

Practice/Clinic name: _____

Vaccine Receiving and Transport Plan

Staff responsible for vaccine receiving and transport:

{vaccine coordinator or appropriate staff name} _____ (primary) and
{backup vaccine coordinator or appropriate staff name} _____ (backup).

When vaccine deliveries arrive:

- The {front office staff or receptionist} immediately contacts the vaccine coordinator, back-up or the person listed above to receive the vaccine shipment.

When receiving a vaccine shipment:

- Examine container and contents for physical damage.
 - The package and contents **ARE NOT** damaged – continue unpacking.
 - The package or contents **ARE** damaged – *immediately* contact your Local Health Jurisdiction Immunization Coordinator.
- Check the cold chain temperature monitors to see if temperatures are within the recommended range.
 - The temperature monitors **ARE** within range – continue unpacking.
 - The temperature monitors **ARE NOT** within range – *immediately:*
 1. Note the date, time and temperature monitor reading,
 2. Label the vaccine “Do Not Use” and store under proper conditions, and
 3. Contact your Local Health Jurisdiction Immunization Coordinator
- Crosscheck contents and expiration dates with the invoice. Record any discrepancies and contact Local Health Jurisdiction Immunization Coordinator.

Store vaccine:

- Store all non-frozen vaccine in the refrigerator.
- Store frozen vaccine (Varicella, MMRV, etc.) in the freezer.
- Keep vials and syringes in their original packages until opened.
- Place vaccine with shortest expiration date in front (date closest to today’s date).
- Place vaccine with longest expiration date in back (date furthest from today’s date).

Procedures for transporting vaccine on page 2



Vaccine Receiving and Transport (cont.)

Practice/Clinic name: _____

Staff responsible for vaccine receiving and transport: _____
(primary) and _____ (backup).

Transport Vaccine:

It is critical that vaccine potency is protected by maintaining the cold chain at all times during transport.

- Contact your Local Health Jurisdiction Immunization Coordinator before you transport vaccine.
- Use cold packs in insulated transport containers.
- A thermometer or a cold chain monitor must be placed in the vaccine transport container.
- Stay with the vaccines at all times during transport and promptly place into appropriate storage units upon arrival.
- When transporting vaccines in vehicles, use the passenger compartment not the trunk.
- Our vaccine transport materials are located in room: _____.

Local Health Jurisdiction Immunization Coordinator Contact:

Primary: <u>Marianne Patnode</u>	<u>(509) 249-6509</u>
Name	Phone
Backup: <u>Sheryl Di Pietro</u>	<u>(509) 249-6517</u>
Name	Phone

Every provider enrolled in the state childhood vaccine program is required to have a written procedure to receive (and transport) state-supplied vaccine. Completing and keeping this template readily available to clinic staff meets this requirement.