

## Off-Site Vaccination Clinic Guidelines

Satellite, temporary, and off-site vaccination clinics play an important role in improving vaccination coverage rates and vaccinating hard-to-reach populations. Vaccination clinics held in these settings have unique challenges, and providers must follow specific guidelines for managing publicly supplied vaccine in these non-traditional settings. Below is a checklist of requirements, best practices, and reference materials for your off-site vaccination clinic. Review all materials prior to conducting an off-site vaccination clinic.

If you are holding multiple off-site or mobile clinics, you only need to submit an off-site clinic request once every 30 days. Please include all dates or the date range that you plan to have the off-site clinics on the form.

### Off-Site Clinic Checklist

Preparation	
<input type="checkbox"/>	Submit your request to the COVID-19 Vaccine Program for approval <b>24 hours before</b> an off-site vaccination clinic.
<input type="checkbox"/>	After receiving approval for your off-site clinic, determine the amount of vaccine needed and assure you have the supply on hand.
<input type="checkbox"/>	When receiving the vaccine at your facility, store the vaccine at the correct temperature, verify the doses received, and <a href="#">receive the vaccine inventory</a> in the IIS prior to the clinic.
<input type="checkbox"/>	Ensure you have a working digital data logger with a current certification of calibration for use at the off-site clinic.
<input type="checkbox"/>	Ensure you have all necessary materials and to pack and transport the vaccines for the off-site clinic.
<input type="checkbox"/>	Ensure you have all the necessary ancillary kit supplies in order to mix and administer doses.
Transport	
<input type="checkbox"/>	Vaccines must be transported using a portable vaccine refrigerator or qualified container and pack-out designed to transport vaccines within the temperature range recommended by the manufacturers (i.e., between 2–8° Celsius or 36–46° Fahrenheit for ALL refrigerated vaccines). Coolers available at general merchandise stores or coolers used to transport food are NOT ACCEPTABLE. See <a href="#">CDC’s Vaccine Storage and Handling Toolkit</a> for information on qualified containers and pack-outs.
<input type="checkbox"/>	Use a <a href="#">digital data logger</a> that meets state and CDC guidelines for public vaccine.  <i>The person transporting the vaccines confirms manufacturer instructions for packing configuration and proper conditioning of coolants were followed. (Your qualified container and pack-out should include packing instructions. If not, contact the company for instructions on proper packing procedures.)</i>
<input type="checkbox"/>	Ensure the total time for vaccine transport and clinic workday does not exceed 8 hours.

## Storage and Handling

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Ensure the cold chain is maintained at all times during transport and throughout the clinic.                            |
| <input type="checkbox"/> | After the clinic, download and review digital data logger temperature data.   |
| <input type="checkbox"/> | If vaccine went out of appropriate temperature ranges, follow the <a href="#">Vaccine Temperature Excursion Guide</a> . |
| <input type="checkbox"/> | For any wasted or expired vaccine doses, use the <a href="#">Reporting Wastage</a> guide.                               |

## COVID-19 Vaccine Off-Site Clinic Request

Date of Request:	PIN:
Facility Name:	
Contact Person:	Phone Number:
Email:	

Location of Off-Site Clinic:
Date of Clinic:

COVID-19 Vaccine Manufacturer	# of Doses
Type of storage container used:	<input type="checkbox"/> Portable refrigerator <input type="checkbox"/> Qualified container and pack-out*
Portable refrigerator or qualified pack-out make and model:	
Do you have a Digital Data Logger with a current certificate of calibration:	<input type="checkbox"/> Yes <input type="checkbox"/> No

*\*A type of container and supplies specifically designed for use when packing vaccines for transport. They are "qualified" through laboratory testing under controlled conditions to ensure they achieve and maintain desired temperatures for a set period of time. (Does not include McKesson or Merck shipping container or Pfizer Single Use Thermal Shipper)*

Submit form for approval to <a href="mailto:COVID.Vaccine@doh.wa.gov">COVID.Vaccine@doh.wa.gov</a> . You will receive notice by email and if approved, you may submit a vaccine order for doses for the clinic. Ensure the cold chain is maintained at all times during transport and throughout the clinic.
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In case of a temperature excursion, call the manufacturers to determine vaccine viability	
Pfizer-BioNTech	(800) 438-1985
Moderna	(866) 663-3762
Janssen (Johnson & Johnson)	(800) 565-4008
Novavax	(844) 668-2829

<b>DOH USE ONLY</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Reviewed by:	Date:

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).