

Childhood Vaccine Program

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

Vaccine Coordinator Quick Start Guide

Here are the basic duties to ensure proper vaccine temperature monitoring and accountability reporting. Accurate and timely completion of these tasks ensure you will not experience disruptions in vaccine ordering.

DAILY

Record the following information on the paper [Temperature Log](#):



Record minimum and maximum (coldest and warmest) temperatures every morning and then **reset or clear** the min/max readings.



Record current temperature of storage units 2x/day (AM/PM).



Take action for any out-of-range temperatures (including out-of-range min/max readings) following the [Temperature Excursion Guide](#).

Need help or more information?

Contact the Childhood Vaccine Program:

- (360) 236-2829
- WACHildhoodVaccines@doh.wa.gov
- For more resources, visit doh.wa.gov/cvp.

Scan this QR code for a digital copy of this guide:



MONTHLY



Download thermometer data, **review** for, and **respond** to any excursions. We recommend that you do this weekly, but at a minimum, download monthly.



Submit completed temperature logs by emailing them to WACHildhoodVaccines@doh.gov at the beginning of the month.



Count physical vaccine [inventory](#), **rotate stock** so earliest expiration dates are used first, then **reconcile and submit** monthly inventory report in the IIS.



Place orders according to clinic's ordering schedule and based on [Recommended Order Quantity](#) (past month's usage and current inventory on hand) using the [Vaccine Ordering & Receiving Reference Guide & ROQ Calculator](#).



Monitor stock for any vaccines within 90 days of expiring and **transfer doses** that cannot be used to another enrolled clinic.



Submit returns for expired and spoiled vaccines. Do not throw away publicly supplied vaccines.



Post the [Vaccine Loss Log](#) near storage unit to track waste throughout the month. If the monthly loss was over \$2500, **email Vaccine Loss Log** to WACHildhoodVaccines@doh.wa.gov.