## **Vaccine Storage and Handling Protocol**

Clinic Name:	
Primary Person Responsible:	Phone:
Secondary Person Responsible:	Phone:

Process for receiving and storing vaccines supplied by the Idaho Immunization Program (IIP).

DTaP, DT, Hepatitis B, Hepatitis A, HIB, HPV, Influenza, IPV, MCV, MMR, PCV, PPV, Tdap, Td, and Rotavirus Storage and Handling

- 1) Check the insulated container, upon vaccine arrival, to ensure that the vaccine has been shipped on ice or cold packs at a temperature within 35-46°F.
  - a. Check the heat indicator and cold temperature monitors included in your vaccine shipment.
  - b. If either monitor indicates vaccine temperature has been out of range (warmer than 46°F or colder than 32°F), then <u>immediately</u> call McKesson at 1-877-836-7123 and then call the IIP at 1-800-554-2922 or 1-208-334-5931.
- 2) Check the vaccine lot numbers against the packing slip included in the container to ensure the amount of vaccine sent and the lot numbers are the same.
- 3) Store the vaccine in refrigerator (keeping it separate from any privately purchased vaccine). Rotate the stock by placing the new vaccine in the back and pulling the older vaccine to the front.
  - a. If the vaccine is within 3 months of expiring and will not be used, then contact the IIP so the vaccine may be redistributed to another clinic for use.
- 4) Store the **MMR** in the <u>freezer</u> with the Varicella and the MMRV. Keep the MMR vaccine in the box with the lid closed at all times.
- 5) Check to make sure all the vaccine ordered through the IIP was received by comparing the packing slip with the original order.
- 6) Transfer the order received in IRIS. Login to IRIS. Under Inventory click *manage transfers*. Under inbound transfers click the *create date* (in blue) of the order. When the transfer opens, verify the vaccine received and click the *Accept transfer* button.

## Varicella Storage and Handling

- 1) Varicella vaccine should arrive frozen. The temperature should be between -58° and 5°F.
- 2) Follow the check-in procedure as detailed above, except be sure to store Varicella vaccines in the freezer. Pack frozen gel or ice packs around Varicella vaccine to protect it if the freezer goes through a defrost cycle. Keep the Varicella vaccines in the box with the lid closed at all times.

## **Power/Refrigerator Failure Protocol**

Clinic Name:	
Primary Person Responsible:	Phone:
Secondary Person Responsible:	Phone:
Person with 24 hour access:	Phone:

In the event of a power/refrigerator failure please follow the listed procedures:

- 1) Record the current time and temperature of the freezer and refrigerator at the time of the power loss or malfunction. If you suspect that the failure took place when no one was in the clinic, then utilize the temperature log, the min/max feature on your thermometer, or download the temperature recorder data to determine how long the refrigerator or freezer have been out of range. Notify those listed on your vaccine emergency call list in the event of a power/refrigerator failure.
- 2) If the failure has lasted more than 1-2 hours and/or temperatures are not staying within range (Refrigerator 46-35°F; Freezer 5°- (-58)°F), then transport vaccine to one of the following locations until power is restored or refrigerator malfunction is corrected:

Facility Address Phone

1.

2.

- 3) To transport all vaccines they should be packed in an insulated container with ice or cold packs. A barrier (i.e. bubble wrap, crumpled brown packing paper) should be placed between the vaccine and ice or cold packs. Varicella has stringent temperature requirements and must be packed separately in an insulated container. During transport, a thermometer should be kept with the vaccine to continually monitor temperatures.
- 4) Contact the Idaho Immunization Program for further assistance at 1-800-554-2922 or 1-208-334-5931. A staff member will assist you with the incident and determining if your vaccine is still viable.

## **Vaccine Ordering Protocol**

Clinic Name:		
	Primary Person Responsible:	Phone:
	Secondary Person Responsible:	Phone:
1)	Submit vaccine accountability reports every (date) of the month. Best practice is to coll f you need assistance with your accountability, please at 1-800-554-2922 or 1-208-334-5931.	mplete and submit your accountability monthly.
2)	Use your IRIS inventory count report and on-hand counts to verify the amount of vaccine you have the office.	
3)	Make a list of vaccines you need to order. Keep in min your clinic about 8 weeks.	nd you want to have enough vaccine to last
1)	Submit the vaccine order and inventory count to the lo	daho Immunization Program through IRIS.

5) Please return any expired and/or compromised vaccine to "McKesson Specialty Distribution". Complete the McKesson Vaccine Return Form and submit a copy to the IIP. The IIP will request a return label from McKesson, who will pay for the return shipping cost, after the completed form is received. As soon as the return label is received by your office, ship the expired/wasted vaccines back to McKesson with a copy of the McKesson Vaccine Return Form.