



CVP TRAINING SERIES

Office of Immunization
Childhood Vaccine Program
November 14, 2024

Topics Covered



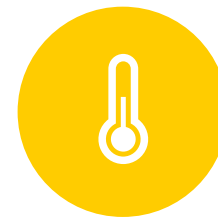
HOLIDAY SHIPPING
SCHEDULE



WHAT TO DO
IN A POWER
OUTAGE



EMERGENCY
TRANSPORT
GUIDELINES












REPORTING
TEMPERATURE
EXCURSIONS IN
REDCAP

Holiday Shipping Schedule













Vaccine Order Processing and Delivery Days

NOVEMBER 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 Normal Ordering Normal Deliveries
4 Normal Ordering Normal Deliveries	5	6	7	8 Normal Ordering <u>No Deliveries</u> 
11 CLOSED <u>No Ordering</u> <u>No Deliveries</u>  	12 Normal Ordering Normal Deliveries	13	14	15
18 Normal Ordering Normal Deliveries	19	20 Orders Processed after this date may not ship until 12/2/24	21	22
25 Normal Ordering Normal Deliveries	26 Normal Ordering <u>Limited Deliveries</u> 	27 Normal Ordering <u>No Deliveries</u> 	28 CLOSED <u>No Ordering</u> <u>No Deliveries</u>  	29 CLOSED <u>No Ordering</u> <u>No Deliveries</u>  

Vaccine Order Processing and Delivery Days

DECEMBER 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
2 Normal Ordering Normal Deliveries	3	4	5	6
9 Normal Ordering Normal Deliveries	10 Last day to place orders to ensure delivery before January	11	12	13 Orders processed by the state after this date may not ship prior to January
16 Normal Ordering Normal Deliveries	17	18	19	20
23 Normal Ordering <u>No Deliveries</u>	24 Normal Ordering <u>No Deliveries</u>	25 CLOSED <u>No Ordering</u> <u>No Deliveries</u>	26 Normal Ordering <u>No Deliveries</u>	27 Normal Ordering <u>No Deliveries</u>
30 <u>No Ordering</u> <u>No Deliveries</u>	31 Normal Ordering <u>No Deliveries</u>			

Vaccine Order Processing and Delivery Days

JANUARY 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 CLOSED <u>No Ordering</u> <u>No Deliveries</u>  	2 Normal Ordering <u>No Deliveries</u> 	3 Normal Ordering <u>No Deliveries</u> 
6 Normal Ordering Normal Deliveries	7 Orders not delivered in December start shipping this week 	8	9	10
13 Normal Ordering Normal Deliveries	14 	15	16	17
20 CLOSED <u>No Ordering</u> <u>No Deliveries</u>  	21 Normal Ordering Normal Deliveries 	22	23	24
27 Normal Ordering Normal Deliveries	28 	29	30	31

Noting Temporary Change in Shipment Date/Time

- Note temporary changes to shipment date/time or other notes to the distributor in the 'Instructions' field
- Do not make notes to the distributor in the 'Comments' field, they are not exported with your order

Create Order

Organization: | Facility: | Phone Number: | Phone Extension: | Email: | First Name: | Middle Name: | Last Name: | Address: | City: | State: | Zip:

Monday: 09:00 15:00 Tuesday: 09:00 17:00
Wednesday: 09:00 17:00 Thursday: 09:00 17:00
Friday: 08:00 15:00

PIN: | **Instructions:** [Redacted]

Order Date: 10/23/2023
Submitter: SHEYLA PAYNE (SPAYNE)
Comments: [Redacted]
Inventory Last Submitted: 10/02/2023
Vaccine Administered Report Last Submitted: 01/06/2021
Please Submit your Monthly Vaccine Administered Report before reconciling your vaccines.
Last Order Submitted: 10/11/2023 10:54:42 AM
Order Set: --select--

Inventory Transaction Report | Lot Number Summary | Edit Temperature | Doses Administered Report

Order Frequency: Monthly | Order Timing: 1st to 15th
Order Schedule:

Order Details

Vaccine	Vaccine Name	Funding Source	Dose Used	Last Month	Physical Inventory	Order Quantity	Urgent	Priority	Reason	Comments
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Cancel Save Order Submit Order

Vaccine Order Processing and Delivery Estimates

- Providers are encouraged to maintain a minimum of 4 weeks of inventory to prevent running out of vaccines if orders are delayed.
- Providers can place an order for extra vaccine during their November order window or if they miss it can place an order the first half of December even if it is not during their order window to ensure vaccine availability.
- McKesson shipments may arrive on any day of the week, including Mondays, based on the way business hours are entered.
- Department of Health strives to approve orders within 24 hours of receipt, if all accountability reporting is current and there are no questions regarding the order.

NOTE: This calendar applies to routine orders for McKesson, Merck Direct Ship, and Pfizer COVID Direct ship vaccines.

What to Do in a Power Outage



Plan Now for Inclement Weather

- Review your Vaccine Management Plan
- Train staff on emergency plans & the location of transport equipment
- Review the Vaccine Transport Guidelines
- Familiarize staff with the Temperature Excursion Guide
- Emergency transport does not require prior approval

Tool: Vaccine Management Plan

Vaccine Emergency Plan

Do not risk staff safety during an emergency. Use common sense when attempting to protect vaccines. Use the following guidance for safeguarding vaccines in the event of an emergency, such as mechanical failure, power outage, natural disaster, or human error.

In an emergency, contact the following people in the order listed:

Name	Role/Responsibility	Phone #	Alt Phone #	E-mail Address
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does the facility have a generator? Yes No
 If so, where is it located?

It may be necessary to transport vaccines to an alternate storage location (e.g., a local hospital or another provider). Identify alternate location(s) that has vaccine storage units.

Alternate Facility	Address & City	Contact Name	Contact Information
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Do you have a written agreement between you and your back-up facility? Yes No

Location of Back-up Digital Data Logger:

Location of Emergency Packing Supplies:

Tool: Vaccine Management Plan

Useful Emergency Numbers

Service	Name	Phone #	Alt Phone #	E-mail
Utility Company				
Building Maintenance				
Building Alarm Company				
Refrigerator/Freezer Alarm Company				
Refrigerator/Freezer Repair				

During an Emergency

Due to the risk to vaccines from improper packing and transporting, follow these instructions during an emergency to determine whether vaccines should be transported or sheltered in place.

Step	Description
1.	Do not open the unit.
2.	Place a "DO NOT OPEN" sign on vaccine storage unit(s) and leave door(s) shut to conserve cold air.
3.	Notify the emergency contacts.
4.	Note the time the outage started and document storage unit temperatures (CURRENT, MIN and MAX).
5.	Assess the cause of the power failure and estimate the time it will take to restore power.
6.	Take appropriate action. <p>In the event of appliance failure:</p> <ul style="list-style-type: none"> Place vaccines in an approved backup storage unit with a program compliant data logger, or transport vaccines to the designated alternate storage facility. (Refer to Vaccine Transport section for instructions.) <p>In the event of thermometer failure:</p> <ul style="list-style-type: none"> Place back up thermometer in storage unit. Monitor and continually document temperatures until thermometer is reading temperatures within required ranges. <p>For power outages:</p> <ul style="list-style-type: none"> Monitor storage unit temperatures. If temperatures near out of range conditions, or for outages that extend beyond the current business day, transport vaccines to the alternate storage facility. (Refer to Vaccine Transport section for instructions.) Monitor temperatures throughout transport and report any excursions. (Refer to Vaccine Temperature Excursion Guide)
7.	Once power has been restored, follow the steps listed in After an Emergency section.

Accessing Your Building After Hours

- Maintain a relationship with your facility's building manager and/or security staff.
- Ensure all staff members are familiar with emergency procedures, including after-hours roles and responsibilities.
- Include instructions for accessing your vaccine storage units when the building is closed, with a building map/diagram and locations of:
 - ✓ Spare batteries
 - ✓ Flashlights
 - ✓ Keys/Alarm codes
 - ✓ Locks
 - ✓ Circuit breakers
 - ✓ Emergency transport equipment and materials



During an Emergency

1. Do not open the unit
2. Place a “DO NOT OPEN” sign on the vaccine storage unit(s) and leave the door(s) shut to conserve cold air
3. Notify the emergency contacts on your Emergency Plan
4. Note the time the outage started and document storage unit temperatures (ROOM TEMP,CURRENT, MIN & MAX)
5. Assess the cause of the power failure and estimate the time it will take to restore power
6. Take appropriate action



Take Action!

For power outages:

- Monitor storage unit temperatures
- If temperatures near out-of-range conditions, or for outages that extend beyond the current business day, transport vaccines to the alternate storage facility
- Monitor temperatures throughout transport and report any excursions (refer to the [Vaccine Temperature Excursion Guide](#))



Take Action!

In the event of appliance failure:

- Place vaccines in an approved storage unit with a program compliant data logger, or transport vaccines to the designated alternate storage facility



In the event of thermometer failure:

- Place back-up thermometer in storage unit
- Monitor and continually document temperatures until thermometer is reading temperatures within required ranges

After an Emergency

1. Verify power is restored and storage units are functioning properly
2. Once vaccine storage unit temperatures have stabilized, notify the emergency contacts identified on the Vaccine Management Plan
3. If vaccines were transported due to an emergency:
 - a) Follow the same transportation procedures and transfer vaccine back to original storage unit
 - b) If vaccines were kept within proper temperature during the power outage, notify supervisor that the vaccines may be used
4. If vaccines maintained required temperatures:
 - a) Remove the “DO NOT OPEN” sign from the storage unit(s)
 - b) Notify supervisor that the vaccines may be used

After an Emergency

- If vaccines were exposed to out-of-range temperatures:
 - Store vaccine under proper conditions as quickly as possible
 - Label the affected vaccines “DO NOT USE”
 - Follow the [Temperature Excursion Guide](#) and contact vaccine manufacturers to determine whether vaccines are viable
 - Report the incident to the Childhood Vaccine Program via your REDCap portal as soon as possible or when you submit your monthly temperature logs

In case of a temperature excursion, call the manufacturers to determine vaccine viability		
AstraZeneca (Medimmune) 800-236-9933	Merck 800-672-6372	Sanofi Pasteur 800-822-2463
Bavarian Nordic 844-422-8274	Moderna 866-663-3762	Seqirus 855-358-8966
GlaxoSmithKline 888-825-5249	Novavax 855-239-9174	
MassBiologics (Grifols) 800-520-2807	Pfizer 800-438-1985	

Knowledge Check #1



Emergency Transport Guidelines



Tool: Vaccine Transport Guidelines (CDC)

Packing Vaccines for Transport during Emergencies

Be ready BEFORE the emergency

Equipment failures, power outages, natural disasters—these and other emergency situations can compromise vaccine storage conditions and damage your vaccine supply. **It's critical to have an up-to-date emergency plan with steps you should take to protect your vaccine.** In any emergency event, activate your emergency plan immediately. Ideally, vaccine should be transported using a portable vaccine refrigerator or qualified pack-out. However, if these options are not available, you can follow the emergency packing procedures for refrigerated vaccines below:

1 Gather the Supplies



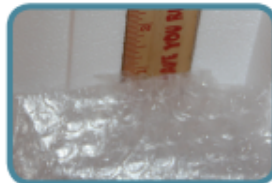
Hard-sided coolers or Styrofoam™ vaccine shipping containers

- Coolers should be large enough for your location's typical supply of refrigerated vaccines.
- Can use original shipping boxes from manufacturers if available.
- Do NOT use soft-sided collapsible coolers.



Conditioned frozen water bottles

- Use 16.9 oz. bottles for medium/large coolers or 8 oz. bottles for small coolers (enough for 2 layers inside cooler).
- Do NOT reuse coolant packs from original vaccine shipping container, as they increase risk of freezing vaccines.
- Freeze water bottles (can help regulate the temperature in your freezer).
- Before use, you must condition the frozen water bottles. Put them in a sink filled with several inches of cool or lukewarm water until you see a layer of water forming near the surface of bottle. The bottle is properly conditioned if ice block inside spins freely when rotated in your hand (this normally takes less than 5 minutes).



Insulating material — You will need two of each layer

- **Insulating cushioning material** – Bubble wrap, packing foam, or Styrofoam™ for a layer above and below the vaccines, at least 1 in thick. Make sure it covers the cardboard completely. Do NOT use packing peanuts or other loose material that might shift during transport.
- **Corrugated cardboard** – Two pieces cut to fit interior dimensions of cooler(s) to be placed between insulating cushioning material and conditioned frozen water bottles.



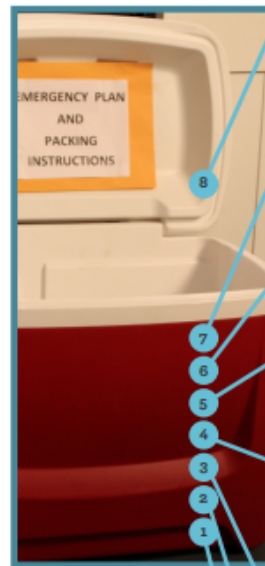
Temperature monitoring device – Digital data logger (DDL) with buffered probe. Accuracy of $\pm 1^{\circ}\text{F}$ ($\pm 0.5^{\circ}\text{C}$) with a current and valid certificate of calibration testing. Pre-chill buffered probe for at least 5 hours in refrigerator. Temperature monitoring device currently stored in refrigerator can be used, as long as there is a device to measure temperatures for any remaining vaccines.

Packing Vaccines for Transport during Emergencies

2 Pack for Transport

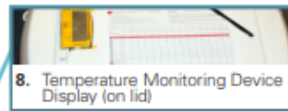
Conditioning frozen water bottles (this normally takes less than 5 minutes)

- Put frozen water bottles in sink filled with several inches of cool or lukewarm water or under running tap water until you see a layer of water forming near surface of bottle.
- The bottle is properly conditioned if ice block inside spins freely when rotated in your hand.
- If ice “sticks,” put bottle back in water for another minute.
- Dry each bottle.
- Line the bottom and top of cooler with a single layer of conditioned water bottles.
- Do NOT reuse coolant packs from original vaccine shipping container.



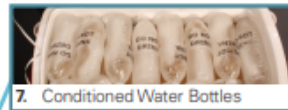
NOTE:

This pack-out can maintain appropriate temperatures for up to 8 hours, but the container should not be opened or closed repeatedly.



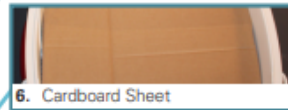
8. Temperature Monitoring Device Display (on lid)

Close lid – Close the lid and attach DDL display and temperature log to the top of the lid.



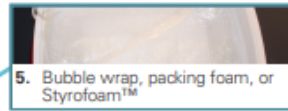
7. Conditioned Water Bottles

Conditioned frozen water bottles – Fill the remaining space in the cooler with an additional layer of conditioned frozen water bottles.



6. Cardboard Sheet

Insulating material – Another sheet of cardboard may be needed to support top layer of water bottles.



5. Bubble wrap, packing foam, or Styrofoam™

Insulating cushioning material – Cover vaccines with another 1 in. layer of bubble wrap, packing foam, or Styrofoam™

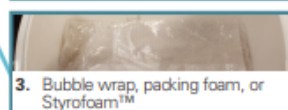


4. Vaccines, Diluents, and Temperature Monitoring Device Probe

Vaccines – Add remaining vaccines and diluents to cooler, covering DDL probe.

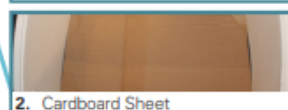
Temperature monitoring device – When cooler is halfway full, place DDL buffered probe in center of vaccines, but keep DDL display outside cooler until finished loading.

Vaccines – Stack boxes of vaccines and diluents on top of insulating material.



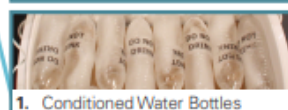
3. Bubble wrap, packing foam, or Styrofoam™

Insulating cushioning material – Place a layer of bubble wrap, packing foam, or Styrofoam™ on top (layer must be at least 1 in. thick and must cover cardboard completely).



2. Cardboard Sheet

Insulating material – Place 1 sheet of corrugated cardboard over water bottles to cover them completely.



1. Conditioned Water Bottles

Conditioned frozen water bottles – Line bottom of the cooler with a single layer of conditioned water bottles.

Vaccine Transport Guidelines

Why do you need cardboard, bubble wrap and conditioned water bottles?

Conditioned frozen water bottles and corrugated cardboard used along with one inch of insulating cushioning material such as bubble wrap keeps refrigerated vaccines at the right temperature and prevents them from freezing.

Reusing vaccine coolant packs from original vaccine shipping containers can freeze and damage refrigerated vaccines.

Vaccine Transport Requirements

Vaccine Transfer/Transport Equipment				
Type of Unit	Emergency Transport	Routine Transfer	Off-site Clinic	Clinic Move
Portable Vaccine Refrigerator or Freezer	Yes	Yes	Yes	Yes
Qualified Container and Packout	Yes	Yes	Yes	Yes
Conditioned Water Bottle Transport System	Yes	Yes	No	Yes
Hard-sided cooler	Yes	Yes	No	Yes
Manufacturer's Original Shipping Container	Yes (Last resort only)	No	No	Yes (Last resort only)
Pre-approval Required	No*	Yes	Yes	Yes

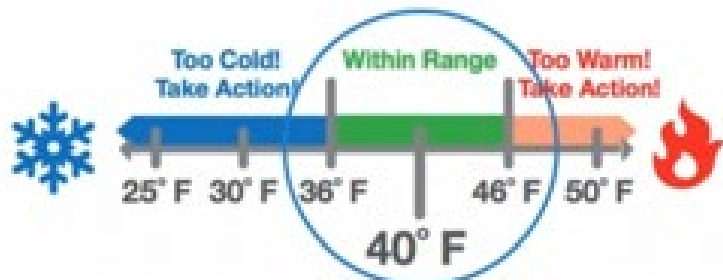
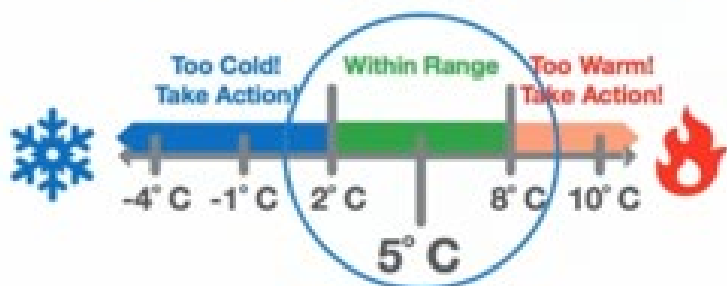
*Transporting vaccine during an emergency (e.g.: power outage) does not require pre-approval

Reporting Temperature Excursions in REDCap

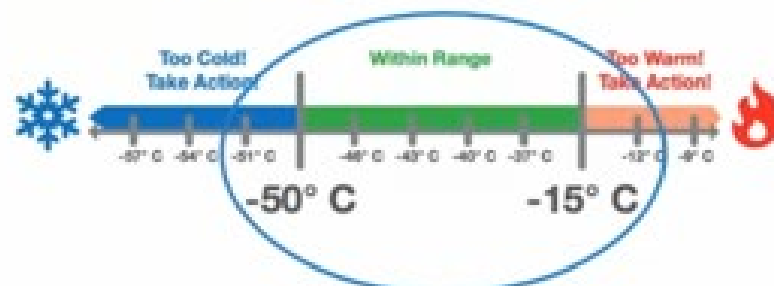


Temperature Excursions

REFRIGERATOR TEMPERATURES



FREEZER TEMPERATURES

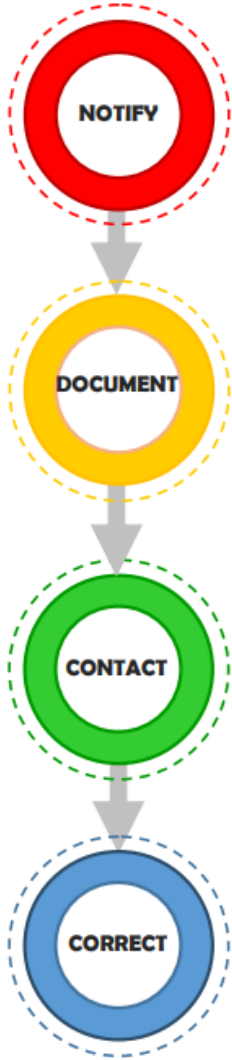


Temperature Excursions Require Immediate Action!

- In general, manufacturers analyze information about the magnitude of the temperature excursion to determine vaccine viability.
- It is helpful to have the following information handy:
 - Date, time, and name of person completing the report
 - Description of the event, storage unit temperature, inventory of vaccines affected
 - Determine the length of time the vaccine has been out of range by reviewing your digital data logger
 - Be sure to include any previous temp excursions

Tool: Vaccine Temperature Excursion Guide

Vaccine Temperature Excursion Guide



Notify the primary or backup vaccine coordinator immediately if you discover a temperature excursion.

Bag the affected vaccines and place a label on them saying "DO NOT USE." Do not discard these vaccines or remove them from the storage unit.

Document the details of the temperature excursion including the:

- Date, time, and name of person completing report, description of the event, storage unit temperature, inventory vaccines affected
- Determine the length of time the vaccine has been out of range including any previous temp excursions

After manufacturer determination:

- Note date and length of time out of range on vaccine boxes
- Document the excursion via your REDCap portal including manufacturer determination and case number(s)/PDFs or emails of stability information

Contact the vaccine manufacturers. Be prepared to provide documentation and data logger information. Follow manufacturer guidance based on viability of vaccines. Record and save any case numbers or PDFs/emails of stability information. If manufacturer guidance is unclear or states that providers can use their discretion to continue to use the vaccine, you must contact the DOH Childhood Vaccine Program at WACHildhoodVaccines@doh.wa.gov. Providers do not have the authority to discard publicly purchased vaccines.

Manufacturer Contact Numbers (Click links for online tools where available)	
AstraZeneca (Medimmune)	877-633-4411
Bavarian Nordic	844-422-8274
GlaxoSmithKline	888-825-5249
MassBiologics (Grifols)	617-474-3000
Merck	800-672-6372
Moderna	866-663-3762
Novavax	855-239-9174
Pfizer	800-438-1985
Sanofi Pasteur	800-822-2463
Seqirus	855-358-8966

Determine and address what caused the temperature issue. Check the basics, including the power supply, the unit door, and thermostat settings.

If the excursion was the result of a temperature fluctuation, follow guidance on adjusting the storage unit temperature to the correct range.

If the thermometer failed, implement your back-up thermometer. If the storage unit failed, implement your emergency plan.

If vaccines were moved to another unit please provide 3 days stable temps in range before moving vaccines back into unit.

Reporting Excursions

- All excursions are reported through your REDCap portal
 - When they occur
 - or
 - With monthly temp log submission
- Select Report Temperature Excursion and Vaccine viability
- Make sure you have the following:
 - Any viability information you received from the manufacturer
 - DDLs

The screenshot shows the 'Temperature Monitoring Survey' form from the Washington State Department of Health. The form is titled 'Temperature Monitoring Survey' and is addressed to 'Hello Fahey, Lehner and Kovacek Test'. It asks the user to complete the survey to submit temperature monitoring information for their facility. The form includes sections for 'What would you like to submit?' (with options for Monthly Temperature Logs, DDLs for Follow-up, and Report Temperature Excursion and Vaccine Viability), 'Are you submitting this as follow-up for a recent monthly temperature log submission?', 'What month are you submitting for?' (February), 'What year are you submitting for?' (2023), and 'For what units do you need to submit documentation?'. A table at the bottom shows details for 'Cold Storage Unit 1--#2ed', including the type of storage equipment (Refrigerator), manufacturer (Accucold's Med-Lab), and model number (ARSMDL2B). The form also includes a 'Temperature Excursion' section with various questions and checkboxes related to the excursion and vaccine viability.

What type of storage equipment is this?	Manufacturer	Type of Unit (select one)	Model No.
Refrigerator	Accucold's Med-Lab	Commercial Standalone	ARSMDL2B

Submitting Follow Up Information

- A request may be sent for additional information
- Storage unit and issue found will be included
- Submit information through the same link



Submit Follow Up Information

- Select either 'DDLs for Follow-up' or 'Temperature Logs for Follow-up'
- If an excursion was not reported, select 'Report Temperature Excursion and Vaccine Viability'

The screenshot shows a web-based survey form titled "Temperature Monitoring Survey" from the Washington State Department of Health. The form includes a header with the department's logo and name. Below the header, there is a greeting and a request to complete the survey. Contact information for the Adult and Childhood Vaccine Programs is provided. A section for providing an email for feedback is present, with a text input field containing "angela.boyer@doh.wa.gov". The main question, "What would you like to submit?", has four radio button options: "Monthly Temperature Logs" (selected), "DDLs for Follow-up", "Temperature Logs for Follow-up", and "Report Temperature Excursion and Vaccine Viability". A yellow box highlights the "DDLs for Follow-up" and "Report Temperature Excursion and Vaccine Viability" options. Below this, there are dropdown menus for "What month are you submitting for?" (set to "September") and "What year are you submitting for?" (set to "2023").

Knowledge Check #2



Tools and Resources

- [Holiday Shipping Calendar](#)
- [Childhood Vaccine Program](#)
- [Vaccine Storage Unit Guide](#)
- [Vaccine Management Plan](#)
- [Vaccine Transport Guidelines](#)
- [Temperature Excursion Guide](#) (post on storage unit)
- [DOH Storage and Handling Webpage](#)
- [Navigating Temperature Log Submission in REDCap Training and Power Point](#)
- [Step-by-Step Guide to Using the Provider Portal in REDCap](#)
- [Childhood Vaccine Program Training](#)

Future Training Topics

January 9 at Noon: New Provider Training Requirements

February 20 at Noon: Provider Agreement Renewal Process

March 27 at Noon: Program Billing Guidelines, Eligibility Screening &
Documentation

Please send suggestions for future topics to:

WACHILDHOODVACCINES@doh.wa.gov

Questions?

Childhood Vaccine Program Main Contact Information

WAChildhoodVaccines@doh.wa.gov

Phone: (360)236-2829

Fax: (360)236-3811



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 doh.information@doh.wa.gov.

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