

Offsite clinics are defined as any location where the vaccine is administered away from a state-monitored storage unit. It is imperative that the vaccine cold chain is maintained, even during offsite clinics. We authorize practices to hold offsite clinics to offer any state-supplied refrigerated vaccines. However, due to the extreme temperature requirements of frozen vaccines, we do not authorize offsite clinics to offer vaccines stored exclusively in frozen conditions. Maintaining those temperatures can be too difficult, and to avoid potential temperature excursions that could impact their viability, offsite clinics are limited to offering refrigerated vaccines only (2°C and 8°C).

## Storage Options for Offsite Clinics

To ensure vaccine viability, you must select a suitable storage option for offsite clinics and monitor the temperatures continuously. Suitable storage includes:

**Vaccine carriers with phase change panels:** The immunization Program offers a borrowing program for our ‘qualified packout’ coolers (see photo) that can be used for offsite clinics. The [Vaccine Carrier Borrowing Program](#) is available upon request.

**Portable vaccine storage units:** Portable units are available to purchase. See [Recommendations for Portable Refrigerators](#)<sup>1</sup> for more information.

*Please note, a hard-sided or Styrofoam cooler are **NOT** suitable storage options for offsite clinics.*

## Temperature Monitoring

- Transport the vaccine directly from the practice to the offsite clinic location and return any viable unopened vials to the state-monitored refrigerator all on the same day.
- Staff should continually monitor the temperature in the cooler with a [backup LogTag](#)<sup>2</sup> and record temperatures on the [Hourly Temperature Log](#)<sup>3</sup> during the clinic and upon return.
- Submit the logtag download and hourly temperature log to the immunization program only if the vaccines experienced an out-of-range temperature

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<sup>1</sup> [www.healthvermont.gov/sites/default/files/documents/pdf/ID\\_IZ\\_INFOHCP\\_VCPVAVP\\_PORTABLE\\_REFRIGERATORS.pdf](http://www.healthvermont.gov/sites/default/files/documents/pdf/ID_IZ_INFOHCP_VCPVAVP_PORTABLE_REFRIGERATORS.pdf)

<sup>2</sup> <https://www.healthvermont.gov/sites/default/files/documents/pdf/HS-IZ-TempMonitoring-LogTag-Device-User-Guide.pdf>

<sup>3</sup> [https://www.healthvermont.gov/sites/default/files/documents/pdf/ID\\_IZ\\_INFOHCP\\_VCPVAVP\\_Hourly%20Vaccine%20Temperature%20Log.pdf](https://www.healthvermont.gov/sites/default/files/documents/pdf/ID_IZ_INFOHCP_VCPVAVP_Hourly%20Vaccine%20Temperature%20Log.pdf)

## Temperature Excursions

If the vaccine experiences an out-of-range temperature, immediately contact the Immunization Program at 1-802-863-7638. Vaccines exposed to temperature excursions must be labeled **“Do Not Use”** until more information is gathered by the Immunization Program.

In a temperature excursion, having a laptop with the appropriate [LogTag software<sup>4</sup>](#) installed and a cradle at the clinic location will help expedite the proper procedure.

Please refer to the [Temperature Excursion Protocol<sup>5</sup>](#) for more information.

## Transporting Opened Vials and Pre-drawn Syringes

Additional documentation is required when transporting pre-drawn syringes, this includes:

- Name of the vaccine and lot number
- Exact Beyond Use Date (BUD), with date and time
- Amount of vaccine in the syringe
- Initials of the person preparing the syringe

Opened vials should be returned at the end of the clinic to prevent waste or for homebound patients, but this is rare. Follow standard [Vaccine Transport Protocol](#) while ensuring the vial remains upright.

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<sup>4</sup> <https://logtagrecorders.com/software/Ita3/download/>

<sup>5</sup> <https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID19-Vaccine-Temp-Excursion-Protocol.pdf>

## Clinic Checklist

### Before the Clinic

- ☐ Plan for vaccine needs accordingly and timely. If additional vaccine is needed for a clinic, ensure you place your orders at least **2 weeks prior to the offsite clinic** date to ensure it arrives on time. Leave a comment in your VIMS order indicating you are planning for a clinic so that a larger order isn't considered an error.
- ☐ Test out your equipment before the clinic. Prepare the cooler for the clinic and set up with a temperature monitoring device to determine how long the cooler can maintain the required temperature and to ensure the data logger is working.
- ☐ Condition the data logger glycol bottle with the vaccines in the refrigerator.
- ☐ For vaccine carriers, lay the panels flat in the refrigerator at least 24 hours before the clinic day and avoid stacking them.
- ☐ Only remove vaccine from the monitored unit after it is confirmed that the transport cooler maintains proper temperatures.
- ☐ Complete the top portion of the Hourly Vaccine Temperature Log as soon as the vaccine is placed in the transport cooler.

### During the Clinic

- ☐ Monitor the vaccine temperature using the data logger provided by the Immunization Program.
- ☐ Remove vials from the vaccine carrier/cooler only when ready to use.
- ☐ Document the time when each vial is removed from the cooler.
  - Do not exceed the time a vial can remain at room temperature.
- ☐ If pre-drawing syringes:
  - Draw up vaccines only after arriving at the clinic site or mass vaccination event.
  - Monitor patient flow to avoid drawing up unnecessary doses.
  - Pre-draw the vaccine into a syringe only when ready for administration.
  - Track the Beyond Use Time of each pre-drawn syringe and ensure administration or disposal when reached.
- ☐ On the Hourly Vaccine Temperature Log, review and document temperatures once every hour during the clinic day.
- ☐ If the temperature is out of range, contact the Immunization Program at 802-863-7638.

### After the Clinic

- ☐ Return viable, unopened vials to the refrigerator and record the time on the hourly temperature log.
- ☐ Download the LogTag data and review the hourly temperature logs to verify that the vaccine cold chain has been maintained.
- ☐ Return the vaccine carrier panels to the refrigerator and lay them flat.
- ☐ Keep all the supplies for the vaccine carrier together for future use.
- ☐ Email the data logger download the day after the clinic to [AHS.VDHImmunizationProgram@vermont.gov](mailto:AHS.VDHImmunizationProgram@vermont.gov) if there was an excursion