

Vaccine Transfer Checklist:

Childhood and Adult Vaccine Program vaccine should only be transferred if within 90 days of expiration to avoid wasting vaccine. Vaccine transfers should not be routine. Vaccine transfers increase the risk of a temperature excursion and are not a recommended practice.

Note: Emergency Transport, during a power outage or vaccine storage unit failure, should be in accordance with your facility's Vaccine Management Plan. Emergency transport doesn't require pre-approval.

- Depending on which vaccine program you received your vaccine from, locate another Washington State Adult or Childhood Vaccine Program enrolled provider to accept the vaccine transfer. Here are a few resources to help with vaccine transfers:
 - The [Provider Map](#) is a resource that helps locate and identify providers enrolled in the Program who could potentially receive your soon to expire vaccine.
If you can't locate another clinic to transfer the vaccine, email WAAadultVaccines@doh.wa.gov or WACHildhoodVaccines@doh.wa.gov notifying us you are having trouble finding another enrolled provider. An email can be sent to surrounding providers on your behalf.
- Complete an Adult or Childhood Vaccine Program [Vaccine Transfer Request](#) in the IIS at least 48 hours before planning to transfer vaccine. Vaccine cannot be moved prior to Transfer Request approval from the Program.
 - Check approval status in the IIS on the Current Orders/Transfers List under the Outbound Transfers section (see IIS transfer guide)
- After receiving approval for your transfer:
 - Make arrangements for the date and time to conduct the transfer.
 - Ensure you have a working digital data logger, with a current certificate of calibration, for use during transport.
 - Ensure you have all necessary materials to pack and transport the vaccine – See section one of the [Vaccine Transport Guidelines](#).
- Follow the [Vaccine Transport Guidelines](#) for packing vaccines.
 - Use a portable storage unit, hard sided cooler, or certified pack-out.
 - Use a digital data logger that meets state and CDC guidelines for public vaccine.
- Ensure the cold chain is maintained at all times during transport. If vaccine goes out of appropriate temperature range follow the [Vaccine Temperature Excursion Guide](#)
 - Store the vaccine at appropriate temperatures as soon as possible and mark “do not use”.
 - Call the manufacturer to assess viability of the vaccine and notify the Childhood Vaccine Program of the results.
 - Document any wasted vaccine doses on the [Vaccine Loss Log](#) and in the IIS using the [online return function](#).
- Document transferred vaccine in the IIS – see CVP [Vaccine Online Transfer Guide](#)
 - **Reminder:** The receiving facility will receive the vaccine in the IIS on the Inbound Transfers list. Once the vaccine is received the vaccine will subtract from the Transferring Facility's reconciliation (inventory) page.