



RON CHAPMAN, MD, MPH
Director & State Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

DATE: December 10, 2013 IZB-FY-1314-3

TO: Vaccines for Children (VFC) Providers

FROM: Maria Volk, M.P.A., Acting Chief *Maria E. Volk*
Center for Infectious Diseases
Division of Communicable Disease Control, Immunization Branch

SUBJECT: **New and Updated Vaccine Management Resources**

BACKGROUND

There are few immunization issues more important than vaccine management. Vaccines must be stored and handled properly from the time they are manufactured until the time they are administered. By implementing best storage and handling practices, providers can ensure that their patients get the full benefit of vaccines they receive.

This memo details the vaccine management resources offered by the California VFC Program.

NEW AND UPDATED VACCINE MANAGEMENT RESOURCES

All staff working with immunizations, and especially staff responsible for vaccine management, should be familiar with the suite of vaccine management resources. Many of these were recently updated, so even if they look familiar, practices are encouraged to download, review, and refer to them.

Management Plans

The California VFC Program requires each practice to develop and maintain a Routine Vaccine Management Plan and an Emergency Vaccine Management Plan. These templates include fields for practice-specific guidelines, protocols, and contact information.

- [Routine and Emergency Vaccine Management Plan templates](#) (IMM-1122)

Storage Units

VFC-supplied vaccines must be stored in single-purpose storage units meeting specific criteria. Furthermore, carefully organizing vaccines and maintaining recommended temperature ranges helps protect vaccine and facilitates inventory management. Refer to these storage unit job aids for important information about setting up and maintaining storage units.

- [Vaccine Refrigerator Setup-Preparing for Vaccine Storage](#) (IMM-962)
- [Vaccine Refrigerator Setup-Storing Vaccines](#) (IMM-963)
- [Vaccine Freezer Setup-Preparing for Vaccine Storage](#) (IMM-965)

- [Vaccine Freezer Setup-Storing Vaccines](#) (IMM-966)
- [Safeguard Your Power Supply](#) (IMM-967)
- [Monthly Care of Vaccine Storage Units](#) (IMM-970)
- [Acceptable Temperatures for Vaccine](#) (IMM-985)

Transporting Vaccines

In rare instances, the California VFC Program approves vaccine transfers between enrolled sites. These logs and job aids will be helpful for practices needing to transfer vaccine.

- [Transporting Frozen Vaccine job aid](#) (IMM-1130)
- [Frozen Vaccine Transport Log](#) (IMM-1116)
- [Transporting Refrigerated Vaccine job aid](#) (IMM-983)
- [Refrigerated Vaccine Transport Log](#) (IMM-1132)

Inventory

Vaccine accountability is a critical component in the VFC Program. Managing the vaccine inventory helps the practice monitor and maintain adequate supplies to meet patient needs.

- [Vaccine Physical Inventory Form](#) (IMM-1052)
- [Daily Usage Log](#) (IMM-1053)
- [How to Do a Physical Inventory](#) (IMM-1090)
- [Vaccine Receiving Log and Checklist](#) (IMM-1112)

Temperature Logs and Thermometers

Temperature monitoring is essential to vaccine management. As a reminder, we revised the temperature logs to accommodate current, minimum, and maximum temperature documentation. Completed temperature logs must be maintained for three years.

- [Refrigerator Temperature Log in Fahrenheit](#) IMM-1125 (10/13)
- [Freezer Temperature Log in Fahrenheit](#) IMM-1126(10/13)
- [Refrigerator Temperature Log in Celsius](#) IMM-1127 (10/13)
- [Freezer Temperature Log in Celsius](#) IMM-1128 (10/13)

Note: CDC recently clarified the thermometer requirements outlined in our [June 14, 2013 letter](#). Practices must keep one VFC-compliant thermometer in each vaccine storage unit. VFC providers also must have a minimum of one back-up thermometer per facility for use if a primary thermometer fails or is being recalibrated. Keep back-up thermometers outside storage units until needed.

QUESTIONS?

We appreciate your continued efforts to protect California's children against vaccine-preventable diseases. If you have any questions about vaccine management or this communication, please contact your VFC Representative or VFC Customer Service at 1-877-243-8832 or (877-2GET-VFC). You can also visit our website at www.EZIZ.org.