



Investing for tomorrow, delivering today.

COVID-19 Vaccine Provider Training

2022



Part 2: Storage



Modules

- Maintaining the Vaccine Storage Cold Chain
- Temperature Monitoring Devices (TMDs) and Digital Data Loggers (DDLs)
- On-Site Vaccine Storage
- Off-Site Vaccine Storage
- Temperature Excursions



Maintaining the Vaccine Storage Cold Chain

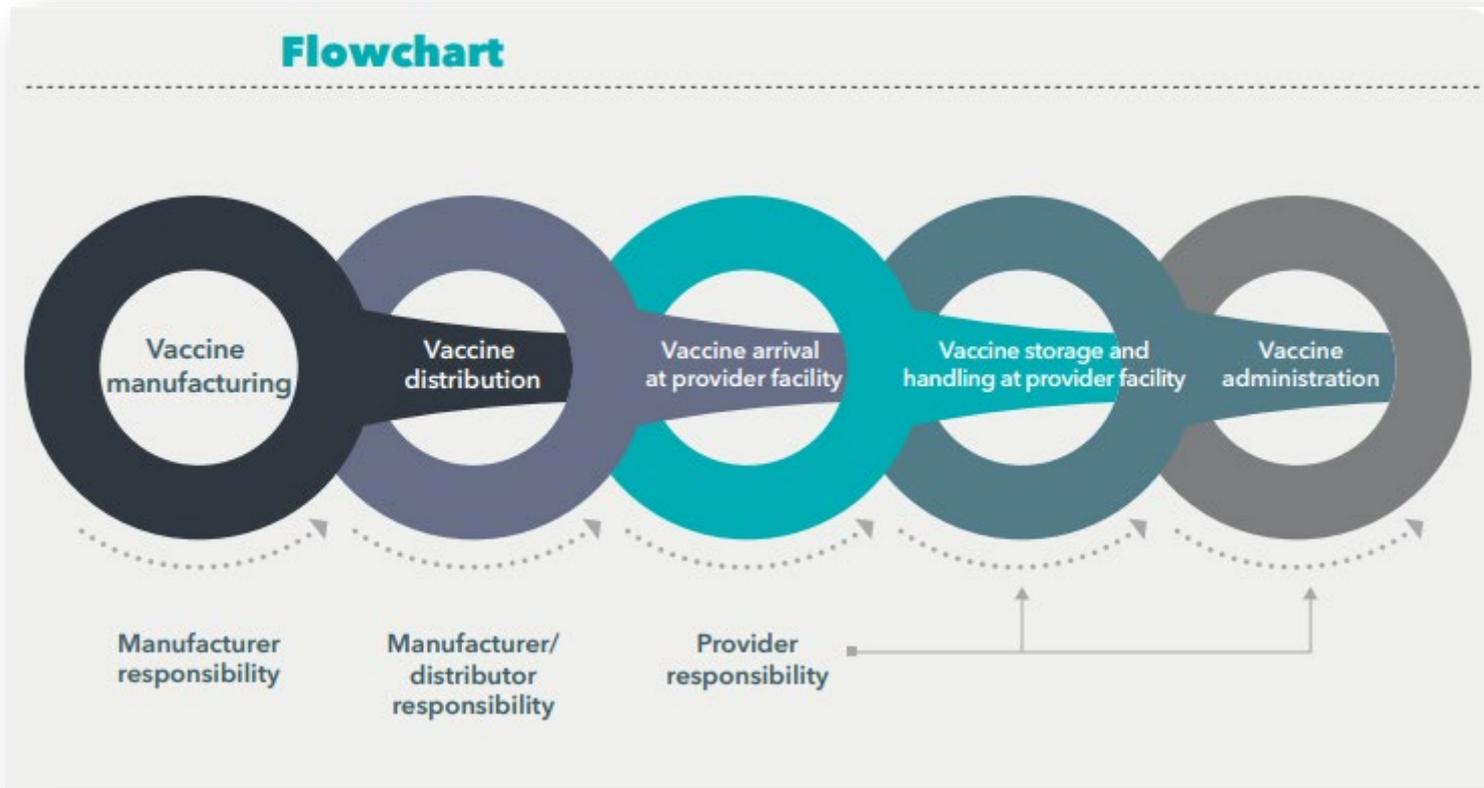


Maintaining the Vaccine Storage Cold Chain

- Vaccines **must** be stored at temperatures according to the manufacturers' instructions.
- Once vaccines arrive at your facility, it is the responsibility of your office to maintain the cold chain until a patient receives the vaccine.
- When vaccines are not stored at the correct temperature, it could reduce the effectiveness of the vaccine and may not protect patients from COVID-19 infection.



Cold Chain



TMDs and DDLs



DDLs or TMDs are Required



VFC 400 Vaccine Monitoring Data Logger Kit

- All providers must use an approved DDL or TMD in all on-site and off-site vaccine storage units.
- Providers must maintain current calibration for all DDLs or TMDs.
 - Certificates of calibration must be kept on file and documented in NMSIIS.



TMDs

- Certain types of TMDs have significant limitations and should **not** be used to measure temperature in a storage unit.
- CDC does **NOT** recommend the following TMDs:
 - Alcohol or mercury thermometers, even if placed in a fluid-filled, biosafe, liquid vial
 - Bimetal stem TMDs
 - TMDs used for food
 - Chart recorders
 - Infrared TMDs
 - TMDs that do not have a current and valid Certificate of Calibration Testing
- **DDLs are recommended for best practices.**



DDLs

LogTag

Recorder has been downloaded 7/30/2018 2:14:00 PM (UTC -07:00, daylight time)

Alarm Status Recorder Info

Low <input checked="" type="checkbox"/> OK	Serial #: 6861901141	Model: VFC400-2	Battery: OK	Trip #: 156
High <input checked="" type="checkbox"/> OK	User ID: 6Refrigeratormini			

Recorder Configuration

Start type: Push button start	Temperature alarms
Start delay: None	Lower: 2.2 °C
Interval: 15 Minutes	Upper: 7.8 °C
Alarm indicator: Enabled lower & upper	

Recorded Data

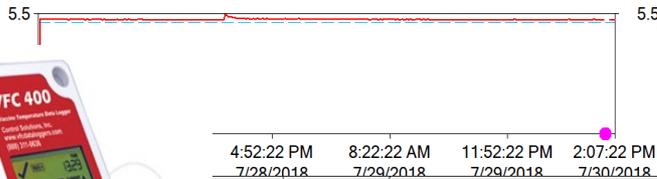
First reading: 7/27/2018 9:52:22 AM	Temperature statistics
Last reading: 7/30/2018 2:07:22 PM	Lowest: 2.9 °C
Elapsed Time: 3 Days, 4 Hours, 15 Minutes	@ 7/28/2018 1:22:22 AM
Total readings: 306	Highest: 5.1 °C
First evaluated: 7/27/2018 9:52:22 AM	@ 7/28/2018 10:37:22 AM
Last evaluated: 7/30/2018 2:07:22 PM	Average reading: 3.2 °C
Evaluated Time: 3 Days, 4 Hours, 15 Minutes	Standard Deviation (S): 0.2 °C
Evaluated Readings: 306	Mean Kinetic Temperature (MKT): 3.25 °C

Low Alarm

Triggered: (none)
Time below: (none)
Occurrences: 0
°C - Minutes below: 0.00

High Alarm

Triggered: (none)
Time above: (none)
Occurrences: 0
°C - Minutes above: 0.00

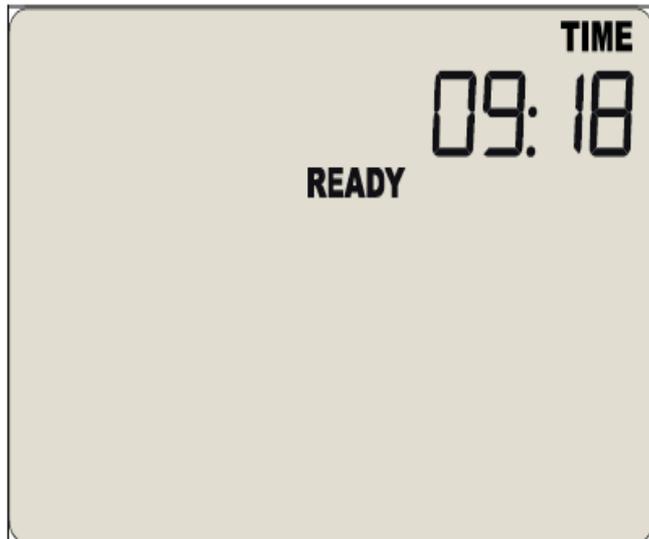


VFC 400 Vaccine Monitoring Data Logger Kit

- DDLs continuously record the temperature in a storage unit.
- Data from the logger can be downloaded onto the computer and analyzed to determine if the temperatures have remained in required ranges.
- If temperatures went out of range (i.e., temperature excursions), this data will help the manufacturer determine if the vaccine is still okay to use.



The 3 Modes of a VFC-400 DDL



1. Ready Mode:

The DDL has no data logged but is ready to start.

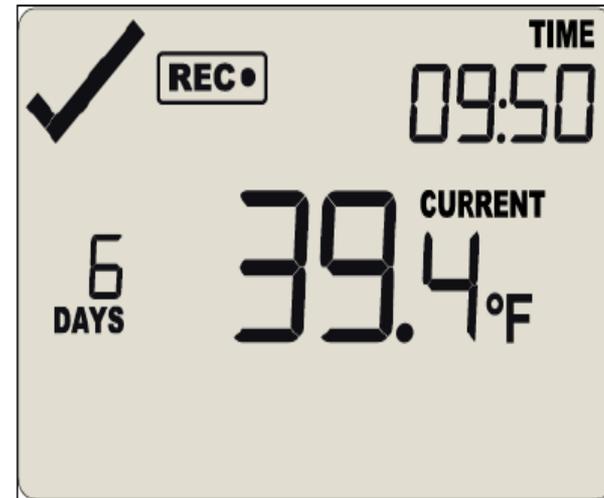


The 3 Modes of a VFC-400 DDL

2. Recording Mode:

The DDL is actively recording temperatures.

When the DDL is in the storage unit you **always** want it in recording mode.



VFC 400 Vaccine Monitoring Data Logger Kit



The 3 Modes of a VFC-400 DDL



3. Stopped Mode:

The DDL was recording but has now been stopped.

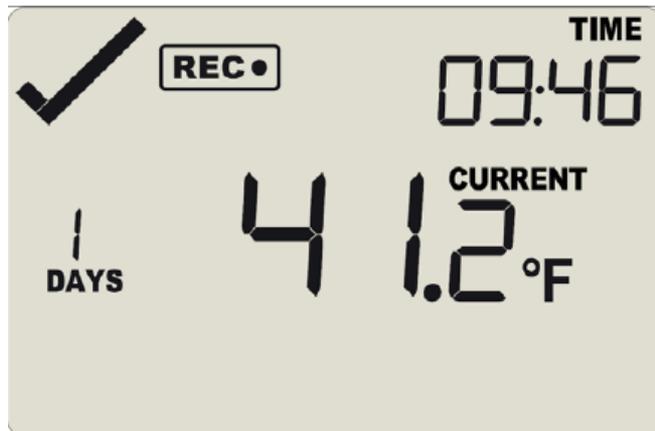
It also means there is data on the DDL.

Once in stopped mode, the data is uploaded to the computer.

The DDL is then re-configured for continued use.



Reading Temperatures

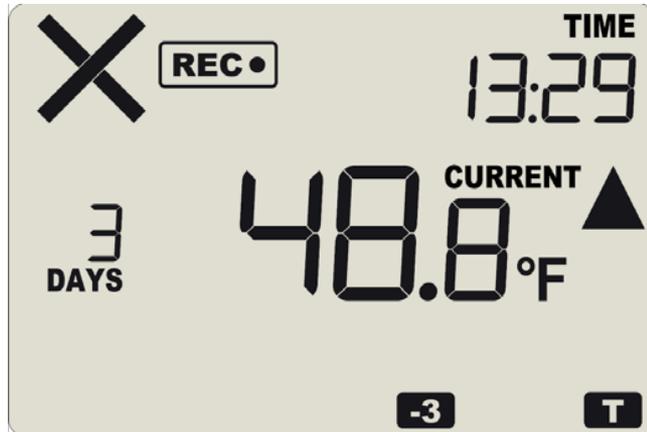


A **check mark**, in the upper left corner, means that the temperature has been within normal range.

- In addition, if the audible alarm is not beeping, this indicates that the temperature has been within normal range.



Reading Temperatures



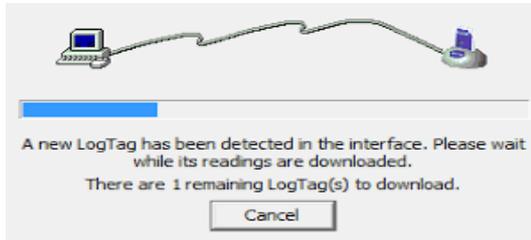
An X, in the upper left corner means the temperature has been out of range.

- The audible alarm should be sounding as well.

Press the “Review” button to view the minimum and maximum temperatures.



DDL Downloads



Dock your DDL onto your docking station to upload the temperature data to your computer.



LogTag Recorder has been downloaded 7/30/2018 2:14:00 PM (UTC -07:00, daylight time)

Alarm Status		Recorder Info	
Low	OK	Serial #: 6961901141	Model: VFC400-2
High	OK	User ID: 6Refrigeratormini	Battery: OK
		Trip #: 154	

Recorder Configuration

Start type: Push button start	Temperature alarms
Start delay: None	Lower: 2.2 °C
Interval: 15 Minutes	Upper: 7.8 °C
Alarm Indicator: Enabled lower & upper	

Recorded Data

First reading: 7/27/2018 9:52:22 AM	Temperature statistics
Last reading: 7/30/2018 2:07:22 PM	Lowest: 2.9 °C
Elapsed Time: 3 Days, 4 Hours, 15 Minutes	@ 7/28/2018 1:22:22 AM
Total readings: 306	Highest: 1.1 °C
First evaluated: 7/27/2018 9:52:22 AM	@ 7/28/2018 10:37:22 AM
Last evaluated: 7/30/2018 2:07:22 PM	Average reading: 3.2 °C
Evaluated Time: 3 Days, 4 Hours, 15 Minutes	Standard Deviation (S): 0.2 °C
Evaluated Readings: 306	Mean Kinetic Temperature (MkT): 3.25 °C

Low Alarm	High Alarm
Triggered: (none)	Triggered: (none)
Time below: (none)	Time above: (none)
Occurrences: 0	Occurrences: 0
°C - Minutes below: 0:00	°C - Minutes above: 0:00

Three files should be saved on your computer:

1. Ltd. or Log Tag file
2. PDF file
3. CSV file (this file type can be uploaded into NMSIIS)

Note: Instructions for downloading data and uploading is in NMSIIS under the “Reports” tab.



Battery Replacement

The end of battery life is indicated by a low battery symbol.

- Each DDL contains an extra Lithium battery.
- Battery access sits behind the square white label on the back of the DDL.
- If you have replaced your battery, place your DDL back onto the docking station.
 - Prior to placing it back on your storage unit, your DDL must be reset.



Re-Calibrating DDLs

- DDLs must be re-calibrated before the expiration date.
- All DDLs must always be replaced as a complete kit (not including docking stations).
- The dedicated cord for a DDL is to never be used with any other DDL.
 - The cords are only calibrated to each specific DDL.



On-Site Vaccine Storage



On-site Vaccine Storage Units



- Stand-alone refrigerators and freezers are preferred for vaccine storage compared to combination refrigerator/freezer units.
- Frozen vaccine must be stored in a stand-alone freezer.
- If using a combination unit, *only* the refrigerator section may be used, and only as long as appropriate storage temperature can be maintained.



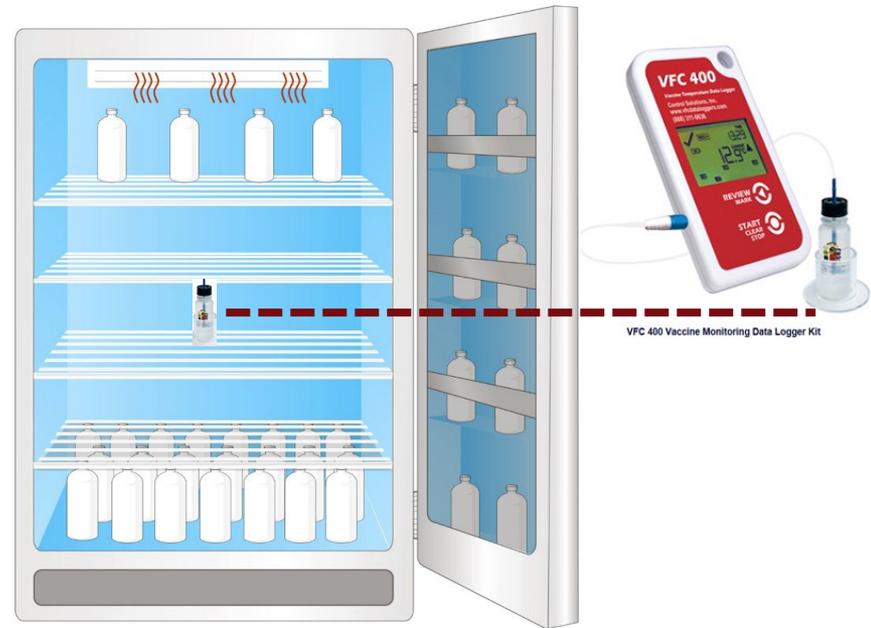
On-site Vaccine Storage Units

- Dormitory style units (which have a freezer within the body of the refrigerator) are **never** allowed for vaccine storage.
- Make sure the storage unit has enough space to store the largest inventory you might have **without** crowding.
- **New vaccine storage units must be monitored and approved by Immunization Program staff prior to placing vaccine in the unit.**



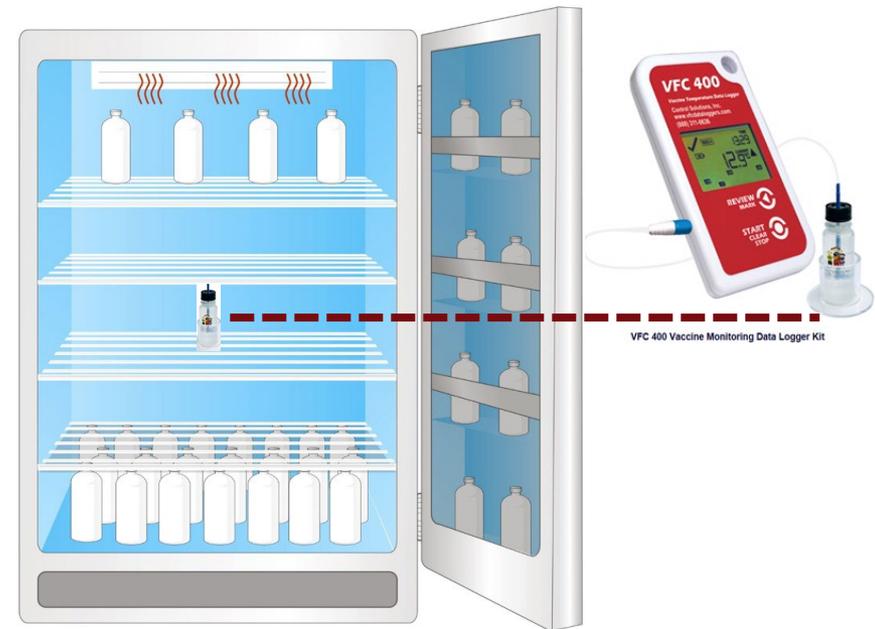
On-Site Refrigerator and Freezer Set-up

- Place DDL probe in the center of the storage unit.
- **Ensure temperatures meet storage requirements:**
 - **Refrigerator**
 - Between 36° and 46° F (2° and 8° C)
 - **Freezer**
 - Between -58° and 5° F (-50° and -15° C)
 - **Ultra-Cold Freezer**
 - Between -130° and -76° F (-90° and -60° C)



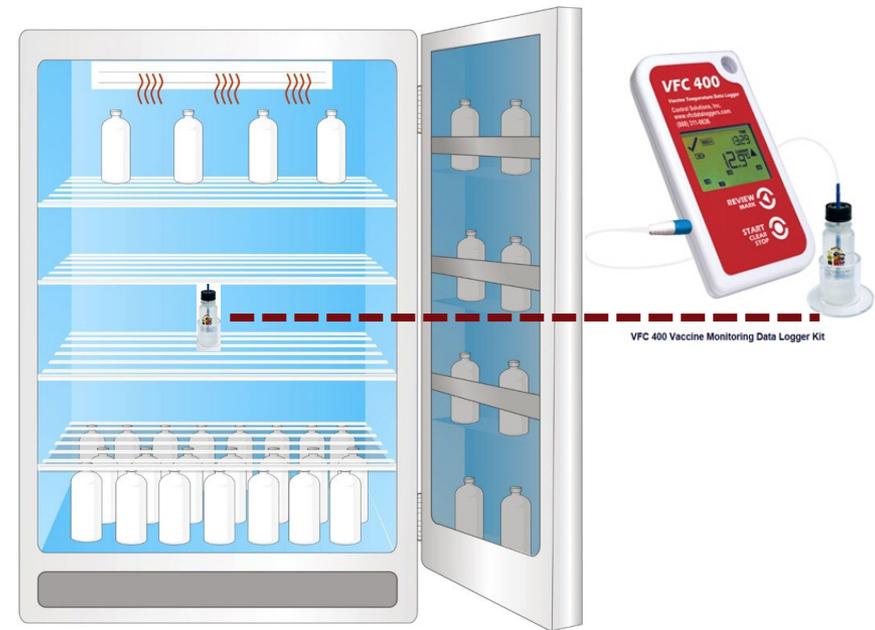
On-Site Refrigerator and Freezer Set-up

- Place water bottles in the door and floor of the unit to ensure temperature stability (*if possible*).
- Store vaccine in their original boxes and protect from light.
 - If original boxes are not available or if units have glass-fronted doors, use opaque bags or other opaque containers that will shield vaccines from light.



On-Site Refrigerator and Freezer Set-up

- Organize vaccine by product, funding type (e.g., blended, adult, pediatric or private purchase) and expiration date, **placing shorter-dated vials in front.**
- Do NOT store food or place vaccine in the door, drawers, or floor of the unit.



On-Site Refrigerator and Freezer Set-up

Storage unit temperatures may need to be adjusted over time.

- Temperature adjustments should be:
 - **Made by the primary or back-up coordinator**, based on information from the TMD and temperature monitoring log.
 - Done at a time that is not busy and/or when the unit door is not being frequently opened and closed.



On-Site Refrigerator and Freezer Set-up

- Post warning signs to warn staff **not** to adjust storage unit temperatures.



Vaccine Power Supply

- Do **NOT** use:
 - Extension cords.
 - Power strips or surge protectors that are controlled by an on/off switch.
 - Electric outlets controlled by a light switch.
 - Outlets with built-in circuit switches.



Vaccine Power Supply

- Post “**DO NOT UNPLUG**” signs on the outlet and warning stickers on the breaker box.



On-Site Temperature Monitoring Responsibilities

- Record the minimum and maximum temperatures each morning and actual readings twice per workday (at the start and end of the day).
- Identify acceptable and unacceptable temperature readings (temperature excursions) on the DDL.

NEW MEXICO **Min/Max Temperature Log for Refrigerator and Freezer (F°)** Month/Year _____ VFC PIN # _____ Phone # _____
 Site Name _____ Refrigerator _____ Freezer _____ Unit name _____

Monitor temperatures a minimum of TWICE A DAY
 Record the room temperature each morning.
 A.M. Reading: Record Staff initials in the first box. Record the minimum temps in Min/Max boxes below yellow bar. Record the actual temperature from the data logger display in the am column below the blue bar by making the temperature with an "X".
 F.M. Reading: Record Staff initials in the second box. Record the actual temperature from the data logger display in the pm column below the blue bar by making the temperature with an "X".

Days 1-15 SAMPLE REGION
 Take action if temperatures are out of range! If you have an out-of-range temp, immediately contact your Regional staff and complete a Troubleshooting Record (TSR) following the instructions on the TSR form.
 DO NOT USE VACCINES UNTIL INSTRUCTED TO DO SO BY VFC STAFF

Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Room Temp	72	70														
Staff initials	as	ls	sa	1	sa											
Exit time am	8:05 am	8:03 am														
Exit time pm	4:45 pm	5:01 pm														
Min/max Temp	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
a.m.	39	43	38	40												
Actual Temp	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
45°																
44°																
43°																
42°																
41°																
40°	X		X													
39°	X															
38°		X														
37°																
36°																
Min/max Temp	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
a.m.																
Actual Temp	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
5°																
4°																
3°																

Page 1 of 2 Updated June 2020

THIS DOCUMENT MUST BE RETAINED IN YOUR FILES FOR THREE (3) YEARS

J	A	B	C	D	E	F	G	H	I
1	LogTag ID								
2	Description	LogTagRig_AD48001438R5							
3	Model	UTRED-16							
4	Battery status	OK							
5	Non alert range	36.0 to 46.0 F°							
6	Time zone	UTC-0700							
7	Number of readings		2019						
8	Reading interval	5 Minutes							
9	Number of starts		66						
10	First reading		1/10/2022 7:29						
11	Last reading		1/17/2022 7:39						
12	Elapsed Time	7 Days 15 Minutes							
13	Readings range	40.2 to 42.7 F°							
14	Average reading	41.7 F°							
15	Standard Deviation (S)	0.4 F°							
16	Degree Minutes above 46.0 F°:	0 F°-Minutes							
17	Degree Minutes below 36.0 F°:	0 F°-Minutes							
18	Mean Kinetic Temperature	41.7 F°							
19	Time above/equal 46.0 F°:	None							
20	Time below/equal 36.0 F°:	None							
21	Time not in alert	7 Days 15 Minutes							
22	Index	Date	Time	Readings	Type				
23		1	1/10/2022	7:29:38	41.1				
24		2	1/10/2022	7:34:38	40.9				
25		3	1/10/2022	7:39:38	40.9				
26		4	1/10/2022	7:44:38	41				
27		5	1/10/2022	7:49:38	41.1				
28		6	1/10/2022	7:54:38	41.1				
29		7	1/10/2022	7:59:38	41				
30		8	1/10/2022	8:04:38	41.2				
31		9	1/10/2022	8:09:38	41.2				
32		10	1/10/2022	8:14:38	41.1				
33		11	1/10/2022	8:19:38	41.1				
34		12	1/10/2022	8:24:38	41.3				
35		13	1/10/2022	8:29:38	41.2				
36		14	1/10/2022	8:34:38	41.1				
37		15	1/10/2022	8:39:38	41.1				
38		16	1/10/2022	8:44:38	41				



On-Site Temperature Monitoring Responsibilities

- Providers are required to upload temperature readings into NMSIIS **weekly**.
 - If you are unable to upload into NMSIIS, temperature logs (both written and digital) must be e-mailed to COVIDdata.compliant@state.nm.us on a **weekly basis**.



Off-Site Vaccine Storage



Off-Site/Transport Vaccine Storage Units

- Recommended off-site and transport vaccine storage units include:
 - Portable vaccine refrigerators, freezers, or ultra-cold freezers.
 - Qualified containers and pack-outs.
- These units **must** maintain appropriate temperatures for the type of vaccine and intended storage condition.
- Do **NOT** use the manufacturers' original *shipping container* or food/beverage coolers for transport or for off-site clinics.



Vaccine Transport Preparation

1. Ensure cooler inserts have been stored at proper temperatures and length of time, **and** properly inserted into the transport containers.
2. For DDL(s) that will be used in the transport container(s), store them in the on-site refrigerator before inserting them into the unit for transport.
 - The probe should remain in the transport container when not in use.
3. Label the DDL(s) that you plan to use for transport (e.g., Transport 1).



Vaccine Transport Preparation

4. Do not place vaccine in the transport container(s) until reaching and maintaining a correct temperature.
5. Ensure the DDL:
 - Probe is directly placed with the vaccine
 - Always remains on
 - Always remains with the vaccine

Note: A back-up cooler and DDL is highly recommended in case the primary transport container's temperature goes out of range.



Off-Site Vaccine Preparation

1. Take only the amount of vaccine needed for the workday.
2. Document the brand, lot numbers, and expiration dates of each vaccine.
3. Label vaccine type (i.e., Adult or Pediatric).
4. Keep vaccine in original boxes if possible.



During Transport and While Off-site

1. Transport container(s) should be placed in the passenger compartment of the vehicle.
 - Do not place transport container(s) in the bed of the truck or trunk of the vehicle.
 - Hatch back trunks of vehicles can be used.
2. Keep DDL(s) turned on and in the transport container(s) with the vaccine.
3. Protect the vaccine from light.
4. Keep the lid closed and ensure temperatures are stable.
5. Keep the transport container(s) packed per manufacturer instructions.



During Transport and While Off-site

6. Record temperatures hourly on a NM Outreach/Offsite Temperature Log
7. Address temperature excursions immediately.
8. Remove only the amount of vaccine that is needed for preparation.

Attachment C: NM Outreach/Offsite Temperature Log

Instructions: Temperature must be monitored throughout the day and documented **hourly**. Record the time, temperature, and initial. This form must be completed *per qualified container or pack-out*. After the offsite clinic, this document should be stored with your *Emergency Management Plan*.

General Information

Site/PHO Name:	VFC Pin #:	Date of event:
Person responsible for vaccines:	Signature:	
Location of outreach event:	Notes:	

Vaccine Inventory Information

Vaccine	Lot Number	# of doses	Expiration Date	Type of dose (317/State/VFC)	# of doses used	Comments

Temperature Monitoring Information (Refrigerated Vaccines 36 - 46°F)

Departure Time:	Departure Temp:	Nurse Initials	Notes:
Time:	Temp:		
Return Time:	Return Temp:		



Post Event

1. Ensure the vaccine temperatures in the transport container(s) are within the appropriate range.
2. Place the remaining vaccine back in the on-site storage unit and label the vaccine with the date and time last used.
3. Place the transport container inserts back into the on-site storage unit.



Post Event

- Download the data from the DDL and save the file to your computer.
- Review the DDL report to ensure vaccines were at acceptable temperatures throughout the event.
 - If a temperature excursion occurred, follow the **COVID Troubleshooting Record instructions**, to be described later.



LogTag Recorder has been downloaded 7/30/2018 2:14:00 PM (UTC -07:00, daylight time)

Alarm Status		Recorder Info							
Low	OK	Serial # :	6861901141	Model :	VFC400-2	Battery :	OK	Trip # :	156
High	OK	User ID :	6Refrigeratormini						

Recorder Configuration			
Start type :	Push button start	Temperature alarms	
Start delay :	None	Lower :	2.2 °C
Interval :	15 Minutes	Upper :	7.8 °C
Alarm indicator :	Enabled lower & upper		

Recorded Data			
First reading :	7/27/2018 9:52:22 AM	Temperature statistics	
Last reading :	7/30/2018 2:07:22 PM	Lowest :	2.9 °C
Elapsed Time :	3 Days, 4 Hours, 15 Minutes		@ 7/28/2018 1:22:22 AM
Total readings :	306	Highest :	5.1 °C
First evaluated :	7/27/2018 9:52:22 AM		@ 7/28/2018 10:37:22 AM
Last evaluated :	7/30/2018 2:07:22 PM	Average reading :	3.2 °C
Evaluated Time :	3 Days, 4 Hours, 15 Minutes	Standard Deviation (S) :	0.2 °C
Evaluated Readings :	306	Mean Kinetic Temperature (MKT) :	3.25 °C

Low Alarm	High Alarm
Triggered : (none)	Triggered : (none)
Time below : (none)	Time above : (none)
Occurrences : 0	Occurrences : 0
°C - Minutes below : 0.00	°C - Minutes above : 0.00



Post Event

6. Upload the temperature report to NMSIIS.
7. Document how many doses were administered and wasted for each lot number in NMSIIS.



LogTag Recorder has been downloaded 7/30/2018 2:14:00 PM (UTC -07:00, daylight time)

Alarm Status	Recorder Info
Low <input checked="" type="checkbox"/> OK High <input checked="" type="checkbox"/> OK	Serial #: 6861901141 Model: VFC400-2 Battery: OK Trip #: 156 User ID: 6Refrigeratormini
Recorder Configuration	
Start type: Push button start Temperature alarms	
Start delay: None Lower: 2.2 °C	
Interval: 15 Minutes Upper: 7.8 °C	
Alarm indicator: Enabled lower & upper	
Recorded Data	
First reading: 7/27/2018 9:52:22 AM Temperature statistics	
Last reading: 7/30/2018 2:07:22 PM Lowest: 2.9 °C	
Elapsed Time: 3 Days, 4 Hours, 15 Minutes @ 7/28/2018 1:22:22 AM	
Total readings: 306 Highest: 5.1 °C	
First evaluated: 7/27/2018 9:52:22 AM Average reading: 3.2 °C	
Last evaluated: 7/30/2018 2:07:22 PM Standard Deviation (S): 0.2 °C	
Evaluated Time: 3 Days, 4 Hours, 15 Minutes Mean Kinetic Temperature (MKT): 3.25 °C	
Evaluated Readings: 306	
Low Alarm	High Alarm
Triggered: (none)	Triggered: (none)
Time below: (none)	Time above: (none)
Occurrences: 0	Occurrences: 0
°C - Minutes below: 0.00	°C - Minutes above: 0.00



Temperature Excursions



Temperature Excursions

- An *out-of-range temperature incident*, also called a **temperature excursion**, is when a storage unit experiences any temperature outside the recommended range for the vaccine.
- If a temperature excursion occurs, immediately contact the **Help Desk at 833-882-6454** *and* COVIDdata.compliant@state.nm.us for guidance.
 - Properly store and isolate COVID vaccine that may have been affected by the excursion and mark “Do Not Use.”
 - Fill out the COVID Troubleshooting Record (TSR) form.
 - **Completion of all steps listed on the TSR form are required.**



COVID-19 Troubleshooting Record

Do not print form to complete; click on "Enable Editing" then use the **Tab** key to move between fields and enter your information.

NEW MEXICO DEPARTMENT OF HEALTH

COVID-19 Troubleshooting Record (TSR)

Follow all steps listed under "What To Do" on previous page to ensure the safety of all vaccines. Incomplete or hand-written Troubleshooting Records will be rejected. **DO NOT administer, discard, or return any vaccines until instructed to do so by the NM Immunization Program.**

Date TSR Completed:

Provider Information

Site Name: Site PIN#:
 TSR prepared by: Email address:

Site's Primary COVID-19 vaccine contact name: email: cell phone:
 Site's Secondary COVID-19 vaccine contact name: email: cell phone:

Event Details (ALL ARE REQUIRED)

Date range of event: From To
 Timespan of event: From To

Description and cause: provide a detailed description of the incident, including the cause (door left ajar, power outage, etc.):

Refrigerator	Freezer	Ultra-low Transport/storage
<input type="checkbox"/> Event involved refrigerator	<input type="checkbox"/> Event involved freezer	<input type="checkbox"/> Event involved ultra-low transport
*Min. Temp: <input type="text"/>	*Min. Temp: <input type="text"/>	*Min. Temp: <input type="text"/>
*Max. Temp: <input type="text"/>	*Max. Temp: <input type="text"/>	*Max. Temp: <input type="text"/>
<input type="checkbox"/> No Temperature Data recorded	<input type="checkbox"/> No Temperature Data recorded	<input type="checkbox"/> No Temperature Data recorded

*From data logger files

- Complete the second page of the COVID-19 Troubleshooting Record
- Obtain and attach written advice from all manufacturers
- Locate the .pdf version of the temperature log/s from data logger/s involved in the event
- Email this completed document, the manufacturer's WRITTEN advice, and your temperature files to coviddata.compliant@state.nm.us

Immunization Program Staff Only:

VTrck's Return ID: Date Return uploaded: By:

March 2021

NEW MEXICO DEPARTMENT OF HEALTH

COVID-19 Troubleshooting Record

Pfizer 800-438-1985 or www.PfizerMedInfo.com

Manufacturer Representative: Date/Time: Case #

Vaccine Name / NDC	Lot #	# of Doses	Advice Given	Manufacturer's response**
Pfizer COVID-19 / 59267-1000-01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> OK to Use / <input type="checkbox"/> Do NOT Use
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> OK to Use / <input type="checkbox"/> Do NOT Use

Moderna 866-MODERNA 866-663-3762 <https://tools.modernamedinfo.com/excursion/>

Manufacturer Representative: Date/Time: Case #

Vaccine Name / NDC	Lot #	# of Doses	Advice Given	Manufacturer's response**
MOD COVID-19 / 80777-0273-10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> OK to Use / <input type="checkbox"/> Do NOT Use
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> OK to Use / <input type="checkbox"/> Do NOT Use

Janssen / J&J <https://www.janssenmd.com/janssen-covid19-vaccine/interactive-content/stability-information>

Manufacturer Representative: Date/Time: Case #

Vaccine Name / NDC	Lot #	# of Doses	Advice Given	Manufacturer's response**
Janssen COVID-19 / 59676-0580-05	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> OK to Use / <input type="checkbox"/> Do NOT Use
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> OK to Use / <input type="checkbox"/> Do NOT Use

***DO NOT administer, discard, or return any vaccines until instructed to do so by the NM Immunization Program**



Temperature Excursion Overview

Take Care of the Vaccine	Document the Incident	Evaluate the Data	Report
<ul style="list-style-type: none">• Isolate the vaccine.• Label “DO NOT USE”.• Begin stabilizing temperatures in refrigerator or freezer.• If unable to stabilize temperatures, move vaccine to another approved COVID storage unit.	<ul style="list-style-type: none">• Immediately restart the DDL if temperatures are not recording.• Document:<ul style="list-style-type: none">• Date/Time• Duration• Minimum and maximum temperature• Description of what happened	<ul style="list-style-type: none">• Dock the DDL and analyze the report.• Upload the data into NMSIIS.	<ul style="list-style-type: none">• Follow the instructions on the TSR form.• Contact the manufacturer(s) for guidance.• Email completed TSR form to the Immunization Program.• Wait for further instruction from the Immunization Program before using affected vaccine.



Contact

- NMSIIS Help Desk (833) 882-6454

CONTACT INFO	DESCRIPTION
COVID.Vaccines@state.nm.us	COVID-19 Vaccine Record requests; Provider COVID-19 Vaccine Order status; NMSIIS assistance.
COVID.Therapeutics@state.nm.us	Provider questions regarding COVID oral therapeutics (Molnupiravir and Paxlovid); COVID PrEP (Evusheld); mAB; or Remdesivir
COVIDData.compliant@state.nm.us	COVID-19 vaccine storage and handling questions, temperature log and onboarding Vaccine Plan submissions.
COVID.testing-doh@state.nm.us	For Provider questions on testing and test supplies

