

Vaccine Management Plan Template

Provider Name: _____

PIN: _____

These guidelines should be posted near your storage unit or where they can be easily accessed in case of an emergency.

All office staff, including maintenance, cleaning, and security staff, should know the standard procedure to follow and where/how the individual vaccines are to be stored.

Routine Vaccine Storage/Handling Plan

- Personnel responsible for routine vaccine storage and security (update as staff changes):

PRIMARY VACCINE COORDINATOR: _____ PHONE: _____

BACKUP VACCINE COORDINATOR: _____ PHONE: _____

BACKUP VACCINE COORDINATOR: _____ PHONE: _____

- Vaccine ordering will be done on the following basis (choose one):

Monthly

Every other month

Quarterly

As needed

- Maintain proper temperature for storage of vaccine:

Refrigerator	36° - 46° F	2° - 8° C
Freezer	+5° F to -58° F	-15° C to -50° C
Ultra-Cold	-76° F to -130° F	-60° C to -90° C

- Use certified, calibrated data loggers to monitor temperatures and record the min/max once daily (beginning of clinic/office day) for each unit containing public-supplied vaccine. Certificates of calibration must be made available to the ND HHS upon request.
- Immediately take action if temperatures are out of range. On the temperature log, document what was done to ensure vaccine viability as well as action taken to establish and maintain proper temperatures.
- Keep temperature logs on file for at least three years.
- Procedure for receiving vaccine shipments:

VACCINE IS RECEIVED BY: _____

Vaccine shipments are immediately unpacked, enclosed temperature monitors are checked, and the enclosed invoice/shipping information is compared to the actual shipment to verify lot numbers and expiration dates. Immediately move vaccine to proper cold storage unit.

- Label VFC and VFA vaccines and store separately from private stock.
- Weekly inventory counts and vaccine rotation is conducted on _____ (day of the week)
- Store and rotate vaccines according to expiration dates, and use vaccines with the shortest expiration dates first.
- The following actions are done to ensure the safety of the vaccine supply:
- Dorm-style refrigerators or combination units with a single external door are not used for vaccine storage.
 - Check the unit doors to ensure they seal properly, are closed and, if possible, locked.
 - "DO NOT UNPLUG" signs are placed next to electrical outlets and circuit breaker.
 - Safety outlet covers or plug covers are placed where possible.
 - Maintenance and janitorial personnel are advised not to unplug refrigerator/freezer units.
- If VFC/VFA vaccine is expired, wasted or spoiled the doses should be entered into NDIIS as a vaccine return. All doses must be sent back to McKesson within six months of expiration, wastage or spoilage.

Updated: 02.2026 Signature of Person Completing Form: _____ Date (current as of): ___/___/___

Emergency Vaccine Relocation Plan

- Personnel responsible for emergency vaccine storage and security (update as staff changes):

PRIMARY EMERGENCY CONTACT: _____ PHONE: _____

BACKUP EMERGENCY CONTACT: _____ PHONE: _____

BACKUP EMERGENCY CONTACT: _____ PHONE: _____

- How will designated personnel be contacted in vaccine storage emergency? (ie: phone, alarm, etc)

- These people have 24-hour access to storage units storing vaccines:

NAME	TITLE	CONTACT INFORMATION

- Steps to follow for proper storage and handling of vaccines to protect them from becoming spoiled (how to pack and move vaccines):

1. _____

2. _____

3. _____

- Designated alternative storage units or facilities (back-up refrigerator, fire dept., hospital, other provider):

ALTERNATE UNIT/LOCATION	CONTACT PERSON	ADDRESS & TELEPHONE #

- Procedures that the designated personnel should follow to access alternative units or facilities:

1. _____

2. _____

3. _____

- Record the following information on each refrigerator/freezer/ultra-cold unit:

BRAND	MODEL #	SERIAL #

Record the following information on each refrigerator/freezer/ultra-cold unit:

SERVICE	NAME	PHONE #	E-MAIL
Utility/power company			
Storage unit alarm company (if applicable)			
Sources of packing materials and calibrated data loggers for transferring vaccine			
Location of back-up data logger (if not on-site)			
Refrigerator/freezer repair company			
VFC Program	ND HHS	701-328-3386	vaccine@nd.gov

Manufacturers of immunizations in your inventory:

MANUFACTURER	PHONE #	WEBLINK

Procedure for disposal of nonviable opened vaccine or used vaccine supplies:

1. _____
2. _____
3. _____

Vaccine Storage and Handling Educator: _____

Vaccine Storage and Handling Education Log:

Date of Training	Subject Matter	Attendee	Title

NOTE: ND HHS staff will ask for a copy of your clinic's vaccine storage & handling plan, including relocation policy, during on-site visits. This plan must be reviewed at least annually and updated as staff and procedures change.