

# ROUTINE VACCINE MANAGEMENT PLAN

## Overview

All NCIP participants must update their routine vaccine management plan as changes occur or annually. The standard operating procedures listed below must be applied all-year around to ensure the vaccine supply is protected.

## Key Staff

- Designate one staff member as the primary vaccine coordinator and one as the back-up coordinator.
- All changes to key staff must be communicated to the NCIP when they occur and include this information on the vaccine agreement annually.
- **Staff Training**
  - Primary vaccine coordinator and back-up coordinator are required to complete annual training on the VFC program requirements. However, all staff should complete annual training.
- **Training options**
  - CDC's "You Call the Shots" online training modules.
    - Module 10 - Storage and Handling 2025.
    - Module 16 – VFC Program 2025.
    - Storage and Handling Refresher Test.
    - VFC Refresher Test.
  - NCIP sponsored
    - Virtual conferences (odd years).
    - In-person conference (even years).
- Staff training should include topics on screening for VFC eligibility, procedure for receipt of vaccine delivery, daily storage and handling procedures, administering vaccine, and transportation of vaccine in an emergency.

Clinic Name	
Address	

Person Completing Plan: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ County: \_\_\_\_\_

NORTH CAROLINA IMMUNIZATION PROGRAM (NCIP)

Role	Name	Job Title	Home Phone	Cell Phone
Primary				
Secondary				
Lead Physician				
Office Staff				

Maintenance/Repair Company	Contact Name	Phone Number

Unit Type	Location	Brand	Model	Serial Number	Date Received
Refrigerator					
Refrigerator					
Freezer					
Freezer					

**Maintenance Log**

Unit Type	Location	Make/Model	Type of Service	Date
Refrigerator				
Refrigerator				
Refrigerator				
Freezer				
Freezer				

Person Completing Plan: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ County: \_\_\_\_\_

**NORTH CAROLINA IMMUNIZATION PROGRAM (NCIP)**

Location	Brand	Model	Serial Number	Issue Date	Calibration Due Date	Replace Battery Date
Refrigerator						

Freezer						

Calibration Company/Laboratory	Contact Name	Phone Number

## Duties of Key Staff Members

### Lead Physician

- Complies with all federal vaccine management requirements.
- Designates one employee as the practice's Primary Vaccine Coordinator.
- Designates one employee as the practice's Back-up Vaccine Coordinator.
- [Reports on changes in key staff to the NCIP via this form.](#)
- Conducts and documents required orientation and annual training for vaccine management personnel annually and as necessary.
- Ensures practice's vaccine storage units meet NCIP requirements.
- Ensures practice's vaccine inventory is consistent with NCIP requirements.
- Updates and revises vaccine management plans annually and as necessary.

### Primary Vaccine Coordinator

- [Completes required NCIP and VFC training.](#)
- Oversees the practice's vaccine management for routine and emergency situations.
- Monitors vaccine storage units.
- Maintains NCIP-related documentation in an accessible location.

Person Completing Plan: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ County: \_\_\_\_\_

**Back-up Vaccine Coordinator**

- [Completes required NCIP and VFC training.](#)
- Meets all responsibilities described in the Primary Vaccine Coordinator duties when they are not available.

**Vaccine Storage Units: Locations and Maintenance**

Vaccines should be stored in separate, stand-alone refrigerator and freezer units. All new unit purchases must be stand-alone units. Post a “DO NOT UNPLUG” sign on the vaccine storage units and circuit breakers. Do not plug units into ground fault interrupter (GF) outlets, power strips, or outlets that are activated by switches.

- **Temperature Range Compliance**
  - Refrigerators must maintain a constant temperature between 2°C and 8°C (36°F to 46°F) for refrigerated vaccines.
  - Freezers must maintain a constant temperature between -15°C and -50°C (5°F to -58°F) for frozen vaccines.
- **Out of Compliance Temperature Range**
  - Provider must notify the NCIP immediately upon discovering vaccine (state or private) has been involved in a cold chain failure.
  - Store vaccine under appropriate storage conditions in a properly functioning vaccine storage unit.
  - Label vaccine “**DO NOT USE**” so the vaccine is not administered.
  - Notify the NCIP immediately at 877-873-6347 for assistance with vaccine viability.
  - Document any actions taken on the temperature logs regarding out-of-range temperatures.
  - Do NOT discard any vaccine unless directed to do so by the NCIP.

**Thermometer Maintenance and Temperature Monitoring**

NCIP participants are required to use a digital data logger thermometer with a current certificate of calibration.

- **Backup Digital Data Logger:** Must have a backup digital data logger with a different calibration date than the primary digital data logger.
- **Location:** The digital data logger probe must be centrally located near the vaccines. Thermometers should not be placed in the doors, near or against the walls, close to

Person Completing Plan: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ County: \_\_\_\_\_

air vents, or on the floor of the unit.

- **Data Review:** Data logger temperatures must be downloaded and reviewed weekly.

Location of certificate of calibration: \_\_\_\_\_

Location of back-up thermometer(s): \_\_\_\_\_

## Log Maintenance

- **Manual Temperature Recording:** Temperatures must be manually recorded once per day, including on half-days. NCIP participants must manually record temperatures on paper temperature logs, regardless of continuing monitoring systems used.
- **Key Requirements for Temperature Logs:**
  - Trained staff must read and manually record temperatures once per day.
  - The log must include the time, date, temperature, and initials of the staff member.
  - Temperature logs must be posted on the vaccine storage unit and copies must be retained for 3 years.

Location of completed temperature logs: \_\_\_\_\_

## Routine Vaccine Maintenance

- **Organizing and Storing Vaccine**
  - Store vaccine in their original packaging with lids closed until ready for administration.
  - Physically distinguish between VFC, 317 VFA (if applicable), and private vaccine stock.
  - Position vaccine and diluents 2 to 3 inches from the unit walls, ceiling, floor, and door.
  - Label shelves and containers to clearly identify where each type of vaccine and diluent is stored.
- **Vaccine Ordering and Inventory Management**
  - Order, stock, and administer all ACIP-recommended vaccines based on population served.
  - Draw up vaccine only at the time of administration.
  - Open only one vial or box of a particular vaccine at a time to control vaccine use and allow easier inventory control.

Person Completing Plan: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ County: \_\_\_\_\_

- Remove expired vaccines immediately from the unit and contact the NCIP for [wastage instructions](#).
- **Non-Routine Vaccine Availability**
  - **Non-routine vaccines include the following listed below:**
    - COVID-19
    - Dengue
    - Meningococcal Group B (MenB)
    - Maternal Respiratory Syncytial Virus (RSV)
    - Mpox
    - Pneumococcal Polysaccharide Vaccine (PPSV23)
- **A process for referral or another alternative for making non-routine vaccines available for VFC eligible patients**
  - Providers can maintain a limited amount of the non-routine vaccines on site or have an alternate protocol that ensures VFC-eligible patients have access to these vaccines when applicable.

Provider's referral location: \_\_\_\_\_

- **Weekly tasks**
  - Rotate vaccine stock at least once a week.
  - Place vaccines with the earliest expiration dates in front of those with later expiration dates.
  - Check vaccine storage units to ensure doors are properly sealed.
  - Download and review data logger readings weekly.
  - Providers must notify the NCIP of any soon-to-expire vaccine doses that will expire before they can be administered. Notify the NCIP at least 4 months before the expiration date to avoid restitution for improper inventory management.
  - Providers must coordinate with the NCIP to transfer and document the transfer of vaccine between providers.
  - Check inbox for [VaccineInfo](#) updates.
- **Monthly tasks**
  - Check the North Carolina Immunization Program website and NCIR for weekly updates.
  - Conduct an inventory count to reconcile any differences between physical count and NCIR.

Person Completing Plan: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ County: \_\_\_\_\_

- Check borrowing and replacement reports to ensure all borrowed vaccine has been replaced within 30 days of the borrowed date.

**Note:** All instances of borrowing between VFC vaccine and private vaccine must be recorded, documented, and paid back within 30 days. Notify the NCIP to get approval prior to borrowing and transferring vaccines.

## Scheduling and Assessing Shipments

- Schedule vaccine deliveries only when the Primary Vaccine Coordinator or Back-up Coordinator are available.
- Keep reception staff current regarding vaccine delivery and train staff to respond to a vaccine delivery appropriately.
- **Upon receipt of vaccine shipment, providers must:**
  - Open vaccine package immediately.
  - Check the cold chain monitor, a device used to monitor vaccine temperatures during transport.
  - Inspect the vaccine and packaging for any signs of physical damage.
  - Determine length of time the vaccine was in transit by looking at the packing list.
  - Immediately store vaccine at appropriate temperatures.

**Note:** If shipment upon arrival has been compromised or there is a problem with the temperature monitor, providers must contact the NCIP at 877-873-6247.

For assistance, contact the NCIR Help Desk  
 Phone: 1.877.USE.NCIR (873-6247)  
 Email: [ncirhelp@dhhs.nc.gov](mailto:ncirhelp@dhhs.nc.gov)

Person Completing Plan: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ County: \_\_\_\_\_