VFC Document Checklist

For Enrollment

Please gather the following documents, which must be uploaded during the VFC enrollment process.

(Accepted file formats: JPEG, JPEG, PNG, PDF, Excel, or MS Word. Maximum file size: 4MB.)

- ☐ Completed VFC temperature logs (three days at minimum) and data logger downloads

- ☐ Documentation of vaccine storage equipment setup

  - ☐ Picture(s) showing interior of vaccine storage units
    (must clearly show placement of vaccines, data logger probe, and water bottles)

  - ☐ Picture(s) showing exterior of vaccine storage units
    (must clearly show entire vaccine storage unit)

  - ☐ Picture(s) of data logger digital display and setup

  - ☐ Pictures of **"Do Not Unplug" signage** placement

- ☐ Copies of certificates of calibration for primary and backup data loggers

- ☐ Completed vaccine management plan – **Word template** | **PDF**

- ☐ Federally Qualified Health Centers/Rural Health Centers (FQHC/RHC) must upload a copy of their license/certification or fax a copy to 877-329-9832.