VACCINE MANAGEMENT PLAN

2025 - 2026

VFC
Private
Providers

FACILITY NAME: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

VACCINES FOR CHILDREN (VFC)
MANAGEMENT PLAN

CLINIC NAME: _____ **PIN #:** _____

CONTACT INFORMATION		
Contact	**Name**	**Telephone Number**
Primary Vaccine Coordinator		
Back-Up Coordinator		
Alternate Vaccine Coordinator		
VFC and Immunization Program		
Regional VFC Representative		
ADH Immunization Program		(501) 537-8969
VFC Program Coordinator	Nora Fawcett Nora.Fawcett@arkansas.gov	(501) 661-2170
Vaccine Management Team		(501) 280-4096 or (501) 661-2159
WebIZ Team		(800) 574-4040
24- Hour Clinic Contact		
Location of Back-up Digital Data Logger:		
Dates of Calibration:		
Storage Unit Maintenance and Repair		
Storage Unit & Digital Data Logger Maintenance/Repair		
Local Utility/Power Company		
Generator Maintenance/Repair		
Medicaid Billing Issues		
Arkansas Department of Human Services-Division of Medical Services	Kimberly Wilmot Kimberly.Wilmot@dhs.Arkansas.gov	Phone: (501) 537-1666 Fax: (501) 682-8013
PHARMACIES ONLY	Marlene Battle marlene@arrx.org	Phone: (501) 372-5250

IN CASE OF EMERGENCY, MOVE VACCINES TO THE FACILITY LISTED BELOW

Facility Name: _____ Telephone #: _____

Facility Address: _____

Contact Person with 24-hours access at facility: _____

Contact the vaccine manufactures to determine if the vaccines can be used after an out-of-range emergency temperature exposure.

STORAGE AND HANDLING TRAINING

DATE	TITLE OF TRAINING	EMPLOYEE NAME	TITLE

*** ROUTINE VACCINE STORGE AND HANDLING PLAN ***

Vaccine Coordinator Duties and Training

Designate a Primary Vaccine Coordinator, and at least one Back-up Vaccine Coordinator for each facility. The alternate Vaccine Coordinator(s) will assume the responsibility of primary Vaccine Coordinator during the Primary Vaccine Coordinator's absence.

The Primary Vaccine Coordinator and Back-up Vaccine Coordinators are responsible for:

- Completing monthly vaccine inventory reconciliation.
- Placing monthly vaccine orders.
- Oversee the proper receipt and storage of vaccine deliveries.
- Maintaining a well-organized vaccine storage unit, which includes rotating vaccines as needed.
- Remove expired vaccines from the vaccine storage unit.
- Ensure that storage unit temperatures are reviewed and documented per policy.
- Respond to temperature excursions promptly and ensure potentially compromised vaccines are not administered.
- Maintain all appropriate vaccine storage and handling documentation.
- Update clinic staff on vaccine recommendation changes, as they occur.
- Oversee the packing of vaccines for transport to off-site clinics.
- Immediately notify the VFC Program of any changes in key immunization staff and update the VFC Management Plan.

Required Training and Documentation:

- Annually, the Primary Vaccine Coordinator and Back-up Vaccine Coordinators are required to take **CDC's "You Call the Shots Trainings"**
    - Vaccines for Children Program (VFC)- Module Sixteen
    - Storage and Handling- Module Ten
- First create an account with the "CDC TRAIN" if you do not have an account prior to taking trainings. Once the account has been created you will be able to complete the required training courses and access the training certificates.
    - Select the "Course Catalog" tab
    - Type the name of the training, on "Search TRAIN"

The "You Call the Shots" training certificates are required to be uploaded into the WebIZ system during your VFC Enrollment. A copy should also be printed and placed in the provider's VFC folder. All VFC documentation should be readily available upon the State's request.

*** VACCINE STORAGE UNIT REQUIREMENTS ***

Vaccine Storage Unit Requirement and Set-Up

1. **Storage Unit**
    - Storage units must have enough room to store the largest inventory a provider location might have at the busiest point in the year without crowding. Storage Unit(s) must be one of the following (select all that apply):
        - Purpose-built
        - Pharmaceutical
        - Medical Grade

- Standalone Unit

NOTE: After July 1, 2024, new providers will not be allowed to use the freezer compartment of a household combination unit. The use of dormitory or bar-style refrigerator/freezers is always prohibited for VFC program provider locations.

- Protect your vaccine and your patients by ensuring:
  - That the storage unit can maintain the required temperature range throughout the year.
  - That the storage unit has enough room to store the year's largest inventory without crowding (i.e., mass flu/school clinics).
  - That the storage unit has enough room to store water bottles (in the refrigerator) and frozen coolant packs/water bottles (in the freezer) to stabilize the temperatures. Does not apply to pharmaceutical storage units.
  - That no food or beverages are stored in a vaccine storage unit.
  - The use of dormitory or bar-style refrigerator/freezers is always prohibited for VFC program provider locations.

2. **Digital Data Logger Thermometer**
   - Place a digital data logger that has a detachable probe kept in a bottle containing a thermal-buffered material, such as glycol, in all vaccine storage units.
   - In non-pharmaceutical storage units, place the bottle of thermal-buffered material upright in the center of the vaccine storage unit.
   - In pharmaceutical storage units, place the bottle of thermal-buffered material in the storage unit designated for the thermometer equipment. The temperature probe does not have to be in the center of the storage unit unless there is no manufacturer-designated area.
   - Ensure the data logger is certified and calibrated at least every 2 years or replace it with a new data logger.
   - Ensure that a certified and calibrated back-up data logger is available, when needed.

3. **Vaccine Storage Unit Set-Up**
   - Ensure that the storage unit is level and placed at least 4 inches from the wall.
   - Plug the storage unit directly into an outlet dedicated to only that unit and, preferably, connect it to a generator.

   - Never plug a vaccine storage unit into an extension cord, power strip or an outlet with a built-in circuit switch/reset button (GFCI outlet).
   - Place a "Do Not Unplug" sign by the storage unit plug outlet and, if possible, a plug guard or cover over the plug.
   - Place a "Do Not Adjust Temperature" sign on the storage unit.
   - Label all storage unit circuit breakers to alert people not to turn off power to the storage units.
   - Set back-up generators to self-test weekly. Manually test the generator quarterly and schedule routine generator maintenance at least annually.
   - Document routine maintenance tasks and repairs and place in the Equipment Logbook.

4. **Prior to Vaccine Storage**
   - Set the vaccine storage refrigerators at a temperature between 36°F and 46°F (2°C and 8°C), with an ideal average temperature of 40°F (5°C).
   - Set the vaccine storage freezers at a temperature between -58°F and +5°F (-50°C and -15°C).
   - Ultracold freezer temperatures are between -130° F and -76° F (-90° C and -60° C), if applicable. The minimum and maximum temperatures of the digital data logger should be cleared each day

after documentation. Monitoring and recording are required even if a continuous graphing/recording thermometer or a digital data logger is used.

- To stabilize temperatures in household storage units, place cold bottles of water labeled "Do Not Drink" in the following areas of the refrigerator unit where vaccine storage is prohibited: on the floor, in the shelves of the door and on the top shelf under the cooling vent. Do not block the air vent(s). Place frozen coolant packs or frozen water bottles labeled "Do Not Drink" in the freezer along the back, beside the walls and in the door. Water bottles will be cold and coolant packs will be frozen prior to putting them in the refrigerator/freezer with vaccine so they don't alter the temperatures of the storage unit.
    - *Note: Place frozen coolant packs or water bottles in the door of the unit securely so they cannot dislodge and prevent the unit door from closing. Do not overfill the storage unit doors.*
- Once storage unit temperatures stabilize, review the temperatures and document twice a day:
    - At the beginning and end of the clinic day
- The storage unit temperatures will be within recommended range at least 5 days prior to vaccine storage.

5. **Storage Unit Maintenance**
    - Check storage unit door seals regularly for signs of wear and tear.
    - Ensure that the door of the storage unit opens and closes smoothly and fits squarely against the body of the storage unit.
    - Ensure that the inside of the vaccine storage unit is cleaned regularly, and the storage unit coils, and motor remain free from dust.
    - Defrost manual-defrost freezers if ice buildup is noted. While defrosting the storage unit, store vaccines temporarily in another storage unit with appropriate storage temperatures.

*** VACCINE STORAGE PRACTICES ***

Practices

- Maintain vaccine storage refrigerators at a temperature between 36°F and 46°F (2°C and 8°C), with an ideal average temperature of 40°F (5°C).
- Maintain vaccine storage freezers at a temperature between -58°F and +5°F (-50°C and -15°C), and ultracold freezer temperatures are between -130° F and -76° F (-90° C and -60° C), if applicable. The minimum and maximum temperatures of the digital data logger should be cleared each day after documentation. Monitoring and recording are required even if a continuous graphing/recording thermometer or a digital data logger is used.
- Maintain the room temperature where the vaccine storage unit is located between 68°F and 77°F.
- Do not place vaccines against the walls, on the floor of the unit, or under the vent on the top shelf of the storage unit. Store refrigerated vaccines far enough away from the air vent to avoid freezing the vaccine.
- NEVER store vaccines in the door of the storage unit.
- Do not pack storage units too tightly. Allow space between rows of vaccines to promote cold air circulation.
- Store vaccines with similar names or similar packaging separately in the unit to lessen the risk of administration errors.
- Store vaccines in well vented bins or trays.
- Do not store vaccines in vegetable bins or drawers.
- Place vaccines with the soonest expiration dates in front of other vaccines of the same type that have later expiration dates.

- Do not keep blood, enteric, or other lab specimens in the vaccine refrigerator or freezer.
- Protect the following vaccines from light: Varivax, Zostavax, ProQuad, MMR ll, Hiberix, Gardasil, Afluria, Fluarix, FluLaval, Fluvirin, MenHibrix, Menveo, Rotarix, and RotaTeq.
- Store vaccines in their original packaging with the lids in place until ready for administration to protect them from sunlight and fluorescent light.
- Store vaccine diluents that contain antigen or that are packaged with their vaccines {e.g., DTaP-IPV/Hib and MenACWY (Menveo)} in the refrigerator next to their corresponding vaccines.
- Never store diluents in the freezer.
- Always store Varicella and Varicella-containing vaccines in the freezer.
- Store MMR vaccine in the freezer, if possible. If unable to store MMR vaccine in the freezer, store MMR vaccine on the top shelf of the refrigerator near the air vent. Do not block the air vent.
- Store all other routinely administered vaccines in the vaccine refrigerator.
- Store MMR and Varicella diluents either at room temperature or in the refrigerator, never in the freezer.
- Notify the VFC Program if there is vaccine in the storage unit that will expire within 90 days and will not be used.

***** VACCINE TEMPERATURE MONITORING AND RESPONDING TO TEMPERTRE EXCURSIONS *****

Daily Temperature Monitoring

- Review and document vaccine storage unit temperatures at least twice a day (beginning and end of day).
- Review and document the vaccine storage unit minimum and maximum temperatures at least once a day.
- Maintain copies of all Refrigerator/Freezer Temperature Recording Forms for 3 years.
- Responding to Temperature Excursions
- Separate vaccines exposed to inappropriate temperatures from other vaccines, label the vaccines “Do Not Use”, and store at recommended temperatures until vaccine viability is determined.
- Place any vaccine shipments exposed to out-of-range temperatures and/or delayed shipments in the vaccine storage unit at appropriate temperatures and mark “Do Not Use”.
- Move vaccines from a storage unit that will not maintain appropriate temperatures to another storage unit with stable temperatures.
- Report any temperature excursion immediately to the primary or alternate Vaccine Coordinator.
- The Vaccine Coordinator will report all temperature excursions to the vaccine manufacturer(s) and send final temperature excursion information, including the vaccine viability determination by the manufacturer(s), to the regional VFC Program and VFC Representative.
- Do not use or discard any VFC or SCHIP vaccines exposed to out-of-range temperatures until instructed to do so by the VFC Program.
- Document all temperature excursions and actions taken.

Responding to a Power Outage

- During a power outage, never open the storage unit door until the power is restored or it is determined that the vaccine will be moved to an alternate storage facility.
- If you are unsure how long a power outage will last, or you determine power will not be restored in time to maintain proper temperatures inside a vaccine storage unit, implement the Emergency Vaccine Storage, Handling, and Transport Plan.
- Once power has been restored to a storage unit, document the following:
    - The room temperature where the storage unit is located.
    - The length of time the power was off.
    - The minimum and maximum temperatures reached during the power outage.

IMPORTANT: Notify the VFC Program if a vaccine storage unit temperature goes outside of the recommended range during a power outage to determine if the vaccine can be used.

*** INVENTORY MANAGEMENT ***

Vaccine Inventory and Reconciliation

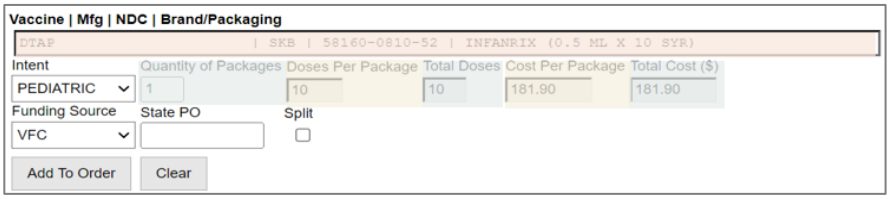
- Count all vaccine doses at least once a month to ensure the number of physical doses on hand matches the number of doses indicated in WebIZ.
- Complete an Inventory Reconciliation in WebIZ at least once a month and no more than 14 days prior to ordering vaccine.
- Inventory Reconciliation instructions are available on the WebIZ Home Page.

Vaccine Stock Rotation and Removal

- Rotate vaccine stock at least once a week and with each vaccine shipment to ensure that shorter-dated vaccines are placed in front and used first.
- Check expiration dates weekly and immediately remove any expired vaccines and diluents. Mark expired vaccines "Do Not Use" and remove from the vaccine storage unit.

Vaccine Ordering

- Place routine vaccine orders on the 1st through the 20th of each month. Orders placed beyond this timeframe will be rejected.
- Contact the Vaccine Management Team to order non-routinely recommended vaccines, such as Td, PPSV23 and Meningococcal B, and to place an emergency vaccine order.
- Order appropriately, timely, and accurately to maintain inventory and avoid stockpiling.
- Double check the vaccine quantities in WebIZ prior to clicking the "Add to Order" button.
    - Once the "Add to Order" button has been clicked, it will display the following:
        - Type of vaccine
        - Quantity of Packages
        - Doses Per Package
        - Total Doses
        - Cost Per Package
        - Total Cost



- Again, double check the final order prior to clicking "Submit to VFC".
    - When in doubt on the accuracy of your vaccine order, contact the ADH Vaccine Management Team for assistance.

Receiving Vaccine Shipments

- Upon arrival, examine the shipping container for signs of physical damage.
- Verify that the vaccine shipment was shipped to the correct address/facility.
- Unpack and examine vaccine deliveries immediately.
- Ensure that the vaccine diluent was received with the vaccine.
    - *Note: Vaccine diluent may be shipped in the box lid of the vaccine transport container.*
- Place the vaccine received into the storage unit.
- Never place an unopened vaccine shipment box in a vaccine storage unit.
- Ensure the packing slip matches the vaccines received.
- Check the expiration dates of received vaccines and diluents to ensure that no expired or short-dated vaccines are received.

- Verify that the cold chain monitor included with the vaccine shipment (if applicable) indicates that the vaccine temperature did not go out of range during shipment.
    - *Note: Some vaccine manufacturers do not include a cold chain monitor*
- with vaccine shipments.
- Check all inserts included with vaccine shipments. Some manufacturers include important information on vaccine shipments, such as the allowed shipment timeframe, in the shipment container with the vaccine.
- Notify the Immunization Program at 1-800-574-4040, Option 2 if vaccine viability is questionable when vaccine is received.
- Accept the vaccine shipment in WebIZ to add the vaccines received into the WebIZ inventory.
- Maintain all vaccine packing slips for 3 years.

Vaccine Separation

- Separate and label vaccines according to funding source: VFC, Private, and SCHIP (if applicable).
- Physically separate vaccines by vaccine type and funding source in a storage unit in one or more of the following ways:
    - Mark the vaccine boxes/vials with the appropriate funding source.
    - Store the vaccines in the same storage unit in separate containers and/or separate shelves with the funding source clearly marked on the container/shelf.
    - Store vaccine in separate storage units and mark the storage unit with the appropriate funding source.

Vaccine Borrowing

- Borrowing vaccine from VFC vaccine stock will only occur in rare, unplanned situations. For example, a delayed vaccine shipment, vaccine spoiled in-transit to the clinic, or new staff that calculated the ordering time incorrectly.
- Ensure that borrowing from VFC vaccine will not prevent a VFC-eligible child from receiving a needed vaccination because VFC vaccine was administered to a non-VFC eligible child.
- Repay borrowed VFC doses as soon as possible; not to exceed 90 days.
- Never swap short-dated VFC vaccine with vaccine from another funding source to prevent the vaccine from expiring.

VFC Vaccine Borrowing Reports

- Review the VFC Borrowing Report at least once a week.
- Document when a dose of borrowed VFC vaccine is replaced by completing the “Date Dose Returned to Appropriate Stock” and “Returned by” sections of the Vaccine Borrowing Report.
- Maintain all Vaccine Borrowing Reports for 3 years.

Vaccine Transfers

- All vaccine transfers must be approved by the VFC Program.
- Contact your VFC Representative if vaccine needs to be moved to another facility.
- Only transfer vaccines when necessary.
- Transport diluents with their corresponding vaccines to ensure there are always equal amounts of vaccines and diluents for reconstitution.
- Transport diluents that contain antigen, such as Pentacel and Menveo diluent, with the corresponding vaccines at refrigerator temperature.
- If diluents that are stored at room temperature (68°F to 77°F or 20°C to 25°C) are transported with refrigerated vaccines, refrigerate the diluents in advance for as long as possible so they do not raise the container temperature when placed with refrigerated vaccines.
- Never freeze diluents.
- Enter all outgoing vaccine transfers into the WebIZ.

- When receiving incoming vaccine transfers, verify that the vaccine received is the same vaccine entered on the WebIZ transfer.
- Once verified, accept all vaccine transfers in WebIZ. Accepting the WebIZ transfer will add the vaccine to the WebIZ inventory.
- Place all vaccines received into the storage unit immediately.

Expired and Spoiled Vaccines

- Vaccine expiration dates including only a month and year expire at midnight on the last day of the indicated month.
- Vaccine expiration dates including a month, day and year may be used through the day included in the expiration date.
- Always remove expired and spoiled vaccines and diluents from storage units containing viable vaccines to prevent inadvertent administration.
- Label all expired and spoiled vaccine "Do Not Use".

Expired, Spoiled, and Vaccine Returns

- Return all expired and spoiled vaccines as soon as possible.
- Return expired and spoiled vaccines no later than the 20th of each month.
- Do not send any open vaccine vials or syringes to McKesson. Discard all opened vaccine vials and syringes that are expired or spoiled in a medical waste container.
    - *Note: Open boxes of vaccines can be returned but not vials or syringes with the caps removed.*
- Enter vaccine returns using the Vaccine Return module in WebIZ. Vaccine return instructions are available in the WebIZ Reports module under Arkansas WebIZ Training Material and Documents.

*** TRANSPORTING VACCINES AND DILUENTS IN AN EMERGENCY ***

- Establish a working agreement with at least one alternative storage facility with a back-up generator where vaccines can be appropriately stored and monitored during a power outage.
- Do not open the storage unit door during a power outage unless vaccine is being moved to an alternate storage facility or site. Open doors only after completing all preparations for packing and moving vaccines.
- If unsure of how long a power outage will last, or it is determined that power will not be restored in time to maintain proper temperature inside the vaccine storage unit, contact the alternate vaccine storage site.
- Verify with the alternate storage facility that their electricity is on or that the generator is working, and they can accept the vaccines for storage.
- Once the alternate storage facility is contacted and transport supplies are gathered, pack the vaccines in the transport container following CDC guidelines.
- Transport vaccines in a hard-sided cooler with at least 2-inch walls, a thick Styrofoam vaccine shipping container or a specialized vaccine transport cooler (e.g., AcuTemp vaccine courier system).
- Always use a digital data logger to monitor temperatures during vaccine transport.
- Place a copy of the vaccine inventory being transported in the transport container with the vaccines.
- Move transport containers directly to a preheated or precooled vehicle.
- Only transport vaccines inside the passenger compartment of a vehicle, not in the trunk.
- Avoid leaving containers in areas where they are exposed to direct sunlight.
- Upon arrival at the alternate storage facility, confirm their vaccine storage unit temperatures are within recommended ranges.
- Record the date, time, and temperature in the transport container upon arrival at the alternate storage facility. The temperature should always be checked prior to opening the transport cooler, if possible.
- Store vaccines immediately upon arrival at the alternate storage facility.

- Once power is restored at the clinic and the storage unit temperatures are stabilized, transport the vaccine back to the clinic and place in the vaccine storage unit.
- Diluents that contain antigen, such as Pentacel and Menveo diluent, should be transported with the corresponding vaccines at a refrigerator temperature in the transport container.
- For diluents stored at room temperature, place the diluent in a refrigerator storage unit prior to transport to cool the diluent before placing the diluent in the transport container.

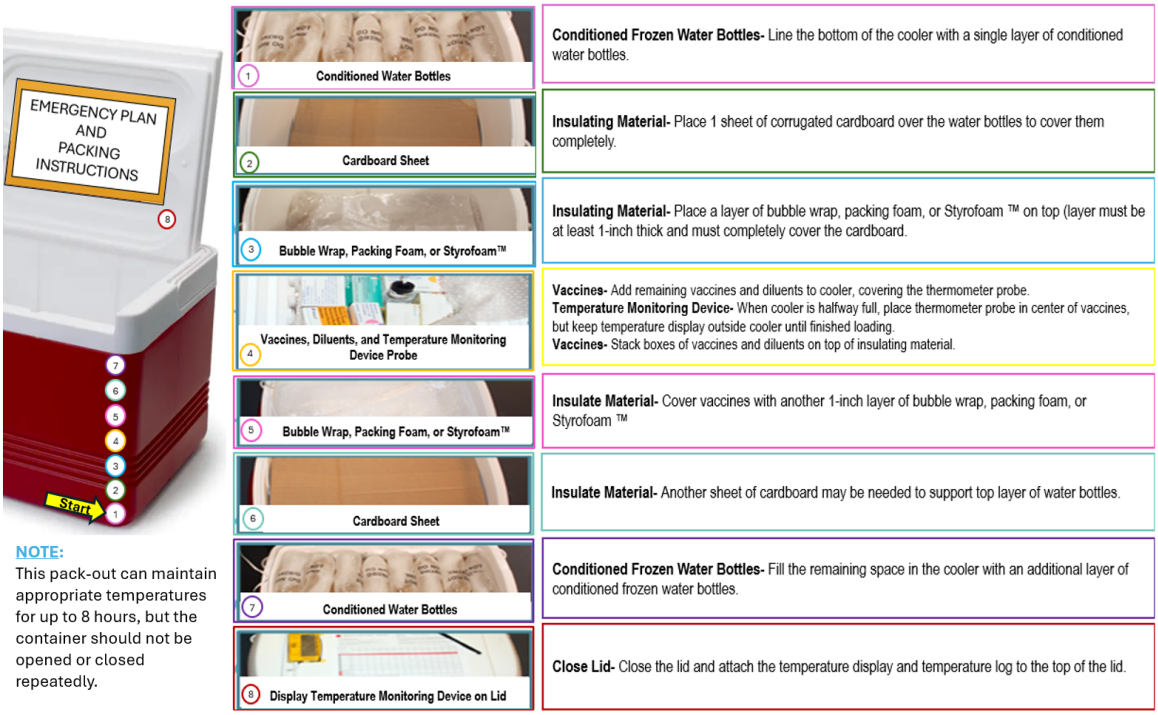
Diluents

- Transport diluents with their corresponding vaccines to ensure there are always equal amounts of vaccines and diluents for reconstitution.
    - *Note: Placing room temperature diluent in the transport container can raise the temperature of the container.*
- Place an insulation barrier (e.g., bubble wrap) between the diluents and conditioned water bottles.
- Never freeze diluents, not even during transport.

Refrigerator Vaccines

- Transport and store refrigerated vaccines at 36-46°F at all times.
- "Condition" frozen water bottles prior to use in hard-sided and Styrofoam coolers. To condition water bottles, place them in a sink filled with several inches of cool or lukewarm water until you see a layer of water forming on the inside near the surface of the bottle. The water bottle is properly conditioned if the ice block inside spins freely when the bottle is rotated. **Frozen water bottles that are not conditioned can freeze vaccine.**
- If specialized vaccine transport coolers are not available for emergencies, pack hard-sided coolers and thick Styrofoam shipping containers as follows:
    - Place a layer of "conditioned" water bottles in the bottom of the transport container.
    - Place a piece of corrugated cardboard (cut to fit the interior dimensions of the cooler) over the water bottles.
    - Place at least a 1-inch layer of insulating cushioning material over the cardboard (bubble wrap, packing foam, or Styrofoam). Do not use packing peanuts, paper towels or any thin material as insulation material.
    - Place the vaccine on the insulating material. Refrigerated vaccines should never be placed directly on frozen water bottles.
    - Place the buffered temperature probe from a digital data logger in the middle of the vaccine.
    - Place at least a 1-inch layer of insulating cushioning material over the vaccine.
    - Place a piece of corrugated cardboard over the insulating material.
    - Place a layer of conditioned water bottles on top of the piece of cardboard.
    - Secure the digital data logger display to the outside of the container to decrease the number of times the container door is opened.
- Pack specialized vaccine transport coolers (e.g., Acutemp vaccine courier system) as instructed by the manufacturer.

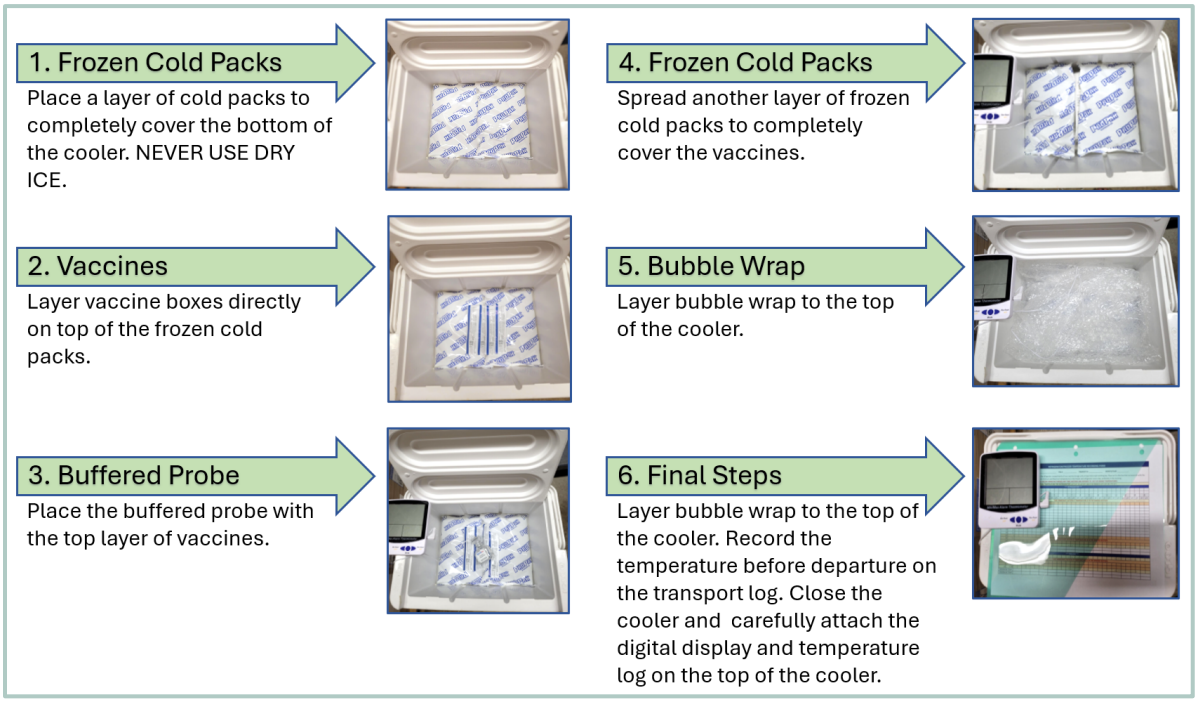
REFRIGERATED VACCINE PACK-OUT



Frozen Vaccines

- Transport frozen vaccines in a portable freezer unit that maintains the temperature between -58°F and +5°F, if possible.
- If a portable freezer unit is not available, transport frozen vaccines using a qualified container and pack-out.

FROZEN VACCINE PACK-OUT



Manufacture Contact Information		
AstraZeneca	**1-800-221-1638**	
• Live-attenuated influenza (FluMist Quadrivalent)		
Bavarian Nordic	**1-800-675-9596**	info@bavarian-nordic.com
• Smallpox and Monkeypox (Jynneos)		
BioNTech	**1-877-VAX-CO19 (1-877-829-2619)**	
• COVID-19 vaccine (Comirnaty, with Pfizer)		
CSL Seqirus	**1-855-358-8966**	customerservice.us@seqirus.com
• Adjuvanted inactivated influenza (Fluad); Cell culture-based inactivated influenza (Flucelvax Quadrivalent); Inactivated influenza (Afluria Quadrivalent);		
Dynavax	**510-848-5100 or 1-877-848-5100**	contact@dynavax.com
• Hepatitis B Vaccine, Recombinant, Adjuvanted (Heplisav-B)		
GSK	**1-866-475-8222**	
• DTaP (Infanrix); DTaP+IPV (Kinrix); DTaP+Hepatitis B+IPV (Pediarix); Hepatitis A (Havrix); Hepatitis B (Engerix-B); Hepatitis A+Hepatitis B (Twinrix); Hib (Hiberix); Hib; Inactivated influenza (Fluarix Quadrivalent and FluLaval Quadrivalent); Meningococcal-MCV4 (Menveo); MMR (Priorix); Meningococcal serogroup B vaccine (Bexsero); Rabies (RabAvert); Rotavirus (Rotarix); Tdap (Boostrix); Zoster Vaccine Recombinant Adjuvanted (Shingrix)		
MassBiologics	**1-800-457-4626**	information@massbiologics.org
• Td		
Merck	**1-877-829-6372**	
• Ebola Zaire Vaccine, Live (ERVEBO); Hib (PedvaxHIB); Hepatitis A (VAQTA); Hepatitis B (Recombivax-HB); HPV (Gardasil 9); Measles, Mumps, and Rubella (M-M-R II); MMR+Varicella (ProQuad); Pneumococcal-PCV15 (Vaxneuvance); Pneumococcal-PPSV23 (Pneumovax 23); Rotavirus (RotaTeq); Varicella (Varivax); Zoster (Zostavax); BCG Vaccine U.S.P.		
Moderna	**1-866-MODERNA (1-866-663-3762)**	ModernaPV@modernatx.com
• COVID-19 vaccine (Spikevax)		
Novavax	**1-844-NOVAVAX (668-2829)** (8am- 8pm EST)	
• COVID-19 vaccine		
Pfizer	**1-800-505-4426 or 1-877-VAX-CO19 or 1-877-829-2619)**	
• COVID-19 vaccine (Comirnaty, with BioNTech); Meningococcal serogroup B vaccine (Trumenba); Meningococcal ABCWY (Penbraya); Pneumococcal-PCV13 (Prevnar 13); Pneumococcal-PCV20 (Prevnar 20); Tick-borne encephalitis vaccine (Ticovac)		
Sanofi U.S.	**1-800-VACCINE (1-800-822-2463)**	
• DTaP (Daptacel); DTaP+Hib+IPV (Pentacel); DTaP+IPV (Quadracel); DT (pediatric); Hib (ActHIB); High-dose inactivated influenza (Fluzone High-Dose); Inactivated influenza (Fluzone Quadrivalent); Meningococcal conjugate vaccines (Menactra, MenQuadfi); Poliovirus, inactivated (IPOL); Rabies (Imovax); Recombinant influenza (Flublok Quadrivalent); Td (TENIVAC); Tdap (Adacel); Typhoid Vi, inactivated, injectable (TYPHIM Vi); Yellow Fever (YF-Vax)		
VBI Vaccines	**617-830-3031**	info@vbivaccines.com
• Hepatitis B recombinant (PreHevbrio)		

IMPORTANT NOTICE:

- All VFC documents must be retained for three (3) years prior to discarding.
- Annual VFC enrollments must be submitted at the beginning of each Fiscal Year (July 1st through June 30th of the following year).

    - VFC open enrollment for recertification begins on July 1st and closes on August 30th. Failure to comply may result in the removal of your facility from the VFC program.

VACCINE MANAGEMENT PLAN UPDATES

DATE	UPDATED/REVIEWED BY ***PRINT NAME***	SIGNATURE	TITLE