

FLORIDA VACCINES FOR CHILDREN (VFC) PROGRAM INCIDENT CHECKLIST

Providers: Use this checklist to collect the requested documentation if a cold chain failure is suspected or there is evidence that vaccine has been exposed to temperatures outside the recommended range. *Please note your VFC PIN will remain inactive until the incident is resolved.*

PIN _____ DATE OF INCIDENT _____ DATE REPORTED _____

STEP ONE													
<p>TAKE IMMEDIATE ACTION. Move affected vaccine to a working storage unit. Label vaccines "DO NOT USE." Contact your VFC representative at 1-800-483-2543 immediately. DO NOT THROW OUT AFFECTED VACCINE. <i>Most vaccine may remain viable despite exposure to a temperature excursion. Providers will be held responsible for viable vaccine improperly stored or discarded without direction from the VFC Program.</i></p>													
STEP TWO													
<p>Call vaccine manufacturers. Call the manufacturers directly to determine the viability of the vaccine. Request to have the recommendation letters sent to you. Include in your description of the event:</p> <ul style="list-style-type: none"> • The last recorded temperature of the storage unit. • Temperature of the storage unit when temperature excursion was discovered. • How long the vaccine <i>may</i> have been exposed to that temperature. (The VFC Program will calculate excursion times from <i>last recorded good</i> temperature until <i>next recorded good</i> temperature.) • Room temperature. • Physical characteristics of vaccine. • Prior exposure to out-of-range temperatures. Multiple exposures may spoil vaccine. <p>Vaccine Manufacturers:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">GlaxoSmithKline:</td> <td>1-877-356-8368</td> </tr> <tr> <td style="padding-left: 20px;">MedImmune:</td> <td>1-877-633-4411</td> </tr> <tr> <td style="padding-left: 20px;">Merck:</td> <td>(215) 631-5852</td> </tr> <tr> <td style="padding-left: 20px;">Novartis:</td> <td>1-800-244-7668</td> </tr> <tr> <td style="padding-left: 20px;">Pfizer:</td> <td>1-800-438-1985</td> </tr> <tr> <td style="padding-left: 20px;">Sanofi-Pasteur:</td> <td>1-800-822-2463</td> </tr> </table>		GlaxoSmithKline:	1-877-356-8368	MedImmune:	1-877-633-4411	Merck:	(215) 631-5852	Novartis:	1-800-244-7668	Pfizer:	1-800-438-1985	Sanofi-Pasteur:	1-800-822-2463
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STEP THREE													
<p>E-mail documentation to the VFC Program. Once you have all the documents listed, e-mail copies to the VFC Program at FloridaVFC@FLHealth.gov with the subject line of "Incident" and the corresponding VFC PIN.</p>													
DOCUMENTS	RECEIVED												
Vaccine manufacturers' recommendation letters for all vaccines stored in unit.													
Written, detailed explanation of the incident & plan to avoid future incidents.													
List of vaccines in the incident.													
VFC Program Vaccine Usage Worksheet.													
Emergency Vaccine Storage and Handling Plan including guidance on what to do in event of refrigerator/freezer malfunctions, power failures, natural disasters, or other events that might compromise vaccine storage conditions.													
Three months, prior to and including the temperature excursion, temperature logs for refrigerator and freezer even if unit has good temperatures including the Vaccine Storage Troubleshooting Record.													
Incident Follow-up													
Adjust out vaccines deemed nonviable by the VFC Program as spoiled in your inventory and return as required.													
Once proper temperatures are restored, e-mail two weeks of temperature logs for new/affected units.													