VACCINE MANAGEMENT PLAN TEMPLATE FOR PROVIDERS

Use this checklist to help develop or update your plan to be complete and current.

Hawaii COVID-19 Vaccination Program Template

SET THE ENVIRONMENT

Developing, implementing, and maintaining a vaccine management plan for routine and emergency vaccine management is strongly encouraged to minimize loss due to negligence. The plan should consist of clearly written, detailed and up-to-date storage and handling standard operating procedures.

VACCINE MANAGEMENT PLANS SHOULD INCLUDE

- ☐ Name and contact information for the current vaccine coordinator and backup coordinator
- ☐ Provider staff roles and responsibilities.
- ☐ Staff training/documentation on vaccine management, storage, and handling
- ☐ Proper storage and handling practices.
- ☐ Shipping and receiving procedures.
- ☐ Vaccine ordering procedures, inventory management (e.g., stock rotation), and procedures for handling spoiled or expired vaccine.
- ☐ Procedures for monitoring expiration dates and beyond-use dates/times.
- ☐ Emergency procedures for equipment malfunctions, power failures, or natural disasters

Vaccine Management Plan provides information on proper management of publicly funded vaccine. Use of this template assures that vaccine is manages according to CDC and COVID-19 Program Requirements. Plan should be reviewed annually to ensure up-to-date information is on file.

Date Reviewed	Name & Credentials

CONTACT INFORMATION AND STAFF ROLES FOR COVID-19

EMERGENCY CONTACTS	
Parent Organization	
Provider Location	
COVID-19 PIN	

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

ROLE/RESPONSIBILITY	Name	Phone #	Email
Primary Coordinator			
Back-up Coordinator			
Additional Contact			

Vaccine Coordinators

• Designate a **Primary Vaccine Coordinator** and at least one **Backup Vaccine Coordinator**. These personnel are responsible for managing state-supplied vaccine, as described in this plan. Both should be equally knowledgeable about vaccine management, and the Backup should be capable of fulfilling all vaccine storage and handling requirements when the Primary Vaccine Coordinator is absent.

• When the Primary Vaccine Coordinator or the Backup is replaced, immediately notify the Immunization Program at doh.covid-enrollment@doh.hawaii.gov and jennifer.endo@doh.hawaii.gov, so Provider Agreement Forms can be updated.

Coordinator responsibilities should include:

- Ordering vaccines
- Overseeing proper receipt and storage of vaccine deliveries
- Documenting vaccine inventory information
- Organizing vaccines within storage units
- Setting up temperature monitoring devices
- Checking and recording minimum/maximum temperatures at start of each workday
- Reviewing and analyzing temperature data at least weekly for any shifts in temperature trends
- Rotating stock at least weekly so vaccines with the earliest expiration dates are used first
- Removing expired vaccine from storage units
- Responding to temperature excursions (out-of-range temperatures)
- Maintaining all documentation, such as inventory and temperature logs
- Organizing vaccine-related training and ensuring staff completion of training
- Monitoring operation of vaccine storage equipment and systems
- Overseeing proper vaccine transport (when necessary) per SOPs
- Overseeing emergency preparations per SOPs:
    - Tracking inclement weather conditions
    - Ensuring appropriate handling of vaccines during a disaster or power outage

GUIDANCE AND GOOD PRACTICE

The plan should be reviewed/updated annually or more frequently if changes occur and should include a review date and signature to validate it is current.

Here are some useful links for COVID-19 Trainings & Resources:

COVID-19 Vaccine Training Modules

- https://www2.cdc.gov/vaccines/ed/covid19/
- https://www.cdc.gov/vaccines/covid-19/training-education/index.html

You Call the Shots! Vaccine Administration Module

- https://www.cdc.gov/vaccines/ed/youcalltheshots.html

Vaccine Storage & Handling Toolkit

- https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf

COVID-19 Vaccine Data Systems

- https://www.cdc.gov/vaccines/covid-19/reporting/index.html

COVID-19 Vaccination Program Provider Requirements & Support

- https://www.cdc.gov/vaccines/covid-19/vaccination-provider-support.html

Vaccine Information

- https://www.cdc.gov/vaccines/covid-19/info-by-product/index.html

STAFF TRAINING

Vaccine storage and handling practices are only as effective as the staff that implements them. Staff that are well trained in general storage and handling principles and organization-specific storage and handling standard operating procedures (SOPs) are critical to ensuring vaccine supply potency and patient safety.

All staff members who receive vaccine deliveries as well as those who handle or administer vaccines should be trained in vaccine-related practices and be familiar with your facility's storage and handling SOPs. If you are a COVID-19 provider, please see the training recommendations on the chart below.

COVID-19 TRAINING DOCUMENTATION

Below are the recommended trainings for all staff handling COVID-19 vaccines.

Name, Role & Date Completed	COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers	Janssen COVID-19 Vaccine (Johnson & Johnson): What Healthcare Professionals Need to Know	Moderna COVID-19 Vaccine: What Healthcare Professionals Need to Know	Pfizer-BioNTech COVID-19 Vaccine: What Healthcare Professionals Need to Know	You Call the Shots: Vaccine Administration	You Call the Shots: Vaccine Storage and Handling

More training can be found here: https://www.cdc.gov/vaccines/covid-19/training-education/resources.html

VACCINE ORDERING

COVID-19 Vaccine Order Placement

- Hawaii COVID-19 Vaccine providers must submit orders via the COVID-19 Vaccine Order Form. Orders must be submitted via email to DOH.C19VaccineOrder@doh.hawaii.gov.
- Providers are required to:
  - Have current COVID-19 Vaccination Program enrollment status.
  - Document the core data elements for COVID-19 vaccine administration in the provider's medical record system within 24 hours of administration and report COVID-19 vaccine administration data to VAMS or data exchange with the Hawaii Immunization Registry as soon as practical and no later than 72 hours after administration.
  - Regularly report COVID-19 vaccine inventory to Vaccines.gov (VaccineFinder).
  - Report the number of all COVID-19 vaccine doses currently on hand with each vaccine order submitted.

    -If the space available on the COVID-19 Vaccine Order Form is insufficient for complete inventory reporting, please use separate supplemental forms.
  - Report the number of vaccine doses used since the item was last ordered. Vaccine usage must be reported to provide necessary justification for fulfillment of new vaccine requests.

More information can be found on the *Hawaii COVID-19 Vaccine Distribution Guide.*

Note: In some instances, vaccination provider organizations/facilities, third-party vendors, and other vaccination providers may be allowed to redistribute vaccine, if approved by the HDOH's immunization program and if validated cold chain procedures are in place in accordance with the manufacturer's instructions and CDC's guidance on COVID-19 vaccine storage and handling. There must be a signed *CDC Supplemental COVID-19 Vaccine Redistribution Agreement* for the facility/organization conducting redistribution and a fully completed *CDC COVID-19 Vaccination Provider Profile Information* form for each receiving vaccination location. If your location is interested in becoming a redistribution location, please inquire with HDOH Immunization Branch.

How to Ensure Vaccine Orders are Received in a Timely Manner:

- If any of the elements in the section above are missing, provider order processing will be delayed.
- Providers should ensure that their delivery address and hours of operation are up to date. Please be sure to indicate if the provider office will be closed for holidays or other reasons within the next month.

SHIPPING & RECEIVING PROCEDURES

Receipt of COVID-19 Vaccine Shipments

- Providers should **never** refuse vaccine shipments under any circumstances including delivery after provider hours (i.e., suspected "warm"/spoiled vaccines) or damage to the exterior package. If there is damage to the exterior package, be sure to take a photo for documentation purposes.
- Open vaccine shipments **immediately**, check the temperature monitor reading, inspect the vaccine, compare the vaccine received with the vaccine products indicated on the packing list, and store at the appropriate temperature.
- If you suspect that vaccine viability has been compromised, vaccines should be separated from non-affected vaccine stock (e.g., placed in a paper or zip-top bag), labelled "Do Not Use," and stored at appropriate temperatures until vaccine viability is determined. Follow the procedures below based on where the vaccine was shipped from:

Shipments from McKesson (**Moderna and Janssen [Johnson and Johnson] COVID-19 vaccine, all ancillary kits**):

- **Moderna/Janssen (Johnson and Johnson) COVID-19 Vaccine: COVID-19 providers must contact McKesson directly on the same day that delivery has occurred to report the shipping incident and inquire about vaccine viability.**
    - Phone: (833) 272-6635 Monday – Friday, 8:00 am – 8:00 pm EST.

  Send an email to: COVIDVaccineSupport@McKesson.com if reporting a shipping incident to McKesson after 8:00 pm Eastern Time.
- McKesson may request that you supply photos of the shipping container, packaging, and any activated temperature monitors. Take photos for documentation purposes and avoid disposal of shipping boxes/packaging, packing slips, and temperature monitors until the situation is resolved.
- **Should a shipment issue occur with Janssen (Johnson & Johnson) COVID-19 vaccine, the manufacturer may also be contacted directly to determine vaccine viability.**
    - Telephone: 1-800-565-4008 or 1-908-455-9922
    - Email: JSCOVIDTEMPEXCURSION@its.jnj.com
    - Note: the shipment issue must still be reported to McKesson.
- Contact the HDOH Immunization Branch at (808) 586-8300, 1-800-933-4832 (toll-free), or DOH.C19VaccineOrder@doh.hawaii.gov to report the incident.

Shipments from Pfizer (Pfizer COVID-19 vaccine only):

- Contact Pfizer Customer Service at (800) 666-7248 (toll free) or via email at cvgovernment@pfizer.com.
- Take photos for documentation purposes and avoid disposal of shipping boxes/packaging, packing slips, and temperature monitors until the situation is resolved.
- Contact the HDOH Immunization Branch at (808) 586-8300, 1-800-933-4832 (toll-free), or DOH.C19VaccineOrder@doh.hawaii.gov to report the incident.

Transporting Vaccine

Vaccines from your supply should not be routinely transported. In instances where the transport of vaccine from your supply is necessary, take appropriate precautions to protect your supply. Vaccines should only be transported using appropriate packing materials that provide the maximum protection.

- ✓ The total time for transport alone or transport plus clinic workday should be a maximum of 8 hours (e.g., if transport to an off-site clinic is 1 hour each way, the clinic may run for up to 6 hours).
- ✓ Transport diluents with their corresponding vaccines to ensure there are always equal amounts of vaccines and diluents for reconstitution.
- ✓ Your facility should have a sufficient supply of materials needed for vaccine transport of your largest annual inventory. Appropriate materials include:
    - Portable vaccine refrigerator/freezer units (preferred option)
    - Qualified containers and packouts
    - Hard-sided insulated containers or Styrofoam™ (Use in conjunction with the Packing Vaccines for Transport during Emergencies tool. This system is only to be used in an emergency.) Coolant materials such as phase change materials (PCMs) or frozen water bottles that can be conditioned to 4° C to 5° C (39° F to 41° F)
    - Insulating materials such as bubble wrap and corrugated cardboard—enough to form two layers per container
    - Temperature Monitoring Devices (TMD) for each container

	Emergency Transport	Transport for Offsite Clinic, Satellite Facility, or Relocation of Stock
Portable Vaccine Refrigerator or Freezer	Yes	Yes
Qualified Container and Packout	Yes	Yes
Conditioned Water Bottle Transport System	Yes	No
Manufacturer's Original Shipping Container	Yes (last resort ONLY)	No
Food/Beverage Coolers	No	No

Transporting Frozen Vaccines

- ✓ If frozen vaccines must be transported, use a portable vaccine freezer unit or qualified container and packout that maintains temperatures between -50° C and -15° C (-58° F and +5° F).

Follow these steps for transporting frozen vaccines:

- Place a TMD (preferably with a buffered probe) in the container as close as possible to the vaccines.
- Immediately upon arrival at the destination, unpack the vaccines and place them in a freezer at a temperature range between -50° C and -15° C (-58° F and +5° F) . Any stand-alone freezer that maintains these temperatures is acceptable.
- Record the time vaccines are removed from the storage unit and placed in the transport container, the temperature during transport, and the time at the end of transport when vaccines are placed in a stable storage unit.

Do not use dry ice, even for temporary storage. Dry ice might expose the vaccines to temperatures colder than -50° C (-58° F). (The only exception to this is for transport of COVID-19 Vaccine (Pfizer) which can be transported using the manufacturer's thermal shipping container.)

Temperature Monitoring During Transport

Use a continuous TMD, preferably a DDL, for monitoring and recording temperatures while transporting vaccines:

- The TMD should have an accuracy of +/-0.5° C (+/-1° F).
- Place buffered probe material in a sealed vial directly with the vaccines.
- Keep the TMD display on top of vaccines so you can easily see the temperature.
- Record the time and minimum/maximum temperature at the beginning of transport.

Vaccine Packing Procedure (Refrigerated Temperatures)

1. Line the bottom of the cooler with the conditioned water bottles
2. Place 1 inch layer of bubble wrap over the water bottles
3. Place vaccines and thermometer probe over the bubble wrap layer
4. Place another 1 inch layer of bubble wrap over the vaccines
5. Place conditioned water bottles over the top layer of bubble wrap
6. Close and secure cooler lid.

Temperature Monitoring

- Temperature monitoring should be the primary responsibility of the provider/clinic vaccine coordinator and backup. If other staff must monitor temperatures, those persons must be trained on how to respond to and document actions taken when temperatures are outside the appropriate range.

1. Post a temperature log on the vaccine storage unit door or nearby in a readily accessible and visible location.
2. Record refrigerator, freezer, and ultra-cold freezer temperatures twice each day (beginning and end) ensuring that refrigerator temperatures are between 36° and 46° F (2° and 8°C) the freezer temperatures are between -58°F and +5°F (between -50°C and -15°C) and the ultra-cold freezer temperatures are between -112°F and -76° F (-80° and -60°C) at all times. Twice-daily temperature monitoring and recording is required even if a continuous graphing/recording thermometer or a digital data logger is used.
3. Take immediate action to correct improper vaccine storage conditions, including inappropriate exposure to light and inappropriate exposure to storage temperatures outside the recommended ranges. Document actions taken on the Troubleshooting Record page of the temperature log.
4. Maintain an ongoing file of temperature logs, and store completed logs for a minimum of 3 years.

STORAGE AND HANDLING PRACTICES

Proper vaccine storage and handling is crucial to maintaining the viability and integrity of vaccines. The vaccine storage practices listed below are the responsibility of the provider/clinic vaccine coordinator or the vaccine coordinator's back-up. If delegated to the back-up, the designated vaccine coordinator must monitor these activities regularly.

As part of the COVID-19 Vaccination Provider Agreement, providers are required to:

- Store and handle COVID-19 vaccine under proper conditions, including maintaining cold chain conditions and chain of custody at all times in accordance with the manufacturer's package insert and CDC guidance in CDC's *Vaccine Storage and Handling Toolkit*, which will be updated to include specific information related to COVID-19 vaccine
- Monitor vaccine storage unit temperatures at all times using equipment and practices that comply with guidance in CDC's *Vaccine Storage and Handling Toolkit*
- Comply with Hawaii Immunization program guidance for dealing with temperature excursions
- Monitor and comply with COVID-19 vaccine expiration dates
- Preserve all records related to COVID-19 vaccine management for a minimum of 3 years, or longer if required by state, local, or territorial law.
- Comply with *CDC's Guidance for Immunization Services During the COVID-19 Pandemic* for safe delivery of vaccines.
- Comply with all federal instructions and timelines for disposing of COVID-19 Vaccine and diluent, including unused doses.

Additional duties required are:

- Store vaccines that require refrigeration in the middle of the refrigerator compartment away from the coils, walls, floor, and cold air vent.
- Store vaccines that require freezer storage in the middle of the freezer compartment, away from the walls, coils, and peripheral areas.
- Store vaccine with enough space to allow for cold air circulation around the vaccine.
- Store COVID-19 vaccine on separate shelf from all other vaccines/biologics.
- Never store vaccines in the door of the storage unit.

More information can be found at:
https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html

VACCINE INVENTORY MANAGEMENT

Organization must report the number of doses of COVID-19 vaccine and adjuvants that were unused, spoiled, expired, or wasted as specified in the Hawaii COVID-19 Vaccine Distribution Guide.

In order to minimize the number of unused expired doses and manage expired doses correctly, HDOH encourages providers to:

- Monitor expiration dates weekly, rotate stock as needed, and follow a "first in, first out" strategy to manage inventory.
- If nearing expiration, check posted manufacturer information for the most up to date expiration/extension information for vaccine lots.
- Based on the latest expiration information, REMOVE expired vaccine from the storage unit IMMEDIATELY. Do not give staff opportunity to administer expired vaccine.
- If expired vaccine is inadvertently administered, it is considered a vaccine administration error. This requires remediation including submitting a VAERS report and contacting the recipient to inform them of the error. Administering an expired vaccine may or may not require revaccination based on the manufacturer's guidance.
- Vaccine disposal: Dispose of the vaccine vial (with any remaining vaccine) and packaging as medical waste according to facility policies and state regulations. HDOH strongly recommends disposal of COVID-19 vaccine vials in sharps containers to avoid potential misuse of discarded vials. Do NOT return vaccine in the thermal shipping container.
- Check your vaccine stock using the CDC's Vaccine Lot Number and Expiration Date webpage.
    - Request access to a new COVID-19 Vaccine Lot Number report via CDC's Vaccine Code Set Management Service (VCSMS). This report includes COVID-19 vaccine lot numbers and expiration dates provided to CDC by the vaccine manufacturers. This report is updated daily and can be used to support vaccine administration, inventory management, and jurisdiction IISs. Complete the registration form on CDC's Vaccine Lot Number and Expiration Date webpage to request access to the report.

Beyond Use Dates

Some vaccines have a beyond use date (BUD), which is calculated based on the date the vial is first entered and the storage information in the package insert.

The BUD replaces the manufacturer's expiration date and should be noted on the label along with the initials of the person making the calculation. Examples of vaccines with BUDs include:

Reconstituted vaccines have a limited period for use once the vaccine is mixed with a diluent. This period or BUD is listed in the package insert.

Multidose vials might have a specified period for use once they have been entered with a needle. For example, the package insert on the Pfizer COVID-19 Vaccine states the vaccine should be stored in the freezer between -25°C and -15°C (-13°F to 5°F) for up to 2 weeks or until the vaccine's expiration date on the tray. If it is entered with a needle, the vaccine must be discarded 6 hours after puncture. The vaccine should not be used after the BUD.

Manufacturer-shortened expiration dates may apply when vaccine is exposed to inappropriate storage conditions. The manufacturer might determine the vaccine can still be used but will expire on an earlier date than the date on the label.

PROCEDURES FOR EXPIRED VACCINES

The COVID-19 Vaccination Provider Agreement states that providers should dispose of COVID-19 vaccine waste in accordance with local regulations and processes currently being used to dispose of regulated medical waste.

HDOH strongly recommends disposal of vaccine vials in sharps containers to avoid potential misuse of discarded vials.

Open and broken vials and syringes, and vaccine pre-drawn by providers should be reported as wastage (*See below from Hawaii COVID-19 Vaccine Distribution Guide below) and disposed of in sharps containers.

*Providers must promptly report any wasted or expired vaccines. This helps CDC/HDOH accurately monitor the amount of vaccine in the field. Keep in mind that there are no negative consequences for reporting waste, and it will not negatively impact future allocations. CDC/HDOH recognizes that unused expired vaccine is a normal part of any vaccination program, especially one of this scope and size.

Note: Hawaii COVID-19 vaccine providers must report expiration and wastage of doses received from HDOH allocations via the "COVID-19 Vaccine Loss Reporting Form"

EMERGENCY PROCEDURES

Emergencies like equipment failures, power outages, severe weather conditions, or natural disasters usually happen without warning and may compromise vaccine storage conditions. In addition to vaccine transport planning, you should make plans to prepare for emergencies.

Below is a checklist for Emergency Vaccine Storage, Handling and Transport.

☐ The following items are up-to-date and complete.

- ☐ Primary and Backup Coordinators
- ☐ Emergency Staff Contact List
- ☐ Alternative vaccine storage facility
- ☐ Transportation of vaccines
- ☐ Any/all: Emergency Vaccine Storage Plan

☐ Vaccine storage unit specifications (type, brand, model number, serial number)

☐ Diagram of facility showing important elements, including doors, flashlights, packing materials, batteries, circuit breakers

☐ Keep a copy of emergency SOPs with emergency supplies and at multiple off-site locations such as homes of vaccine coordinator and alternate coordinator and with building manager, security staff, and alternative storage facility.

☐ Protocols for:

- ☐ Monitoring vaccines during a power outage
- ☐ Packing vaccines and diluents for emergency transport
- ☐ Transporting vaccines to and from an alternative vaccine storage facility
- ☐ Assessing whether vaccine can be used after an emergency
- ☐ Accessing your building and facility after hour

VACCINE STORAGE AND HANDLING SOP

Name	Title	Phone #	Email
	Primary Coordinator		
	Back-up Coordinator		
	Additional Contact		

Emergency Staff Contact List

Name	Title	Phone #	Email
1)			
2)			
3)			
4)			
5)			

Alternative Vaccine Storage Facilities

Facility Name & Address	Contact Name	Phone #	Storage Unit Specification (Brand, Model #, Serial #)
1)			
2)			
3)			
4)			
5)			
6)			
7)			

EMERGENCY VACCINE STORAGE PLAN TEMPLATES

Providers must have written procedures for vaccine management that include Emergency Vaccine Storage Plans. The attached Emergency Vaccine Storage Plan templates should be personalized and customized to suit your practice's needs.

COVID-19 Providers must use the guideline below in determining when vaccine should be transported to avoid spoilage/waste of vaccine due to exposure to temperatures outside of the accepted ranges.

These are three Emergency Vaccine Storage Plan templates:

Template 1 – Transport to another Location (location is a professional facility):

This plan should be used if vaccines are to be transported to another location in the event of a power outage.

Template 2 – Transport to another location (location is a personal home) or alternate location:

This plan should be used if vaccines are to be transported to the home of the Provider or a staff member. NOTE: An alternate location must be identified in case the owner of the Primary location is unavailable (e.g., off-island).

Template 3 – Emergency Generator within Facility:

This plan should be used if your refrigerator/freezer containing the vaccines will be connected to an emergency generator in the event of a power outage.

EMERGENCY VACCINE STORAGE PLAN

_____

Provider/Clinic Name

Name of Person in Charge of Emergency Vaccine Storage: _____

Back-up Person: _____

VACCINE STORAGE ALARM RESPONSE PROTOCOL Complete Power Failure

TRANSPORT TO ANOTHER LOCATION**

(Location is a professional facility)

1. In the event of a power outage that affects the refrigerator/freezer containing vaccines, (Name of Staff) _____ will pack

- all refrigerated vaccines into a portable refrigerator, qualified packout, or cooler with conditioned water bottles
- all frozen vaccine into a portable freezer***

2. The cooler is located in (Location)_____. The water bottles are frozen and located in the (Location) _____ freezer.

The portable freezer is located in the (Location)_____.

3. The following will be noted by (Name of Staff) _____.

- Estimated time of power outage
- Temperature of refrigerator/freezer at the time vaccines are removed for transport; and
- The time that the vaccines are removed from refrigerator/freezer for transport.

4. The above information will be available for reference when notifying the Hawaii Immunization Branch COVID-19 Provider Program of the power outage so that vaccine manufacturers can be contacted by the provider for a determination of vaccine viability.

5. Notify (Contact at Emergency Location) _____ at (Emergency Storage Location) _____ of vaccine transfer.

6. (Name of Staff) _____ will take vaccines packed in portable refrigerator or cooler with conditioned water bottles and/or portable freezer to (Emergency Storage Location) _____. Place a TMD or Digital Data Logger (DDL) in the container as close as possible to the vaccines. (To be used to monitor temps for duration of transport and emergency storage.)

7. Vaccines are to be kept in refrigerator and/or freezer at (Emergency Storage Location) _____

until power has been restored in the office/clinic and the refrigerator/freezer temperature in the office/clinic is within acceptable range for the vaccines.

(Name of Staff) _____ will retrieve vaccine from (Emergency Storage Location) _____,

pack refrigerated vaccine in a portable refrigerator or cooler with conditioned water bottles and the frozen vaccine in the portable freezer and return vaccine to office/clinic. Place a TMD or Digital Data Logger (DDL) in the container as close as possible to the vaccines. (To be used to monitor temps for duration of transport and emergency storage.)

8. It is important that the cold chain be maintained throughout the transport process.

*****NOTE: If a portable freezer is not used for the transport of frozen vaccine, the Hawaii COVID-19 Provider Program must be contacted when the vaccine is returned to its original location regarding the transport. (Oahu providers can call 808-586-8300, Neighbor Islands Toll-free 1-800-933-4832 or email DOH.C19VaccineOrder@doh.hawaii.gov)**

******Prior to implementation of this plan, provider/clinic must establish an emergency storage location that has a functioning refrigerator/freezer. Location must also be willing and able to store provider's/clinic's vaccine whenever necessary.

EMERGENCY VACCINE STORAGE PLAN

_____

Provider/Clinic Name

Name of Person in Charge of Emergency Vaccine Storage: _____

Back-up Person: _____

VACCINE STORAGE ALARM RESPONSE PROTOCOL Complete Power Failure

TRANSPORT TO ANOTHER LOCATION**
(Location is the home of a Provider or staff member)

1. In the event of a power outage that affects the refrigerator/freezer containing vaccines, (Name of Staff) _____ will pack

- all refrigerated vaccines into a portable refrigerator, qualified packout, or cooler with conditioned water bottles
- all frozen vaccine into a portable freezer***

2. The portable refrigerator or cooler is located in (Location) _____. The conditioned water bottles are frozen and located in the (Location) _____ freezer. The portable freezer is located in the (Location) _____.

3. The following will be noted by (Name of Staff) _____.

a. Estimated time of power outage

b. Temperature of refrigerator/freezer at the time vaccines are removed for transport; and

c. The time that the vaccines are removed from refrigerator/freezer for transport.

4. The above information will be available for reference when notifying the Hawaii COVID-19 Provider Program of the power outage so that vaccine manufacturers can be contacted by the provider for a determination of vaccine viability.

5. Notify (Contact Name) _____ at (Primary Emergency Storage Location) _____ of vaccine transfer **OR** Notify (Contact Name) _____ at (Back-up Emergency Storage Location) _____ of vaccine transfer if primary location is unavailable.

6. (Name of Staff)_____ will take vaccines packed in portable refrigerator or cooler with conditioned water bottles and/or portable freezer **TO** (Primary Emergency Storage Location)_____ **OR** TO (Back-up Emergency Storage Location)_____ if the Primary Emergency storage location is unavailable. Place a TMD or Digital Data Logger (DDL) in the container as close as possible to the vaccines. (To be used to monitor temps for duration of transport and emergency storage.)

7. Vaccines are to be kept in refrigerator/freezer at the Primary or Back-up Emergency storage location until power has been restored in the office/clinic and the refrigerator/freezer temperature in the office/clinic is within acceptable range for the vaccines. (Name of Staff) _____ will retrieve vaccine from the Primary or Back-up Emergency storage location, pack vaccine in a portable

refrigerator or cooler with conditioned water bottles and/or portable freezer and return vaccine to office/clinic. Place a TMD or Digital Data Logger (DDL) in the container as close as possible to the vaccines. (To be used to monitor temps for duration of transport and emergency storage.)

8. It is important that the cold chain be maintained throughout the transport process.

*****NOTE: If a portable freezer is not used for the transport of frozen vaccine, the Hawaii COVID-19 Provider Program must be contacted when the vaccine is returned to its original location regarding the transport. (Oahu providers can call 808-586-8300, Neighbor Islands Toll-free 1-800-933-4832 or email DOH.C19VaccineOrder@doh.hawaii.gov)**

**Prior to implementation of this plan, provider/clinic must establish an emergency storage location that has a functioning refrigerator/freezer. Location must also be willing and able to store provider's/clinic's vaccine whenever necessary.

EMERGENCY VACCINE STORAGE PLAN

_____

Provider/Clinic Name

Name of Person in Charge of Emergency Vaccine Storage: _____

Back-up Person: _____

EMERGENCY GENERATOR WITHIN FACILITY

1. In the event of a power outage that affects the refrigerator/freezer containing the vaccines, (Name of Staff) _____ will connect the emergency generator to refrigerator/freezer.

2. The generator is located in (Location)_____.

Extension cords are located in (Location)_____.

3. The following will be noted by (Name of Staff) _____:

- **a.** Estimated time of power outage
- **b.** Temperature of refrigerator/freezer prior to connecting the generator
- **c.** The time the generator is connected and functioning; and
- **d.** The time at which the refrigerator/freezer temperature is restored to within acceptable range.

4. The above information will be available for reference when notifying the Hawaii COVID-19 Provider Program of the power outage so that vaccine manufacturers can be contacted by the provider for a determination of vaccine viability.

5. Generator may be disconnected after electrical power is restored.