



## INSTRUCTIONS FOR RECEIVING FROZEN VACCINE

(Please post with your other vaccine ordering procedures)

Public Health—Seattle & King County distributes varicella vaccine to health care providers in King County as part of the state-supplied Vaccines For Children (VFC) distribution program. Provider organizations contracting with Public Health for vaccine distribution are eligible to receive varicella vaccine.

Because of special storage and handling requirements for VARIVAX and ProQUAD, the Centers for Disease Control (CDC) and Washington State Department of Health (DOH) have established a separate process for ordering and distributing these vaccines.

To get started, simply complete and submit the *Frozen Vaccine Provider and Freezer Unit Eligibility Form*. This will document that each freezer unit used to store the vaccine meets specific minimum criteria (see *Freezer Eligibility form*).

1. **Every provider organization must submit a signed *Freezer Eligibility* form to Public Health for *each* freezer unit that will be used to store varicella vaccine.** This documentation is sent to the CDC, and a “certification” number will be assigned to each documented freezer unit. When submitting a Freezer Eligibility form, please include a copy of the freezer temperature log; this log will document that the freezer to be used can maintain the special required storage conditions (***5° F/-15° C or colder***).
2. Temperature Logs must be maintained and turned in monthly on the freezer unit(s).
3. The manufacturer (Merck & Co., Inc.) **will ship VARIVAX and/or ProQUAD directly to the clinic site where the freezer is located, rather than a central pick-up location or a central clinic site.**
4. Your 6-digit certification/DOH ID number will appear on the packing slip of your first VARIVAX or ProQUAD shipment. You must use this 6-digit ID #, along with your VTS ID# (“Local Provider ID#”) for each subsequent frozen vaccine order. We recommend writing these ID numbers on your master copy of the order form.
5. Please allow one month to be “certified” and receive your first order. After that, you may expect each order for frozen vaccine to be delivered within three weeks.

Also enclosed are:

- “Frozen Vaccine: Handle With Care!” (storage information)
- “General Information About Frozen Vaccine” (contraindications, handling, reactions)

Call (206) 296-4774 with questions, comments, or to place an order related to other state supplied vaccines.