

MDHHS Guidance on Vaccine Management

This handout provides guidance on vaccine management for all providers. Proper vaccine storage and handling plays an important role in protecting individuals and communities from vaccine-preventable diseases. The Michigan Department of Health and Human Services (MDHHS) follows the recommendations set forth by the Centers for Disease Control and Prevention (CDC) on vaccine management.

Proper Vaccine Management

Ensure the office has:

- An up-to-date Vaccine Management Plan
 - Includes a Storage and Handling Plan and an Emergency Response Plan
- An established vaccine coordinator and back-up coordinator; the persons who will be responsible for all routine vaccine storage and handling
- Proper storage and handling training for anyone who works with vaccines
- MDHHS recommended storage equipment:
 - A stand-alone refrigerator and a stand-alone freezer
 - A pharmaceutical grade or purpose-built unit is the best option for vaccine storage
 - Calibrated thermometers with a Certificate of Traceability and Calibration Testing that has not expired
 - Digital Data Loggers with a detachable probe in a buffered material (e.g., glycol) with continuous temperature monitoring and recording capabilities; temperature should be easily readable from the outside of the unit
 - For further details review CDC’s Storage and Handling Toolkit, January 2018
 - For additional storage and handling guidance, refer to the MDHHS and CDC websites at: www.michigan.gov/immunize and <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html>

Complete Daily

- Assess and record temperatures on a temperature log twice daily; include time and initials
 - Refrigerator should maintain temperatures at 36°F to 46°F (2°C to 8°C)
 - Aim to stabilize temperature at 40°F (5°C)
 - Freezer should maintain temperatures at -58°F to +5°F (-50°C to -15°C)
 - Aim to achieve average of about 0°F (-18°C)
- If using a digital data logger: assess, record and **RESET** min/max temps every AM
 - For further guidance review “MDHHS Tip Sheet for VFC Digital Data Loggers”
- Check to make sure storage unit doors are tightly closed and sealed at the end of each workday
- Do visual inspection to ensure thermometer is working and centrally located with vaccines

Complete Weekly

- Review vaccine inventory weekly; ensure there is enough vaccine in stock to vaccinate patients for 2 weeks to avoid running out and to allow for vaccine delivery time
 - If you are a VFC provider, complete the Physical Inventory Report **weekly** to monitor and balance inventory

- Monitor vaccine and diluent expiration dates weekly; rotate stock so soon-to-expire vaccine will be used first
 - If you are a VFC provider, determine if soon-to-expire vaccine needs to be redistributed to avoid a vaccine loss
 - If VFC vaccine will expire within 6 months and you cannot use it, contact your Local Health Department (LHD) for guidance
 - Remove expired vaccine or diluent **immediately** from the storage unit(s)
 - Be sure to contact your LHD if VFC vaccine is involved
- Download and review temperature data from the digital data logger **weekly** and anytime it alarms to ensure timely identification and appropriate response to any temperature monitoring issues
 - Ensure digital data logger is properly set up and restarted after each download

Complete Monthly

- Monitor inventory and balance monthly by maintaining an inventory log
 - If you are a VFC provider, use the Vaccine Inventory Management (VIM) module within the Michigan Care Improvement Registry (MCIR)
- Clean/examine the refrigerator coils and motor, and clean each storage unit to discourage bacterial and fungal growth; for guidance review CDC’s Storage and Handling Toolkit, January 2018
- Check door seals of each storage unit
 - Visually inspect the seals for wear and tear – the seal should not be torn or brittle, and there should be no gaps between the seal and the body of the unit when the door is closed

Complete Annually

- Perform yearly trainings to keep all staff up-to-date on vaccine management
 - Be sure to train all new staff, **including** temporary staff
- Complete yearly updates on all vaccine management documents, such as the Vaccine Management Plan and the Emergency Response Plan, and review with all staff

Key Points to Remember

- Dormitory-style storage units cannot be used to store vaccines; those units **must** be replaced
- VFC providers are required to follow the guidelines within the VFC resource book; the resource book can be found at www.michigan.gov/vfc
- Be sure to take care of all vaccine shipments as soon as they arrive; for guidance, review CDC’s Storage and Handling Toolkit, January 2018
- Keep a maintenance log book to record any repairs or general maintenance to equipment
- Respond to any out-of-range temperatures and alarms including minimum/maximum temperature readings **immediately** by notifying the vaccine coordinator and back-up coordinator
- Know the resources; review MDHHS guidance & CDC’s Storage and Handling Toolkit for current information; utilize CDC trainings “You Call the Shots” and “Keys to Handling Your Vaccine Supply” or the MDHHS Immunization Nurse Education (INE) “Vaccine Management” module
- Complete the “Checklist for Safe Vaccine Storage and Handling” at the Immunization Action Coalition at www.immunize.org to be sure you are safeguarding your vaccine supply