



CVP TRAINING SERIES

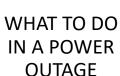
Office of Immunization Childhood Vaccine Program November 13, 2025

Topics Covered



SCHEDULE







EMERGENCY TRANSPORT GUIDELINES



REPORTING TEMPERATURE EXCURSIONS IN REDCAP

Holiday Shipping Schedule





Vaccine Order Processing and Delivery Days

		NOVEMBER 2025	5	
Monday	Tuesday	Wednesday	Thursday	Friday
Normal Ordering Normal Deliveries	4	5	6	7
10 Normal Ordering Normal Deliveries	11 CLOSED No Ordering No Deliveries	12 Normal Ordering Normal Deliveries	13	14
17 Normal Ordering	18	19	20	21
Normal Deliveries		Orders Processed after this date may not ship until 12/1/25 or later		
24 Normal Ordering Normal Deliveries	25 Normal Ordering Normal Deliveries	26 Normal Ordering Limited Deliveries	27 CLOSED No Ordering No Deliveries	28 CLOSED No Ordering No Deliveries



Vaccine Order Processing and Delivery Days

	I	DECEMBER 2025	5	
Monday	Tuesday	Wednesday	Thursday	Friday
1 Normal Ordering Normal Deliveries	2	3	4	5
8 Normal Ordering Normal Deliveries	9 Last day to place orders to ensure delivery before January	10	11	12 Orders processed by the state after this date may not ship prior to January 5
15 Normal Ordering Normal Deliveries	16	17	18	19
22 Normal Ordering Limited Deliveries	23 Normal Ordering Limited Deliveries	24 Normal Ordering No Deliveries	25 CLOSED No Ordering No Deliveries	26 Normal Ordering No Deliveries
Normal Ordering Limited Deliveries	30 Normal Ordering Limited Deliveries	31 Normal Ordering No Deliveries		



Vaccine Order Processing and Delivery Days

		JANUARY 2026	· ·	
Monday	Tuesday	Wednesday	Thursday	Friday
		1	1 CLOSED No Ordering No Deliveries	2 Normal Ordering No Deliveries
5 Normal Ordering Orders not delivered in December start shipping	6	7	8	9
this week				
12 Normal Ordering Normal Deliveries	13	14	15	16
Normal Deliveries				
19 CLOSED No Ordering No Deliveries	20 Normal Ordering Normal Deliveries	21	22	23
— Dailveries	Normal Deliveries			
26 Normal Ordering Normal Deliveries	27	28	29	30
Normal Deliveries				

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 Tuesday Friday, 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: The calendar applies to routine orders for McKesson, Merck Direct Ship, and Pfizer COVID Direct ship vaccines.

MCKESSON SHIPMENTS



SHIPPING CONTAINERS

- **EcoFlex Cooler MUST be** returned.
- KoolTemp Cooler MUST be discarded, please do not return.
- For missing label email info@coldchaintech.com





TAGALERT TEMP MONITOR

- For TagAlert instructions follow the Blue Card.
- This is a single use temp monitor, please discard.



MERCK SHIPMENTS



SHIPPING CONTAINER

- AEROSAFE Box MUST be returned.
- Return instructions included in the box.





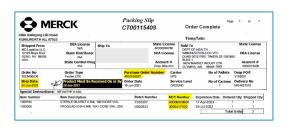






DOES NOT USE TEMP MONITOR

- Packing Slip product must be received on or by date.
- 1 day, 2 days and 4 days Inserts - How long vaccine is good for based on ship date from packing slip.





PFIZER SHIPMENTS



SHIPPING CONTAINERS



- Sonoco Refrigerated Must be discarded
- AeroSafe 8L, 18L, and 59L Must be returned

Frozen Ultra-Cold Vials:

- Sonoco Small –
- Must be discarded
- Softbox Medium or Large ULT Must be returned



SONOCO THERMOSAFE



CONTROLANT TEMP MONITOR

Refrigerated Pre-filled Syringes:

- WILL NOT include a temp monitor device.
- Check the "Must be received by <Date> at <Time>" on the slip.

Frozen Ultra-Cold Vials:

Controlant temp monitor device included and MUST be returned.





Vaccine Receiving At-a-Glance

Source	Container Type/Vaccine Temp	Tool for Checking Vaccine Viability	Return Temp Monitor	Return Container
McKesson	EcoFlex/ Frozen & Refrigerated	TagAlert Temp Monitor	No	Yes
KoolTemp/ Refrigerated		TagAlert No Temp Monitor		No
Merck	AeroSafe/Frozen	Packing Slip (Received on or by date)	N/A	Yes
Sonoco or Softbox/ Frozen Ultra-Cold Vials		Pfizer Controlant Temp Monitor	Yes	Yes Softbox only
Pfizer COVID	Sonoco or AeroSafe/ Refrigerated Pre-Flled Syringes	Packing Slip (Receive on or by date and time)	N/A	Yes AeroSafe only

What to Do in a Power Outage





Plan Now for Inclement Weather

- Review your <u>Vaccine Management Plan</u>
- Train staff on emergency plans and the location of transport equipment
- Review the <u>Vaccine Transport</u> 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.					
2.					
2.					
3.					
4.					
Does the facility have a ge If so, where is it located?	enerator? Yes	No			
	ansport vaccines to an alter ate location(s) that has vacc			cal hospital or another	
Alternate Facility	Address & City	Conta	ct Name	Contact Information	
Po 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

- 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.
- Notify the emergency contacts.
- 4. Note the time the outage started and document storage unit temperatures (CURRENT, MIN and MAX).
- Assess the cause of the power failure and estimate the time it will take to restore power.
- Take appropriate action.

In the event of appliance failure:

 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.)

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.

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. (Refer to Vaccine Transport section for instructions.)
- Monitor temperatures throughout transport and report any excursions. (Refer to <u>Vaccine</u> 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

- 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**
- 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

- Verify power is restored and storage units are functioning properly
- 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:
 - Follow the same transportation procedures and transfer vaccine back to original storage unit
 - If vaccines were kept within proper temperature during the power outage, notify supervisor that the vaccines may be used
- If vaccines maintained required temperatures:
 - 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	Pfizer 800-438-1985	
Bavarian Nordic 844-422-8274	Moderna 866-663-3762	Sanofi Pasteur 800-822-2463	
Dynavax Technologies 844-375-4728	Novavax 855-239-9174	Seqirus 855-358-8966	
GlaxoSmithKline 888-825-5249			

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:

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 +/-1°F (+/-0.5°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.

Tool: Vaccine Transport Guidelines (CDC)

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.



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

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

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

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

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.

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).

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

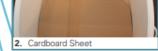
Conditioned frozen water bottles – Line bottom of the cooler with a single layer of conditioned water bottles.

NOTE:

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



Vaccines, Diluents, and Temperature Monitoring Device Probe





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

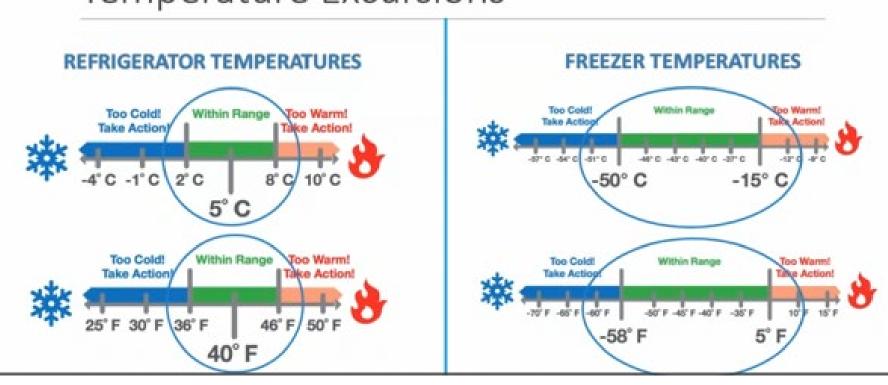
Vaccine Transfer/Transport Equipment				
Type of Unit	Emergency Transport	Routine Transfer	Off-site Clinic	Clinic Move
Portable Vaccine Refrigerator or Freezer	Yes	Yes	Yes	Yes
Qualified Container and Packout	Yes	Yes	Yes	Yes
Conditioned Water Bottle Transport System	Yes	Yes	No	Yes
Hard-sided cooler	Yes	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 (i.e., power outage) does not require pre-approval

Reporting Temperature **Excursions in REDCap**



Temperature Excursions



Ultra-cold freezers: An excursion is anything outside of -90C to -60C (-130F to -76F)

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

WASHINGTON STATE · OFFICE OF IMMUNIZATION

Adult and Childhood Vaccine Programs



Adult Vaccine Program: waadultvaccines@doh.wa.gov Childhood Vaccine Program: wachildhoodvaccines@doh.wa.gov | (360) 236-2829

Vaccine Temperature Excursion Guide



DOCUMENT

CONTACT

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 storage unit. If storage unit has failed, or temperatures remain out of range, move vaccines to your backup unit or facility.

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 in REDCap 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/Adult Vaccine Program at WAChildhoodVaccines@doh.wa.gov or WAAdultVaccines@doh.wa.gov Providers do not have the authority to

Providers do not have the authority to discard publicly purchased vaccines.

	r Contact Numbers ne tools where available)
AstraZeneca 800-236-9933	

AstraZeneca	800-236-9933
Bavarian Nordic	844-422-8274
Dynavax Technologies	844-375-4728
GlaxoSmithKline	888-825-5249
Merck	800-672-6372
Moderna	866-663-3762
<u>Novavax</u>	855-239-9174
<u>Pfizer</u>	800-438-1985
Sanofi Pasteur	800-822-2463
Seqirus	855-358-8966



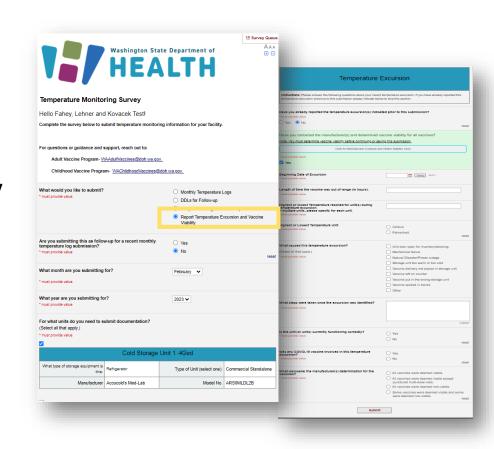
Determine and address what caused the temperature issue.

- 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.

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. DOH 348-708 October 2025

Reporting Excursions

- All excursions are reported through your REDCap portal
 - Immediately after they occur (starting 1/1/2026)
- Select Report Temperature **Excursion and Vaccine viability**
- Make sure you have the following:
 - Any viability information you received from the manufacturer
 - **DDLs**



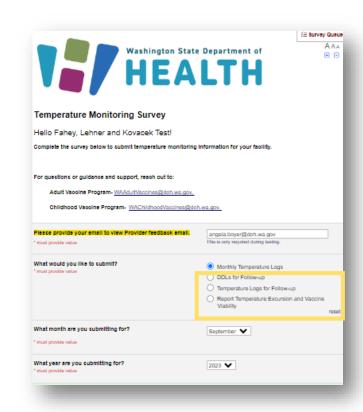
Submitting Follow Up Information

- 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'



Knowledge Check #2

Tools and Resources

- Childhood Vaccine Program
- **Holiday Shipping Calendar**
- Vaccine Storage Unit Guide
- Vaccine Management Plan
- Vaccine Transport Guidelines
- <u>Temperature Excursion Guide</u> (post on storage unit) / <u>Spanish</u>
- CVP Storage and Handling Webpage
- Step-by-Step Guide to Using the Provider Portal in REDCap
- **Childhood Vaccine Program Training**

Future Training Topics

January 8 at Noon: **Annual Provider Training Updates**

February 12 at Noon: **Provider Agreement Renewal Process**

> 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



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