓	✓	Encouraged	Encouraged
Review & Acknowledge	Provider Operations Manual <i>(NEW)</i>	Recertification Launch	✓	✓	✓	✓
	Vaccine Management Plan <i>(Updated)</i>	Recertification Launch	✓	✓	✓	✓

*Test-out option available

Digital Data Logger Requirement

Digital Data Loggers



Digital data loggers

VFC Requirement: Use of DDL for Temperature Monitoring of VFC Supplied Vaccines- Summary

All staff, including supervisors and new employees, must be properly trained on temperature monitoring including proper use of the practice's DDL and the required corrective action for out-of-range temperatures:

- Equip all refrigerators and freezers (primary and back-up) storing VFC-supplied vaccines with VFC-compliant DDL.
- Ensure each device has a current certificate of calibration
- Configure key settings for primary and back-up DDL's including device name, high and low temperature alarm limits and a 30 minute logging interval
- Keep on hand at least one back-up DDL (battery operated) for emergency vaccine transport.
- Store the back-up DDL's buffered probe in the vaccine refrigerator and it's display in a cabinet
 - ✓ Document the device's location on the practice's vaccine management plan.

VFC Requirement: Use of DDL for Temperature Monitoring of VFC Supplied Vaccines- Summary

- Calibrate primary and back-up devices annually, or every other year when the manufacturer's recommend a period longer than two years
- Keep certificates of calibration on file and make them available to the VFC program upon request
- If any data logger or probe is damaged, replace the entire device

VFC Requirement: Use of DDL for Temperature Monitoring of VFC Supplied Vaccines

Minimum required features for your DDL:

- Detachable temperature probe immersed in buffered material
- Programmable logging interval
- Digital display with current, MIN, and MAX temperatures
- Accuracy of +/-1.0°F (+/-0.5°C) for refrigerator and freezer
- Visual or audible alarm for out-of-range temp
- Low battery indicator
- Memory storage of at least 4,000 readings
- Current and valid certificate of calibration

<http://eziz.org/assets/docs/IMM-1236.pdf>

Data Loggers Job Aids

EZIZ
A one-stop shop for immunization training and resources.

Home
EZIZ Training
VFC Program
Storage & Handling
Resources
Contact VFC
Phone: 1-877-243-8832
Business hours: 9-5
Fax: 1-877-329-9832
Find a VFC field representative in your area
Find other VFC provider offices in your area
Send us your comments at eziz@cdph.ca.gov

Sign up to receive EZIZ news and VFC letters via email

Frequently Asked Questions

Question to Ask Vendors about Digital Data Loggers

The following questions are examples of what one can ask to become an informed data logger consumer. Data loggers are tools to help safeguard vaccines. Their correct and consistent use depends on how well clinic staff know about them, how they work, and how to use them.

Which of your products meet all the following requirements for data logger use in a vaccine storage unit?

- Be accurate within $\pm 1^\circ\text{F}$ ($\pm 0.5^\circ\text{C}$);
- Have a visual or audible alarm for out-of-range temperatures;
- Have a low battery indicator;
- Have memory storage of at least 4,000 readings;
- Display current, minimum, and maximum temperatures;
- Have a user-programmable logging interval (or reading rate);
- Have a valid [Certificate of Traceability and Calibration Testing](#), also known as a Report of Calibration; and
- Have a buffered temperature probe immersed in one of the following: a vial filled with liquid (e.g. glycol, ethanol, glycerin); a vial filled with loose media (e.g. sand, glass beads); or a solid block of material (e.g. Teflon®, aluminum).

Questions about training

- Do you have training for your customers on how to set up and use the data logger?
- What type of training and/or technical support do you offer?
- Is there a cost for that training and/or technical support?
- How can clinic staff access the training resources/materials, etc.?

Questions about calibration services

- Does the data logger come with a NIST-traceable certificate of calibration?
- Can the logger be recalibrated?
- What is the cost of a NIST-traceable certificate of calibration?
- As a vendor, do you provide recalibration services?
- What will be the cost of recalibration for the data logger?
- Is the certificate of calibration from a lab that follows ISO/IEC 17025 standards?
- What is the manufacturer's recommended calibration cycle? 1 year? 2 years?

Questions about logger use

- Will my device be ready to use out of the box or will it need accessories?
- Does the device require software to set the temperature alarm settings and/or read temperature recordings?
- Does the device require software to set the recording interval?

Data Logger Setup & Use

Preparing New Data Loggers for Use

Refer to your device's product guide or video to learn how to use your data logger. Please call your vendor's support contact number for all questions regarding setup, functionality, or configuration.

Set Up and Get Familiar with Functions

1. Determine what you will need to set up and prepare your data logger to monitor temperatures.

- Install software and configure the device as needed. For some data loggers, data download may require setup of a cloud account or purchase of a flash drive.
- Locate the vendor's support contact number in case you need to reach them during the software installation or device setup.

2. Get familiar with your data logger.

- Make sure you can find CURRENT, MIN, and MAX readings. Some devices display all of these readings on the main digital display. For others, you may have to access menus by toggling buttons such as REVIEW, START, and DISPLAY on the device.
- Determine how your device will communicate temperature alarms. Some data loggers may display a red light or icon/symbol on the digital display. Wi-Fi-enabled devices may issue text messages or email alerts wirelessly.

3. Locate the necessary steps to download temperature data files.

- Determine if your device must be stopped before downloading data files to prevent recording room temperatures.
- Determine if your device must be unplugged from the probe to download data files. Probe must remain in storage unit at all times.

4. Locate the necessary steps to resume temperature recording after data downloads.

- Determine how your device must be stored. You may have to plug the data logger back into the probe and press the START button.
- Determine if your device must be reset manually after recording temperatures. Data loggers may reset either manually or automatically.

5. Get familiar with your downloaded temperature data files including summary data.

- Make sure you can locate key temperature excursion details. Look for excursion time/date, MIN/MAX temperatures, and total time above/below alert limits.
- Locate the summary data. Most devices generate a one-page summary of excursion details that you'll need when reporting temperature excursions to VFC.

6. Set up an electronic filing system for saving your downloaded temperature data files to your computer.

- Create separate folders for each storage unit by location. For example, Injection_Room_Unit_01.

7. Store your data logger's Certificate of Calibration in a safe accessible location.

Configure Settings

Settings may be programmed on the data logger or using the software installed on the computer depending on your device.

1. Set the temperature scale to Fahrenheit or Celsius.
2. Set the recording intervals to 15 minutes (if not already pre-configured).
3. Set the LO/HI temperature alarm limits for refrigerators and freezers:

Settings	Refrigerator	Freezer
LO	34.9°F (1.9°C)	-58.1°F (-50.1°C)
HI	46.1°F (8.1°C)	5.1°F (-14.9°C)

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California Department of Public Health, Immunization Branch, Vaccines for Children (VFC) Program

EZIZ.org

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IMM-1206 (12/15)

Temperature Monitoring

Temperature Monitoring:

- Ensure vaccine storage unit temperatures are recorded on current VFC temperature logs.
- Monitor and record current, minimum and maximum temperatures in vaccine refrigerators and freezers twice each day,
- Any VFC-approved mass vaccination clinic must monitor and record temperatures every hour and attach data logger download summary report to the transport log.
- Download and analyze temperature data files (feature of digital data loggers) at the end of every two-week

Temperature Monitoring:

- Acknowledge that if temperatures are not monitored and documented, if temperature logs are missing, or if temperature logs are falsified, all affected vaccines will be automatically deemed non-viable and considered a negligent vaccine loss.
- Ensure VFC temperature logs are legible and completed accurately, and in ink.
- Immediately cross out, correct, and initial neatly any inadvertent documentation error.
- Ensure the supervisor certifies and signs that temperatures were recorded twice daily,
- Acknowledge that temperature logs missing during a VFC site visit but found at a later date will not be accepted.

2018 Temperature Monitoring Logs

F° Refrigerator Temperature Log

Instructions
Keep refrigerator in OK range.

36.0°F 46.0°F

Check temperatures twice a day.

- Fill out month, year, refrigerator ID, and PIN.
- Record the time and your initials.
- Record a check if an alarm went off.
- Record Current, MIN, and MAX.

If no alarm:

- Clear MIN/MAX.
- Ensure data logger is in place and recording.

IF ALARM WENT OFF:

- Clear MIN/MAX and alarm symbol.
- Post "Do Not Use Vaccines" sign.
- Alert your supervisor.
- Report excursion to SHOTS at MyVFCvaccines.org.
- Record assigned SHOTS ID.
- Ensure data logger is in place and recording.

Supervisor's Review

When log is complete, check all that apply:

- Month/year/frige ID/PIN are recorded.
- Temperatures were recorded twice daily.
- I reviewed data files for all the days on this log to find any missed excursions.

Date downloaded: ____/____/____

- Any excursions were reported to SHOTS at MyVFCvaccines.org.
- We understand that falsifying this log is grounds for vaccine replacement and termination from the VFC Program.

On-Site Supervisor's Name: _____

Signature: _____

Date: ____/____/____

Staff Names and Initials: _____

Notes: _____

Table:

DAY OF MONTH	TIME	INITIALS	ALARM	CURRENT	MIN	MAX	SHOTS ID
Example	8:00 a.m.	NN		40.5	38.1	43.7	
	4:00 p.m.	NN	✓	37.4	33.0	39.2	12345
1	a.m.						
	p.m.						
2	a.m.						
	p.m.						
3	a.m.						
	p.m.						
4	a.m.						
	p.m.						
5	a.m.						
	p.m.						
6	a.m.						
	p.m.						
7	a.m.						
	p.m.						
8	a.m.						
	p.m.						
9	a.m.						
	p.m.						
10	a.m.						
	p.m.						
11	a.m.						
	p.m.						
12	a.m.						
	p.m.						
13	a.m.						
	p.m.						
14	a.m.						
	p.m.						
15	a.m.						
	p.m.						

1-877-243-8832 Keep all VFC temperature logs and data files for three years. IMM-1125 Page 1 (12/17)

F° Freezer Temperature Log

Instructions
Keep freezer in OK range.

-58.0°F 5.0°F

Check temperatures twice a day.

- Fill out month, year, freezer ID, and PIN.
- Record the time and your initials.
- Record a check if an alarm went off.
- Record Current, MIN, and MAX.

If no alarm:

- Clear MIN/MAX.
- Ensure data logger is in place and recording.

IF ALARM WENT OFF:

- Clear MIN/MAX and alarm symbol.
- Post "Do Not Use Vaccines" sign.
- Alert your supervisor.
- Report excursion to SHOTS at MyVFCvaccines.org.
- Record assigned SHOTS ID.
- Ensure data logger is in place and recording.

Supervisor's Review

When log is complete, check all that apply:

- Month/year/freezer ID/PIN are recorded.
- Temperatures were recorded twice daily.
- I reviewed data files for all the days on this log to find any missed excursions.

Date downloaded: ____/____/____

- Any excursions were reported to SHOTS at MyVFCvaccines.org.
- We understand that falsifying this log is grounds for vaccine replacement and termination from the VFC Program.

On-Site Supervisor's Name: _____

Signature: _____

Date: ____/____/____

Staff Names and Initials: _____

Notes: _____

Table:

DAY OF MONTH	TIME	INITIALS	ALARM	CURRENT	MIN	MAX	SHOTS ID
Example	8:00 a.m.	NN		-10.3	-20.2	-9.1	
	4:00 p.m.	NN	✓	2.4	-9.0	6.2	12345
1	a.m.						
	p.m.						
2	a.m.						
	p.m.						
3	a.m.						
	p.m.						
4	a.m.						
	p.m.						
5	a.m.						
	p.m.						
6	a.m.						
	p.m.						
7	a.m.						
	p.m.						
8	a.m.						
	p.m.						
9	a.m.						
	p.m.						
10	a.m.						
	p.m.						
11	a.m.						
	p.m.						
12	a.m.						
	p.m.						
13	a.m.						
	p.m.						
14	a.m.						
	p.m.						
15	a.m.						
	p.m.						

1-877-243-8832 Keep all VFC temperature logs and data files for three years. IMM-1126 Page 1 (12/17)



2018 Temperature Monitoring Logs

F° Refrigerator Temperature Log

MONTH & YEAR: _____ REFRIGERATOR LOCATION/ID: _____ VFC PIN: _____

DAY OF MONTH	TIME	INITIALS	ALARM	CURRENT	MIN	MAX	SHOTS ID
Example	8:00 a.m.	NN		40.5	38.1	43.7	
	4:00 p.m.	NN	✓	37.4	33.0	39.2	12345
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Instructions

Keep refrigerator in OK range.

36.0°F 46.0°F

Check temperature **twice** a day.

- Fill out month, year, refrigerator ID, and PIN.
- Record the time and your initials.
- Record a check if an alarm went off.
- Record Current, MIN, and MAX.

If no alarm:

- Clear MIN/MAX.
- Ensure data logger is in place and recording.

IF ALARM WENT OFF:

- Clear MIN/MAX and alarm symbol.
- Post "Do Not Use Vaccines" sign.
- Alert your supervisor.
- Report excursion to SHOTS at MyVFCvaccines.org.
- Record assigned SHOTS ID.
- Ensure data logger is in place and recording.

Supervisor's Review

When log is complete, check all that apply:

- Month/year/frige ID/PIN are recorded.
- Temperatures were recorded twice daily.
- I reviewed data files for all the days on this log to find any missed excursions.

Date downloaded: ____/____/____

- Any excursions were reported to SHOTS at MyVFCvaccines.org.
- We understand that falsifying this log is grounds for vaccine replacement and termination from the VFC Program.

On-Site Supervisor's Name: _____

Signature: _____

Date: ____/____/____

Staff Names and Initials: _____

Notes: _____

VFC 1-877-243-8832 Keep all VFC temperature logs and data files for three years. IMM-1125 Page 1 (12/17)

F° Refrigerator Temperature Log

MONTH & YEAR: _____ REFRIGERATOR LOCATION/ID: _____ VFC PIN: _____

DAY OF MONTH	TIME	INITIALS	ALARM	CURRENT	MIN	MAX	SHOTS ID
Example	8:00 a.m.	NN		40.5	38.1	43.7	
	4:00 p.m.	NN	✓	37.4	33.0	39.2	12345
1							
	a.m.						
	p.m.						

2018 Temperature Monitoring Logs

F° Refrigerator Temperature Log

MONTH & YEAR: _____ REFRIGERATOR LOCATION/ID: _____ VFC PIN: _____

DAY OF MONTH	TIME	INITIALS	ALARM	CURRENT	MIN	MAX	SHOTS ID
Example	8:00 a.m. 4:00 p.m.	NN NN	<input type="checkbox"/> <input checked="" type="checkbox"/>	40.5 37.4	38.1 33.0	43.7 39.2	12345
1	a.m. p.m.						
2	a.m. p.m.						
3	a.m. p.m.						
4	a.m. p.m.						
5	a.m. p.m.						
6	a.m. p.m.						
7	a.m. p.m.						
8	a.m. p.m.						
9	a.m. p.m.						
10	a.m. p.m.						
11	a.m. p.m.						
12	a.m. p.m.						
13	a.m. p.m.						
14	a.m. p.m.						
15	a.m. p.m.						

Notes: _____

Instructions

Keep refrigerator in OK range.

Check temperatures twice a day.

- Fill out month, year, refrigerator ID, and PIN.
- Record the time and your initials.
- Record a check if an alarm went off.
- Record Current, MIN, and MAX.

If no alarm:

- Clear MIN/MAX.
- Ensure data logger is in place and recording.

IF ALARM WENT OFF:

- Clear MIN/MAX and alarm symbol.
- Post "Do Not Use Vaccines" sign.
- Alert your supervisor.
- Report excursion to SHOTS at MyVFCvaccines.org.
- Record assigned SHOTS ID.
- Ensure data logger is in place and recording.

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Date downloaded: ____/____/____

- Any excursions were reported to SHOTS at MyVFCvaccines.org.
- We understand that falsifying this log is grounds for vaccine replacement and termination from the VFC Program.

On-Site Supervisor's Name: _____

Signature: _____

Date: ____/____/____

Staff Names and Initials: _____

VFC 1-877-243-8832 Keep all VFC temperature logs and data files for three years. IMM-1125 Page 1 (12/17)

Instructions

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- Clear MIN/MAX and alarm symbol.
- Post "Do Not Use Vaccines" sign.
- Alert your supervisor.
- Report excursion to SHOTS at MyVFCvaccines.org.
- Record assigned SHOTS ID.
- Ensure data logger is in place and recording.



2018 Temperature Monitoring Logs

F° Refrigerator Temperature Log

MONTH & YEAR: _____ REFRIGERATOR LOCATION/ID: _____ VFC PIN: _____

DAY OF MONTH	TIME	INITIALS	ALARM	CURRENT	MIN	MAX	SHOTS ID
Example	8:00 a.m. 4:00 p.m.	NN NN	<input type="checkbox"/> <input checked="" type="checkbox"/>	40.5 37.4	38.1 33.0	43.7 39.2	12345
1	a.m. p.m.						
2	a.m. p.m.						
3	a.m. p.m.						
4	a.m. p.m.						
5	a.m. p.m.						
6	a.m. p.m.						
7	a.m. p.m.						
8	a.m. p.m.						
9	a.m. p.m.						
10	a.m. p.m.						
11	a.m. p.m.						
12	a.m. p.m.						
13	a.m. p.m.						
14	a.m. p.m.						
15	a.m. p.m.						

Instructions

Keep refrigerator in OK range.

36.0°F 46.0°F

Check temperatures twice a day.

- Fill out month, year, refrigerator ID, and PIN.
- Record the time and your initials.
- Record a check if an alarm went off.
- Record Current, MIN, and MAX.

If no alarm:

- Clear MIN/MAX.
- Ensure data logger is in place and recording.

IF ALARM WENT OFF:

- Clear MIN/MAX and alarm symbol.
- Post "Do Not Use Vaccines" sign.
- Alert your supervisor.
- Report excursion to SHOTS at MyVFCvaccines.org.
- Record assigned SHOTS ID.
- Ensure data logger is in place and recording.

Supervisor's Review

When log is complete, check all that apply:

- Month/year/frige ID/PIN are recorded.
- Temperatures were recorded twice daily.
- I reviewed data files for all the days on this log to find any missed excursions.

Date downloaded: ____/____/____

- Any excursions were reported to SHOTS at MyVFCvaccines.org.
- We understand that falsifying this log is grounds for vaccine replacement and termination from the VFC Program.

On-Site Supervisor's Name: _____

Signature: _____

Date: ____/____/____

Staff Names and Initials: _____

Notes: _____

VFC 1-877-243-8832 Keep all VFC temperature logs and data files for three years. IMM-1125 Page 1 (12/17)

Supervisor's Review

When log is complete, check all that apply:

- Month/year/frige ID/PIN are recorded.
- Temperatures were recorded twice daily.
- I reviewed data files for all the days on this log to find any missed excursions.

Date downloaded: ____/____/____

- Any excursions were reported to SHOTS at MyVFCvaccines.org.
- We understand that falsifying this log is grounds for vaccine replacement and termination from the VFC Program.

On-Site Supervisor's Name: _____

Signature: _____

Date: ____/____/____

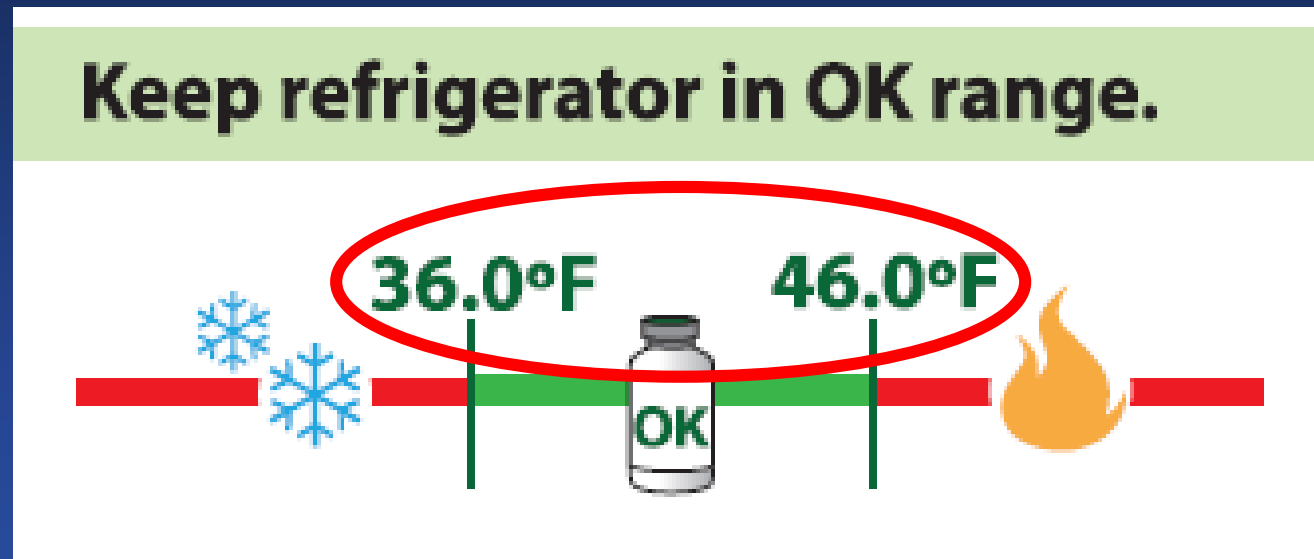
Staff Names and Initials: _____

IMM-1125 Page 1 (12/17)



Temperature Monitoring Changes:

- As of January 1st, 2018, the new acceptable temperature for refrigerated vaccines is 36° - 46° Fahrenheit



Vaccine Storage Units

Acceptable Vaccine Refrigerators

TABLE 2. Vaccine refrigerators by practice volume

Grade (Type) Rating	Description	Practice Volume
Pharmacy- or biologic-grade (any) <i>Best</i>	Purpose-built to maintain consistent temperatures for storage of vaccines or biologics. Come in stand-alone and combination units.	Very high (required) Others: preferred
Compact pharmacy- or biologic-grade (stand-alone) <i>Best</i>	These under-the-counter storage units are suitable for smaller practices with limited space.	Low, Medium, High
Commercial units (stand-alone) <i>Good</i>	Intended to store food and beverages in commercial settings. They are often larger and more powerful than household units but are not designed to store biologics and might experience temperature fluctuations.	Low, Medium, High
Household (stand-alone) <i>Discouraged</i>	Intended for use in homes and offices—typically for food storage. Like commercial units, they are not designed to store biologics and experience frequent temperature fluctuations.	Low, Medium, High



Acceptable Vaccine Freezers

TABLE 3. Vaccine freezers by practice volume

Grade (Type) Rating	Description	Practice Volume
Pharmacy- or biologic-grade (stand-alone) <i>Good</i>	Specifically designed to maintain consistent temperatures for storage of vaccines or biologics.	Any practice
Pharmacy- or biologic-grade (combination) <i>Good</i>	These storage units have more than one compressor allowing for better and separate temperature control of the refrigerator and freezer compartments.	Any practice
Commercial units (stand-alone) <i>Good</i>	Intended to store food and beverages in commercial settings. They are often larger and more powerful than household units but not designed to store biologics and experience some temperature fluctuations.	Any practice
Household (stand-alone) <i>Good</i>	Intended for use in homes and offices—typically for food storage. Like commercial units, they are not designed to store biologics and experience frequent temperature fluctuations.	Any practice

Acceptable Storage Units

Stand-alone. These types are self-contained units designed as either refrigerator-only or freezer-only and range in size from compact, under-the-counter styles to very large pharmaceutical-grade units.



FIGURE 3.3. Stand-alone refrigerators.



FIGURE 3.4. Stand-alone upright and chest freezers.

Combination. These types have a refrigerator and freezer with separate exterior doors.



FIGURE 3.5. Combination purpose-built unit.

Key Terms:

- **Purpose-built.** These grades are specifically designed to maintain consistent temperatures for storage of vaccines or biologics. They might be designed for pharmacy, biologic, or laboratory environments.
- **Commercial.** These grades are intended to store food and beverages in commercial settings. They are often larger and more powerful than household units but are not designed to store biologics. They experience some temperature fluctuations.
- **Household.** These grades are intended for food storage—typically in homes and offices.

Vaccine Storage

Vaccine Storage Requirements

REQUIRED SPECIFICATIONS

All refrigerator units must:

- Maintain required vaccine storage temperatures (35°F – 46°F) year-round.
- Be automatic defrost (frost-free) and free of any frost, ice, water or coolant leaks. Manual defrost (cyclic defrost) refrigerators with visible cooling plates/coiling in the internal back wall are not acceptable.
- Provide enough space to store the largest number of doses expected at one time (including influenza season), allowing for vaccine storage at least 2-3 inches away from walls, floor, and other boxes, and away from cold air vents.
- Be reliable (with a quiet compressor) and has not needed frequent repairs. Replacement should be considered for household refrigerator/freezer combination units over 10 years old.
- Have doors that seal tightly and close properly
- Have separate temperature controls for refrigerator and freezer for combination units.
- Not have convertible features that switch to an all-freezer unit.
- Have a working thermometer placed centrally in the unit. Thermometers must be certified in accordance with National Institute of Standards and Technology (NIST).
- Be used only for vaccine storage. In limited circumstance, and as space allows, other medications may be stored in the same units.



Most practices will need a separate refrigerator and freezer, but low and medium volume providers already enrolled in the VFC Program may continue to use household refrigerator/freezer combination units *IF* they meet all the required specifications.

All Freezer units must:

- Maintain required vaccine storage temperatures (5°F or below) year-round.
- Provide enough space to store vaccines along with sufficient frozen cold packs.
- Have an automatic defroster. (Manual defrosters are acceptable only if the office has an alternate place to store vaccines when defrosting the unit.)

Vaccine Refrigerator Setup

Carefully organizing vaccines in a refrigerator helps protect vaccine and facilitates management. Refrigerate all vaccines **except** MMR, MMRV, Varicella, and Zoster.

Refrigerator-only Unit

Almost all of the space is usable (inside dashed lines).

✓ Always keep vaccine in its original box. Do not open the box until you are ready to use the vaccine.

✓ Place vaccine boxes in breathable plastic mesh baskets or directly on shelves. Label baskets or shelves by type of vaccine.

✓ Group vaccines by pediatric, adolescent, and adult types.

✓ Separate VFC vaccine from privately purchased vaccine and label them clearly.

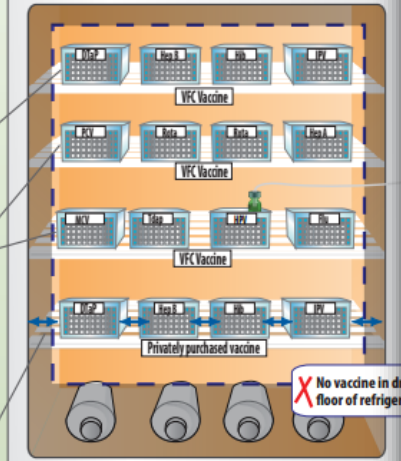
✓ Keep baskets 2-3 inches from walls and other baskets.

✓ Store only vaccine and other medication in vaccine storage units.

✓ Keep vaccines with shorter expiration dates to front of shelf.
If you have vaccine that will expire in 3 months or less that you will not be able to use, notify the VFC Program.



✗ No vaccine in the floor of refrigerator



If you have any problems with your refrigerator, keep the refrigerator door shut and notify the California VFC Program.
- VFC Program Office (877) 243-8832 - VFC Field Representative

Vaccine Freezer Setup

Storing Vaccines

Carefully organizing vaccines in a freezer helps protect vaccine and facilitates vaccine inventory management. Freeze MMR, MMRV, Varicella, and Zoster vaccines.

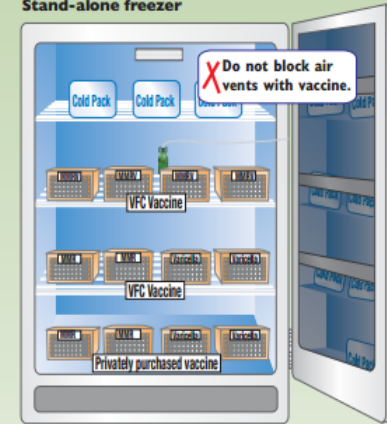
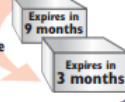
Stand-alone freezer

✓ Place vaccine in breathable plastic mesh baskets and clearly label baskets by type of vaccine.

✓ Separate the VFC vaccine supply from privately purchased vaccine.

✓ Keep vaccines with shorter expiration dates to front of shelf.

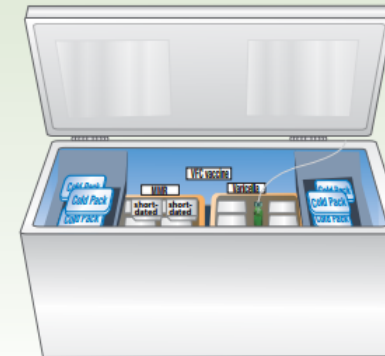
If you have vaccine that will expire in 3 months or less that you will not be able to use, notify the VFC Program.



Chest freezer

✓ Keep temperatures 5°F or colder.

Aim for 0°F and below



If you have any problems with your freezer, keep the freezer door shut and notify the California VFC Program.

• VFC Program Office (877) 243-8832 • VFC Field Representative

Best practices for vaccine storage

- Store only vaccine in CDC/VFC Approved vaccine storage units.
- Separate the VFC vaccine supply from privately purchased vaccine.
- Place vaccine in breathable plastic mesh baskets and clearly label baskets by type of vaccine.
- Keep vaccines 2-3 inches from walls of the storage unit.
- Rotate vaccines (those expiring first should be placed in front)
- Transfer short-dated vaccine
- Place thermometer probe towards the center of the vaccine storage unit

ACIP Recommendations and Standards

ACIP Recommendations & Standards

- The VFC Program entitles eligible children to all vaccines recommended by ACIP.
- As a VFC Program participant, your practice is also required that VFC-eligible children have access to ACIP-recommended vaccines not routinely administered, and make them available when indicated or requested.
 - ✓ i.e. Meningococcal Group B (Men B)
 - ✓ i.e. Pneumococcal polysaccharide (PPSV23)

Vaccine Administration

Vaccine Administration

- Administer all ACIP-recommended vaccines, in-house
- Ensure that VFC-eligible children have access to non-routine, ACIP-recommended vaccines when indicated or requested
- Administer all VFC-supplied vaccines at the approved location for the VFC PIN
 - ✓ Administration of doses away from the approved location is NOT routinely allowed
- Report clinically significant adverse events to the Vaccine Adverse Events Reporting System (VAERS)
- Report vaccine administration errors (i.e. incorrect doses, wrong or expired vaccines) to the national Vaccine Errors Reporting Program (VERP)

Vaccine Administration

- Acknowledge and follow VFC Program and manufacturer guidance, including revaccinations, if non-viable vaccines have been administered to patients.
- Document all VFC vaccine doses administered using the VFC Daily Usage Log, Flu Usage Log, an immunization registry, or electronic or paper form.
- Acknowledge that revaccination is recommended if non-viable vaccines have been administered to patients.

Program Integrity

Program Integrity

- Clinic staff will conduct themselves in an ethical, professional, and respectful manner in all interactions with VFC Program staff.
- Never alter, or falsify immunization or VFC Program-related records
- It is a VFC Program requirement to maintain records for a period of three years

Educational Opportunity



VFA
California Vaccines
for Adults

VFC
California Vaccines
For Children



Afternoon TEAch

- Began in 2018
- Webinar-based educational opportunity
- Topics range from VFC Program requirements to current ACIP recommendations
- Will be broadcast approximately every 2 – 3 months

Special Thanks to:

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