



Vaccine Management Plan and Designated Responsible Staff

Site Name: _____ VFC PIN: _____

Update Vaccine Management Plan and Designated Responsible Staff document annually.

1. Each staff member/provider that has direct contact with VFC vaccine must review and sign the updated Vaccine Management Plan and the Disaster Recovery Plan annually.
2. VFC vaccine shipments are received and inventoried by _____ [designated person].
3. Upon receipt, VFC vaccines are labeled (to differentiate them from private vaccine stock), received in PA-SIIS, and stored appropriately.
4. DTaP, Td, Tdap, Hep A, Hep B, Hib, HPV, influenza, meningococcal, MMR, pneumococcal, polio, and rotavirus vaccines are stored in the refrigerator with temperatures maintained at 36.0° to 46.0°F/2.0°C to 8.0°C.
5. Frozen vaccines (varicella and MMRV) must be stored in the freezer with temperatures maintained at 5.0°F to negative 58.0°F/negative 15.0°C to negative 50.0°C. MMR may be stored in the freezer.
6. Diluents are stored at refrigerator 36.0°F to 46.0°F/2.0°C to 8.0°C or, if the manufacturer's instructions allow it, room temperatures 68.0°F to 77.0°F/20.0°C to 25.0°C.
7. Stand-alone/medical grade storage units are required for any new/replacement purchases. It is **never** permissible to use dormitory style units (freezer section located within the refrigerator section) to store VFC vaccine. Vaccine found in a dormitory style unit will be considered non-viable.
8. Warning signs are posted to assure vaccine storage units are always plugged in and circuit breaker boxes must identify vaccine storage unit switches to prevent turning off the power supply without prior notification given to _____ [designated person].
9. Calibrated digital data loggers with current certificate of NIST/ILAC traceability and calibration, as well as probes, are located in the central compartment of each VFC vaccine refrigerator and freezer storage unit. Digital data loggers are due for recalibration on _____ [date]. Certificates are kept and maintained by _____ [designated person].
10. Temperature logs are maintained on site for three years. Failure to maintain temperature logs will result in suspension of VFC vaccine ordering privileges.
11. Temperatures are recorded twice a day at the beginning and end of day by _____ [designated person]. Min/max temperatures are to be recorded twice daily.
12. Document any actions taken for out-of-range temperatures on the temperature log. Recheck the temperature in 30 minutes and record. If still out of range after 30 minutes, immediately contact the manufacturers for recommendations on the viability of the vaccine.
13. If temperatures are out of range, _____ [designated person] will be notified and determine what actions will be taken. A Vaccine Incident Report and Worksheet must be completed and submitted to the VFC Program within five days of the incident.
14. Vaccine is stored in the central shelving of the units. No vaccine is permitted in the crisper bins or on the doors/floor of the storage unit. Crisper bins should be removed, and jugs of water placed in crisper space. No food or drink is permitted in vaccine storage units.
15. Vaccine vials/syringes must be stored in the manufacturer original packaging.
16. Vaccine inventory is reviewed weekly by _____ [designated person].
17. Vaccine stock is rotated with short-dated vaccines used first. Expired vaccines are removed from the storage unit and labeled to be returned to McKesson. The Spoiled/Expired Returnable Form or Wasted/Destroyed Form is completed listing all wasted, open, and expired vaccine, then submitted to the VFC Program.
18. Notify your VFC immunization nurse for assistance if vaccine will expire within 90 days.



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19. Vaccine borrowing is documented on the Vaccine Borrowing Report. This information is documented and maintained for three years for review by the VFC Program.
20. Procedures for vaccine relocation in the event of a power outage, mechanical difficulty, or emergency are reviewed and updated annually. Attach site specific Vaccine Disaster Recovery Plan with a detailed description of the alternative storage site, documentation of twice daily temperatures, directions to the site, and instructions on how to pack and maintain temperatures in the transport coolers.
21. The Vaccine Storage Maintenance Reminder should be posted on the VFC storage unit and completed by _____ [designated person].
22. Vaccine orders are to be placed online using PA-SIIS.
23. Primary and back-up vaccine coordinators must complete annual training. All office staff are recommended to complete training.



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Designated Responsible Staff

It is the direct responsibility of the staff person designated below to safeguard and ensure the maintenance of vaccines used at this site. In addition, all staff members that have direct contact with VFC vaccine must read the PA VFC Provider Policies and be familiar with your organization's vaccine management plan. These staff members must also sign and date the form below, indicating they have read the policies and this document.

Primary coordinator: _____

Back-up coordinator: _____

Annual Review

Read/signed by: (Name/title)	Date