

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.

Off-Site Clinic Checklist

Preparation
<input type="checkbox"/> Submit your request to the Washington State Adult Vaccine Program for approval before using publicly supplied adult vaccines for an off-site vaccination clinic. See Appendix A
<input type="checkbox"/> Ensure you have a working digital data logger with a current certification of calibration for use at the clinic. This digital data logger must be in addition to the digital data logger that is recording temperatures in your permanent storage unit.
<input type="checkbox"/> Ensure you have all necessary materials to pack and transport the vaccines for the off-site clinic.
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 CDC’s Vaccine Storage and Handling Toolkit for information on qualified containers and pack-outs: www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf .
<input type="checkbox"/> Use a digital data logger 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"/> Providers may pre-draw up to 10 doses of vaccine at a time during an off-site clinic. All remaining pre-drawn doses must be discarded and logged as waste at the end of the clinic.
<input type="checkbox"/> Monitor digital data logger(s) and record temperatures on paper temperature logs hourly.
<input type="checkbox"/> After the clinic, download and review digital data logger temperature data.
<input type="checkbox"/> If temperatures went out of appropriate ranges, call the manufacturer to assess viability of the vaccine and notify the Adult Vaccine Program at WAAdultVaccines@doh.wa.gov .
<input type="checkbox"/> Complete a Vaccine Loss Form for any wasted vaccine doses and submit the loss form to WAAdultVaccines@doh.wa.gov .

Appendix A: Vaccine Transport for Off-Site Clinic *(State-supplied vaccines only)*

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

Location of Off-Site Clinic:
Date of Clinic:

Requested Vaccine Name	NDC	# of Doses
Type of storage container used:	<input type="checkbox"/> Portable refrigerator/freezer	<input type="checkbox"/> Qualified container and packout*
Packing material used: Container/packout make/model		
Make, model & calibration expiration date of digital data logger used:		

**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)*

Submit form to Washington State Adult Vaccine Program for approval by email to WAAdultVaccines@doh.wa.gov. You will receive notice by email of approval. Ensure the cold chain is maintained at all times during transport and throughout the clinic.

In case of a temperature excursion, call the manufacturers to determine vaccine viability		
AstraZeneca (Medimmune) (800) 236-9933		GlaxoSmithKline (866) 475-8222
MassBiologics (617) 474-3000	Merck & Co., Inc. (800) 444-2080	Pfizer Inc. (800) 505-4426
Sanofi Pasteur (800) 822-2463	Seqirus (855) 358-8966	

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

**Please print additional pages as needed for any upcoming clinics within a three months period.*

