

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

Off-Site Vaccination Clinic Guidelines

Satellite, temporary, and off-site vaccination clinics play an important role in improving vaccination coverage rates and vaccinating hard-to-reach populations. Vaccination clinics held in these settings have unique challenges and providers must follow specific guidelines for managing publicly supplied vaccine in these non-traditional settings. Below is a checklist of requirements, best practices, and reference materials for your off-site vaccination clinic. Review all materials prior to conducting an off-site vaccination clinic.

Off-Site Clinic Checklist

Preparation

- ☐ Submit your request to the WA State Childhood or Adult Vaccine Programs for approval **before** ordering and/or using publicly supplied vaccines for an off-site vaccination clinic. **See Appendix A.**
- ☐ After receiving approval for your off-site clinic, determine the amount of vaccine needed and place an order **at least three weeks** prior, for CVP or available AVP vaccines, in the Immunization Information System (IIS).
- ☐ When receiving the vaccine at your facility, store the vaccine at the correct temperature, verify the doses received, and [receive the vaccine inventory](#) in the IIS prior to the clinic.
- ☐ Ensure you have a working digital data logger with a current certification of calibration for use at the clinic. This digital data logger must be in addition to the digital data logger that is recording temperatures in your permanent storage unit.
- ☐ Ensure you have all necessary materials to pack and transport the vaccines for the off-site clinic.

Transport

- ☐ Vaccines must be transported using a portable vaccine refrigerator or qualified container and pack-out designed to transport vaccines within the temperature range recommended by the manufacturers (i.e., between 2–8° Celsius or 36–46° Fahrenheit for ALL refrigerated vaccines). Coolers available at general merchandise stores or coolers used to transport food are NOT ACCEPTABLE. See CDC's Vaccine Storage and Handling Toolkit for information on qualified containers and pack-outs: www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf.
 - ☐ If planning to transport frozen COVID-19 vaccine:
 - **Pfizer** COVID-19 vaccine multi-dose and single dose vials can be transported at ultra-cold temperatures (-90°C to -60°C or -130°F to -76°F) or at refrigerated temperatures (2°C to 8°C or 36°F to 46°F). The vaccine can be stored for 10 weeks at refrigerated temperatures and up to the expiration date at ultra cold temperatures. This vaccine should not be stored at regular freezer temperatures.
 - **Moderna** COVID-19 vaccine can be transported at regular freezer temperatures (-50°C to -15°C or -58°F to 5°F) or at refrigerated temperatures (2°C to 8°C or 36°F to 46°F). The vaccine can be stored for 60-days at refrigerated temperatures and up to the expiration date at freezer temperatures.
 - **For both vaccines:** If vaccine is thawed and transported at 2°C to 8°C (36°C to 46°F), vials should not be refrozen and should be stored at 2°C to 8°C (36°F to 46°F) until use. The refrigerated beyond use date should be recorded on the carton after the transfer.
 - ☐ Use a [digital data logger](#) that meets state and CDC guidelines for public vaccine.
- The person transporting the vaccines confirms manufacturer instructions for packing configuration and proper conditioning of coolants were followed. (Your qualified container and pack-out should include packing instructions. If not, contact the company for instructions on proper packing procedures.)*

- ☐ If planning to administer varicella-containing vaccine, bring only the amount needed for the clinic. (CVP ONLY)
*Varicella containing vaccine requiring freezing temperatures will lose viability within 72 hours once the vaccine warms above 15 degrees Fahrenheit. **Never** re-freeze varicella-containing vaccine.*
- ☐ If planning to administer Mpox* vaccine, bring only the amount needed for the clinic.
*Keep frozen at -25°C to -15°C (-13°F to +5°F). Store in the original package to protect from light. **Do not re-freeze** a vial once it has been thawed. Once thawed, the vaccine may be kept at +2°C to +8°C (+36°F to +46°F) for 4 weeks.*
- ☐ Ensure the total time for vaccine transport and clinic workday does not exceed 8 hours.

Storage and Handling

- ☐ Ensure the cold chain is maintained at all times during transport and throughout the clinic.
 Providers may pre-draw up to 10 doses of vaccine at a time during an off-site clinic. All remaining pre-drawn doses must be discarded and logged as waste at the end of the clinic.
- ☐ Monitor digital data logger(s) and record temperatures on paper temperature logs hourly. **See Appendix B.**
 - Off-site clinic temperature logs should be submitted to the Washington State Childhood or Adult Vaccine Program after your event.
- ☐ For additional COVID-19 vaccine storage and handling, refer to [State Supplied COVID-19 Vaccines at-a-Glance](#)
- ☐ After the clinic, download and review digital data logger temperature data.
- ☐ If vaccine went out of appropriate temperature ranges, follow the [Vaccine Temperature Excursion Guide](#)
- ☐ Complete the [Vaccine Loss Log](#) for any wasted vaccine doses.

*If transporting Mpox vaccine along with other frozen vaccines, make sure temperatures in qualified container and packout/portable storage unit are between -25°C and -15°C (-13°F and +5°F).

Adult and Childhood Vaccine Programs

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

Vaccine Transport for Off-Site Clinic

CVP ☐AVP ☐*(State-supplied vaccines only)*

Date of Request:		PIN:
Facility Name:		
Contact Person:		Phone Number:
Email:		
Location of Off-Site Clinic:		
Date of Clinic:		
Requested Vaccine Name	NDC	# of Doses
Type of storage container used:	<input type="checkbox"/> Portable refrigerator/freezer	<input type="checkbox"/> Qualified container and packout*
Packing material used: Container/packout make/model		
Make, model & calibration expiration date of digital data logger used:		

**A type of container and supplies specifically designed for use when packing vaccines for transport. They are "qualified" through laboratory testing under controlled conditions to ensure they achieve and maintain desired temperatures for a set period of time. (Does not include McKesson, Merck or Pfizer shipping containers)*

Submit form to WA State Childhood or Adult Vaccine Programs for approval by email to:

WACHildhoodVaccines@doh.wa.gov or WAAdultVaccines@doh.wa.gov. You will receive notice by email and if approved, you may submit a CVP or available AVP vaccine order for the clinic. Ensure the cold chain is maintained at all times during transport and throughout the clinic

In case of a temperature excursion, call the manufacturers to determine vaccine viability

AstraZeneca (Medimmune) 877-633-4411	Novavax 855-239-9174	Sanofi Pasteur 800-822-2463
Bavarian Nordic 844-422-8274	Merck 800-672-6372	Sequiris 855-358-8966
Dynavax Technologies 844-375-4728	Moderna 866-663-3762	VBI Quality@vbivaccines.com
GlaxoSmithKline 888-825-5249	Pfizer 800-438-1985	

DOH USE ONLY☐ Approved☐ Denied

Reviewed by:

Date:

**Please print additional pages as needed for any upcoming clinics within a three-month period.*

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. February 2025, DOH 348-523

REFRIGERATOR OFF-SITE CLINIC TEMPERATURE MONITORING LOG

PROVIDER PIN: _____
OFF-SITE LOCATION: _____

DATE OF CLINIC: _____
CLINIC HOURS: _____

F° / C°



1. Write your initials below in "Staff Initials," and note the time in "Exact Time of Temp".
2. Record the min/max temperatures of the vaccine after transport to off-site clinic.
3. Record vaccine temperatures every hour during the clinic by putting an X in the row that corresponds with the storage unit temperature.
4. At the end of the clinic record the min/max temperatures reached.
5. Record min/max temperature after vaccine transport from the day clinic.
6. If any out-of-range temperatures, see instructions to the right.

- IF A TEMPERATURE RECORDING IS IN THE SHADED ZONE:**
1. Store the vaccine under proper conditions as quickly as possible. Place the affected vaccine in a bag and mark the vaccine as "Do not use."
 2. Call the vaccine manufacturers to determine whether the vaccines are viable.
 3. Notify your vaccine coordinator and follow the Vaccine Temperature Excursion Guide.
 4. Use the Action tracking area to record the actions taken to correct the problem.

Notes

Refrigerator Temperature

Clinic Hour	Transport	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	End of Clinic	Transport
Exact Time															
Staff Initials															
≥49°F (9.4°C)	<div> <div>WARNING TOO WARM</div> <div>DANGER!!!</div> <div>Call the manufacturer for vaccine viability</div> <div>WARNING TOO WARM</div> </div>														
48°F (8.9°C)															
47°F (8.3°C)	<div>Max:</div> <div>Min:</div>														
46°F (7.8°C)															
45°F (7.2°C)															
44°F (6.7°C)															
43°F (6.1°C)															
42°F (5.6°C)															
41°F (5.0°C)															
40°F (4.4°C)															
39°F (3.9°C)															
38°F (3.3°C)															
37°F (2.8°C)															
36°F (2.2°C)															
35°F (1.7°C)	<div> <div>WARNING TOO COLD</div> <div>DANGER!!!</div> <div>Call the manufacturer for vaccine viability</div> <div>WARNING TOO COLD</div> </div>														
34°F (1.1°C)															
33°F (0.6°C)															
≤32°F (0.0°C)															

Action

Please list steps taken to address temperature or storage unit issues. Include manufacturer's determination and case number(s).	DATE	°F / °C	i.e., Action Taken: Probe checked and adjusted	Wasted Vaccine Log - Complete return in the IIS & Vaccine Loss Log			
	1/1	33.1 °F	contacted Merck- vaccine viable, case #12345.	Vaccine Type	Lot Number	# Doses Wasted	Reason
							Initials

FREEZER OFF-SITE CLINIC TEMPERATURE MONITORING LOG

PROVIDER PIN: _____
OFF-SITE LOCATION: _____

DATE OF CLINIC: _____
CLINIC HOURS: _____

F° / C°



1. Write your initials below in "Staff Initials," and note the time in "Exact Time of Temp".
2. Record the min/max temperatures of the vaccine after transport to off-site clinic.
3. Record vaccine temperatures every hour during the clinic by putting an X in the row that corresponds with the storage unit temperature.
4. At the end of the clinic record the min/max temperatures reached.
5. Record min/max temperature after vaccine transport from the day clinic.
6. If any out-of-range temperatures, see instructions to the right.

IF A TEMPERATURE RECORDING IS IN THE SHADED ZONE:

1. Store the vaccine under proper conditions as quickly as possible. Place the affected vaccine in a bag and mark the vaccine as "Do not use."
2. Call the vaccine manufacturers to determine whether the vaccines are viable.
3. Notify your vaccine coordinator and follow the Vaccine Temperature Excursion Guide. Use the
4. Action tracking area to record the actions taken to correct the problem.

Notes

Freezer Temperature

Clinic Hour	Transport	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	End of Clinic	Transport
Exact Time															
Staff Initials															
8°F (-13.3°C)	<div>WARNING TOO WARM</div> <div>DANGER!!!</div> <div>Call the manufacturer for vaccine viability</div> <div>WARNING TOO WARM</div>														
7°F (-13.9°C)															
6°F (-14.4°C)															
5°F (-15.0°C)	Max:													Max:	Max:
4°F (-15.6°C)															
3°F (-16.1°C)															
2°F (-16.7°C)															
1°F (-17.2°C)															
0°F (-17.8°C)															
-1°F (-18.3°C)															
-2°F (-18.9°C)															
-3°F (-19.4°C)															
-4°F (-20.0°C)															
-5°F (-20.6°C)															
-6°F (-21.1°C)															
-7°F to -58°F*	Min:													Min:	Min:
<-58°F (-50°C)		<div>WARNING TOO COLD</div> <div>DANGER!!!</div> <div>Call the manufacturer for vaccine viability</div> <div>WARNING TOO COLD</div>													

Action

Please list steps taken to address temperature or storage unit issues. Include manufacturer's determination and case number(s).	DATE	°F / °C	i.e., Action Taken: Probe checked and adjusted	Wasted Vaccine Log - Complete return in the IIS & Vaccine Loss Log				
	1/1	10°F	contacted Merck- vaccine viable, case #12345.	Vaccine Type	Lot Number	# Doses Wasted	Reason	Initials

*If transporting Mpox vaccine with other frozen vaccines, make sure temperatures in qualified container and packout/portable storage unit are between -25°C and -15°C (-13°F and +5°F)

ULTRA-COLD FREEZER OFF-SITE CLINIC TEMPERATURE MONITORING LOG

PROVIDER PIN: _____
OFF-SITE LOCATION: _____

DATE OF CLINIC: _____
CLINIC HOURS: _____

F° / C°



1. Write your initials below in "Staff Initials," and note the time in "Exact Time of Temp".
2. Record the min/max temperatures of the vaccine after transport to off-site clinic.
3. Record vaccine temperatures every hour during the clinic by putting an X in the row that corresponds with the storage unit temperature.
4. At the end of the clinic record the min/max temperatures reached.
5. Record min/max temperature after vaccine transport from the day clinic.
6. If any out-of-range temperatures, see instructions to the right.

IF A TEMPERATURE RECORDING IS IN THE SHADED ZONE:

1. Store the vaccine under proper conditions as quickly as possible. Place the affected vaccine in a bag and mark the vaccine as "Do not use."
2. Call the vaccine manufacturers to determine whether the vaccines are viable.
3. Notify your vaccine coordinator and follow the Vaccine Temperature Excursion Guide. Use the
4. Action tracking area to record the actions taken to correct the problem.

Notes

Clinic Hour	Transport	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	End of Clinic	Transport
Exact Time															
Staff Initials															

>-76°F (>-60°C)

WARNING TOO WARM

DANGER!!!

Call the manufacturer for vaccine viability

WARNING TOO WARM

Freezer Temperature

-76°F (-60°C)	Max:														Max:	Max:
-77°F (-60.6°C)																
-78°F (-61.1°C)																
-79°F (-61.7°C)																
-80°F (-62.2°C)																
-81°F (-62.8°C)																
-82°F (-63.3°C)																
-83°F (-63.9°C)																
-84°F (-64.4°C)																
-85°F (-65°C)																
-86°F to -130°F (-66°C to -90°C)	Min:														Min:	Min:

<-130°F (<-90°C)

WARNING TOO COLD

DANGER!!!

Call the manufacturer for vaccine viability

WARNING TOO COLD

Action

Please list steps taken to address temperature or storage unit issues. Include manufacturer's determination and case number(s).	DATE	°F / °C	i.e., Action Taken: Probe checked and adjusted, contacted Pfizer- vaccine viable, case #12345.	Wasted Vaccine Log - Complete return in the IIS & Vaccine Loss Log				
	1/1	-70F		Vaccine Type	Lot Number	# Doses Wasted	Reason	Initials