

Your Local Health Jurisdiction



... can help you receive state supplied vaccine at no cost by participating in the State Childhood Vaccine Program. Local health jurisdiction staff will assist you with applying best practices, training office staff, assessing ordering and storage needs, and can provide helpful reference materials to support your office's success with all immunization and vaccine related activities.

Local health departments provide support and training, information, outreach and education for:

- Participating in the State Childhood Vaccine Program
- Immunization promotion
- Influenza planning
- The latest vaccine information
- Participating in the state CHILD Profile Immunization Registry
- Best practices for vaccine:
 - Ordering
 - Receiving
 - Storage and handling
 - Inventory management

VACCINE Protecting It Protects Them

The vaccine in your refrigerator or freezer is your most valuable asset in protecting Washington children from vaccine preventable diseases. Non-viable vaccine will not protect a child from a vaccine preventable disease.

Critical tools for vaccine viability and ensuring protection against vaccine preventable diseases:

- Proper vaccine storage and handling equipment.
- Well trained staff with designated back-up.
- Proper planning.

Tips for Protecting Your Vaccine

Refrigerators: Temperatures should be maintained at 35–46° Fahrenheit (F). Set the refrigerator control at approximately 40°F (5°C) for the best safety margin. Do not use dormitory style refrigerators.

Freezers: Temperatures should be maintained at or below 5°F. Set the freezer control at approximately 0°F for the best safety margin.

Thermometers: Invest in primary and backup certified thermometers for each unit and/or compartment.

Staffing: Fully trained primary and back-up staff are the best insurance against unnecessary vaccine losses. Make sure there is always someone in the office who is knowledgeable about proper storage and handling procedures and able to play the vital role of ensuring vaccine viability.

Emergency Back-up Procedures: Have an emergency back-up plan to ensure vaccine is protected in the event there is a failure of the storage unit. Post the plan on the unit and train staff to implement the plan.

Quality Equipment



\$1,200.00 = Less than 5 doses each of commonly ordered Vaccines (DTaP, HepA, IPV, MMR, PCV7, Tdap)

~OR~

\$1,200.00 = One laboratory quality compact refrigerator, 5.5 cu. ft. (23"W x 23"D x 34"H)

\$260.00 = about 8 doses DTaP or 14 doses MMR
~OR~

\$260.00 = 1 mechanical certified chart recorder thermometer (Dickson VFC70)



~OR~

\$260.00 = 2 certified digital temperature data loggers (Laspar VFC100-TC)



A PROVIDER'S GUIDE: STATE SUPPLIED VACCINE DISTRIBUTION IN WASHINGTON

Ensuring viable vaccine
is available to protect
Washington children against
vaccine preventable diseases.



State Supplied Vaccine Distribution

Providers can order and manage their vaccine through the CHILD Profile Immunization Registry. Providers have the convenience of state supplied childhood vaccine being shipped directly to their offices. Providers maintain their vital partnership with local public health departments to promote vaccination for Washington children and protecting them from vaccine preventable diseases.

Benefits for Providers:

- Vaccine delivered directly to provider offices at no cost
- Increased focus on vaccine quality assurance



Keys to Success

Ordering Vaccine

Providers submit vaccine orders to their local health jurisdictions via fax, phone, email, or through the CHILD Profile Immunization Registry as determined by the LHJ.

Order Enough Vaccine for your Patient Population Needs and Do Not Stockpile Vaccine

Keys to successful vaccine ordering:

- Confirm your shipping address, contact information and hours of operation are correct.
- Monitor and reconcile your state supplied vaccine inventory before placing your order.
- Order recommended quantity based on order history from prior months, or the same months from a prior year, to order the right amount of vaccine.
- Note special circumstances (kindergarten round-up, special clinic etc.) affecting your order.
- Order during assigned weeks of the month.
- Order using assigned frequency.

Order Frequency	Annual Doses
Monthly (high volume)	6,000 plus
Every 2 Months (medium volume)	800 – 5,999
Quarterly (low volume)	200 – 799
Every 6 Months (very low volume)	0 – 199

Receiving Vaccine

Keys to successful vaccine receiving:

- Make sure designated staff familiar with vaccine storage and handling are in the office at all times.
- Post contact information for storage and handling staff for those who receive UPS and FedEx shipments.
- Post “Do Not Leave Vaccine Unattended,” signage in the package delivery area.
- Review shipping invoice and contact your LHJ if there is a discrepancy.

Do Not Leave Vaccine Unattended Store Immediately



Vaccine Quality Assurance

Keys to successful vaccine quality assurance:

- Maintain best practices in vaccine storage and handling.
- Keep staff training current.
- Complete and submit required accountability reports on time:
 - Doses administered by age - check into using CHILD Profile Immunization Registry for this report.
 - Monthly inventory - have two people complete the inventory count to ensure accuracy.
 - Temperature logs - check and record unit temperatures twice daily.
- For all vaccine losses and vaccine returns: contact your local health department **immediately** about storage and handling incidents.

Resources for best practices:

Washington State Department of Health
<http://www.doh.wa.gov/cfh/immunize/default.htm>

If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY 1-800-833-6388).