# NH Department of Health & Human Services, Division of Public Health Services
# NH Immunization Program

## Becoming a Specialty Vaccine Provider

**In certain situations, Specialty Providers may be approved to order, store, and administer vaccine to specific populations. In order to receive state and/or federally funded vaccine, proper processes and procedures are required to ensure vaccine is handled and administered appropriately and in accordance with all state and federal regulations.**

### DESIGNATION / RESPONSIBILTY and TRAINING

Each Specialty Provider will designate an individual to be the Primary Contact and Back-up Contact. All Primary and Back-up Contacts will complete the following training* module *prior* to being given the responsibility of their duties: **Vaccine Storage and Handling 2019** https://www.cdc.gov/vaccines/ed/youcalltheshots.html
*Additional training may be required depending on the specific event.

### VACCINE ORDERING, RECEIVING, and ACCOUNTABILITY

- NHIP will initiate the ordering and the distribution of vaccine; subsequent orders will be allocated based on needs and allocation inventories.
- Vaccine shipments must be opened immediately and the temperature monitors checked. Quantities and lot numbers of each product must be compared with the enclosed packing slip and NHIP notified of any discrepancies.
- **All** vaccine, *including any product in question*, must be stored at appropriate temperatures immediately after the package is received and checked. Any product in question must be marked "do not use" until manufacturer and/or NHIP have determined viability.
- The following must be reported [daily, or weekly, or monthly, per NHIP]: vaccine doses administered; doses still in inventory; and doses wasted, if applicable

### VACCINE STORAGE AND HANDLING

- Any unit intended to store vaccine must maintain a temperature acceptable for proper storage (2.0-8.0 C for refrigerated vaccines).
- Vaccines should be stored in a separate, stand-alone refrigeration unit. If a combination unit is used, it must have separate temperature controls for the refrigerator and freezer sections. Dorm style units (small combination unit with one exterior door and a freezer compartment located inside the unit) **cannot be used** for storage of vaccine **at any time**.
- NHIP will provide a continuous temperature monitoring device (digital data logger or DDL) with a probe in glycol which should be properly placed /fastened in the *center* of the storage unit.
- Water bottles should be placed throughout the unit to: 1) act as a thermal buffer to stabilize temperatures and to extend stable temperatures during a power outage or unit failure and 2) to serve as a physical barrier to prevent placing vaccines in areas that are at higher risk for temperature fluctuations.
- Vaccines will be stored so that air can circulate freely and they will not be stored near the cooling fan or vent of the unit.
- Vaccines will be stored in the original packages and, because several vaccines are light sensitive, tops of boxes will not be removed.

- Vaccines will be stored in a separate refrigerator from food or drink.
- Vaccines will not be stored in the door, in vegetable bins, or against the sides or the back of the unit.
- Steps will be taken to protect the power source for all vaccine storage equipment (e.g. warning labels, back-up generators, safety outlet covers, and/or developing appropriate policies/protocols).
- The temperature of each storage unit will be monitored and recorded at the beginning and end of each day.
- The minimum and maximum temperatures will be recorded each morning.
- NHIP will be notified immediately of any out of range temperatures (below 2.0 or above 8.0 C).

**VACCINE DOCUMENTATION & ADMINISTRATION**

- The most current Vaccine Information Statement (VIS) for each dose of vaccine will be provided to the patient prior to administering the vaccine.
- Refer to the package insert accompanying the vaccine for proper dose, route, site, and needle size.
- Immunization records must be maintained according to federal law and contain:
    - Name of the vaccine,
    - Date the vaccine administered,
    - Date the VIS was given,
    - Publication date of the VIS,
    - Manufacturer and lot number of the vaccine,
    - Name and title of person administering the vaccine, and
    - Name and address of practice or clinic where vaccine was administered.
- Any adverse effects will be reported to the Vaccine Adverse Event Reporting System (VAERS).

**VACCINE INVENTORY CONTROL**

- Vaccines will be stored and rotated according to expiration dates with those having the shortest expiration dates used first.
- If vaccines are within **30-60 days of expiration** and will not be used, contact DHHS/NHIP for guidance.
- All vaccine that is compromised (e.g. expired or deemed non-viable due to temperature excursion) will be removed from the storage unit and clearly labeled. DO NOT DISPOSE of vaccine. Contact NHIP for guidance.
- All vaccine that is wasted due to malfunction of syringe, broken vial, pre-drawn and not used (not pre-filled syringes), may be disposed of but must be reported to NHIP for accountability.

Additional guidance and details will be provided based on the particular situation. If you wish to enroll with the New Hampshire Immunization Program as a specialty provider and receive state/federal vaccine, please call 603-271-4482 and ask to speak with the Quality Assurance Program Manager or the Vaccine Accountability Coordinator.

**NH Immunization Program**
**Bureau of Infectious Disease Control**
**29 Hazen Dr.**
**Concord, NH 03301**
**PH: 603-271-4482, FAX: 603-271-3850**