

Childhood Vaccine Program

Office of Immunization | (360) 236-2829 | doh.wa.gov/cvp | wachildhoodvaccines@doh.wa.gov

Clinic Move Checklist

Providers planning to move their clinic to a new location are required to notify the Childhood Vaccine Program at WACHildhoodVaccines@doh.wa.gov several weeks in advance so we can provide guidance to help the move go as smoothly as possible.

Facility Information

- PIN: _____ Date of the move: _____
- Current Facility Name: _____ County: _____
- Current Facility Address: _____
- Changes to Clinic/Facility Name _____ County: _____
- New Facility Address: _____

Storage Units

- Will you be moving your current equipment _____yes _____no

If 'yes', where will you be storing your vaccine until the storage equipment temperatures are stabilized at your new location? _____

Storage and Handling

- Do not place a vaccine order 2-3 weeks prior to your move so there is less vaccine to transport and to avoid possible mis-delivery.
- Ensure you have all the necessary materials to pack and transport your vaccine inventory. Follow the [Transport Guidelines](#) and ensure the cold chain is maintained at all times during transport.
- Use a data logging thermometer when transporting vaccine and make sure that vaccines are monitored with a DDL if being stored at a back-up facility.
- Review the digital data logger (DDL) data after the transfer to make sure that temperatures stayed in range (for refrigerated vaccines 2C to 8C or 36F to 46F; for frozen vaccines -50C to -15C or -58F to 5F).
- Take action for any temperature excursions by following the [Temperature Excursion Guide](#).
- Monitor temperatures in the vaccine storage units at the new location for 3-5 days to ensure that temperatures are stable and within the appropriate range. Submit DDLs to DOH for review prior to placing vaccines in storage unit at the new location.

After the Move

- In the IIS, select the "Add" button to submit a new provider agreement for this clinic. Information from the previous agreement will autofill and you will just need to update the clinic's address and anything else that may have changed, then submit the agreement for approval.
- Print the provider agreement and have it signed by the signatory and send to WACHildhoodVaccines@doh.wa.gov for approval.