



Tdap Vaccine Distribution Program Instructions and Guidelines

The Alameda County Public Health Department's Immunization Program has access to doses of Tdap vaccine that are funded by the federal or California state government. We want to make this vaccine available for special vaccination clinics held by schools, clinics, and other community health organizations in Alameda County that serve uninsured and low income individuals. What follows is information on who is eligible to receive this vaccine, to whom they can administer it, and what obligations they agree to follow in requesting it.

Which providers are eligible to receive vaccine from the ACPHD Tdap Vaccine Distribution Program?

Vaccine becomes available to us during certain high-use times of year, meaning we cannot offer a steady supply of vaccine to providers, only batches of vaccine for use during a special event or for a specific purpose. We make this vaccine available to eligible community health care providers such as:

- Schools
- Non-Profit Organizations
- Other Local Public Health Centers

Ineligible providers include:

- Private, for-profit doctor's offices and clinics
- Organizations that are able to bill client private insurance or Medi-Cal
- Organizations whose clients are fully insured

Organizations can receive vaccine from one or the other funding source depending on the patients they will be serving.

1. Organizations that will be providing Tdap vaccine to school children under 19 years old to meet school vaccination requirements may be eligible to receive vaccine through the federally-funded Vaccines for Children (VFC) program.
2. Organizations that will be providing Tdap vaccine for the purpose of cocooning and will administer vaccine to pregnant women and/or the household or close contacts of pregnant women may be eligible to receive vaccine funded by the State General Fund (SGF).

Which patients are eligible to receive vaccine from the ACPHD Tdap Vaccine Distribution Program?

We provide vaccine for two different intended patient groups each with their own funding source. Neither vaccine should be used to vaccinate clinic or office employees who have insurance. Neither the patient nor a third party insurer may be charged for vaccine itself. A patient cannot be refused vaccination due to an inability to pay an administration fee.

Vaccines for Children (VFC) Program

This vaccine is intended to be used to vaccinate children between 7 and 19 years of age who meet at least one of the following criteria:



- Are Medi-Cal eligible
- Are uninsured
- Are Native American or Alaskan Native

State General Fund (SGF) Program

This vaccine is intended to be used to vaccinate **patients 7 years or older** who will be or are in close contact with a newborn baby, including pregnant women and the household and close contacts of pregnant women. Patients must meet at least one of the following criteria:

- Are uninsured or underinsured
- Are pregnant, or are a household or close contact of pregnant women or newborn infants

Vaccine will be distributed to providers depending on their intended patient population. Vaccine will be labeled as either VFC or SGF and should be used for the intended patient population only.

What must an eligible provider agree to in order to receive Tdap Vaccine?

In order to receive Tdap vaccine through this program, an organization must agree to the following guidelines and submit a [Tdap Vaccine Distribution Program Usage Agreement](#) asserting their agreement.

Ordering Vaccine

To place an order for vaccine, an organization must submit their [Tdap Vaccine Distribution Program Usage Agreement](#) and a **Tdap Vaccine and Materials Order Form** at least 4 weeks before their intended pick up date. These forms are both available at the link for the [Tdap Vaccine Distribution Program Usage Agreement](#) or can be printed and faxed from the forms included in this packet.

Vaccine Pick-Up and Transportation

Once a [Tdap Vaccine Distribution Program Usage Agreement](#) and a **Tdap Vaccine and Materials Order Form** have been submitted, a pick up appointment can be made by calling (510) 267-3230.

Our offices are located at:

Alameda County Public Health Department
Immunization Program
1000 Broadway, Suite 500
Oakland, CA 94607

Vaccine must be picked up and transported in a cold storage container, with ice packs and a thermometer.

Proper Storage of Vaccine

An organization has the option to keep vaccine for **up to 2 weeks**. This being said, there are two possible ways for an organization to properly store any Tdap vaccine received through this program.

1. Organizations that agree to return unused Tdap vaccine to Alameda County **the same day** as it was picked up can store vaccine in the temperature-monitored cold storage container in which it was picked up. They may also store vaccine in a temperature monitored refrigerator reserved for vaccine storage. Either environment must be kept between 2°- 8° C (35°- 46°F).
2. Organizations that keep Tdap vaccine for **longer than one day** must store vaccine in a temperature controlled refrigerator kept between 2°- 8° C (35°- 46°F). These temperatures should be monitored and recorded **twice a**



day using an approved Refrigerator Temperature Log. Refrigerator Temperature Logs can be ordered using the **Tdap Vaccine and Materials Order Form**, downloaded from EZIZ.org, or ordered at any time from the **Immunization Materials Order Form** at ACPHD.org. Completed logs for the day(s) vaccine was stored must be returned to ACPHD along with unused vaccine and other materials.

Organizations that successfully return Tdap vaccine the same day it was picked up are NOT responsible for submitting Refrigerator Temperature Logs.

Record Keeping

A record of vaccine administration must be kept by the provider for at least three years. These forms do not need to be submitted to ACPHD. The record must include:

- Patient's Name
- Patient's Date of Birth
- Date of Immunization Given
- Vaccine Manufacturer
- Vaccine Lot Number
- Vaccine Expiration Date

These records will include the information necessary to complete the [Tdap Vaccine Distribution Program Usage Report](#), which is the second component of the record keeping requirements. This form can be submitted online by following the above link, or by printing and faxing the [Tdap Vaccine Distribution Program Usage Report](#) included in this packet.

Proper Administration and Patient Communication

Lot numbers and expiration dates will be noted when vaccine is picked up and dropped off. In the likely event that several expiration dates are included, vaccine with the shortest expiration date should be used first. This practice helps to limit the chances of vaccine expiring without getting used.

Vaccine must be administered to the correct population based on age and medical and insurance statuses. The medical and insurance screening form included in this packet must be used to establish patient eligibility as well as document vaccination. The provider agrees to exercise medical judgment in prescribing vaccine by screening all patients for contraindications. All patients must receive a Vaccine Information Statement (VIS) before the administration of the vaccine. If they do not understand the content, it should be explained to them. Copies of Tdap VISs can be printed from Immunize.org.

Tdap vaccine is an intramuscular injection, preferably given with a 1" needle into the deltoid.

A fee for the vaccine may not be charged. A patient cannot be refused vaccination due to an inability to pay an administration fee.

Recording Vaccine Administration into the California Immunization Registry (CAIR)

CAIR is an online service made available by the state to keep records of vaccines administered to California residents. All vaccinations administered with Tdap vaccine obtained through this program must be entered into CAIR. If you do not have access to CAIR, or have read-only access to CAIR, you may send us the required information and we will enter it for you. Listed below is the information we will require.

- First and Last Names
- Date of Birth
- Mother's First Name



- Date of Immunization Given
- Vaccine Manufacturer
- Vaccine Lot Number
- Vaccine Expiration Date

This information may be provided to us in an excel spreadsheet, or in the form of photocopies of consent forms. As this information is protected medical information, it can be mailed to us or dropped off by hand to the following address:

Alameda County Public Health Department
Immunization Program
1000 Broadway Ave, Suite 500
Oakland, CA 95607

Organizations who would like to learn more about CAIR, obtain access to, or training on how to use CAIR may contact us at any time at (510) 267-3230.

Reporting Vaccine Usage

The federal and state governments require that all vaccine they provide be accounted for. A [Tdap Vaccine Distribution Program Usage Report](#) must therefore be completed and submitted to ACPHD after each clinic's completion. This form may be completed online by following the link above, or printed and faxed to ACPHD at (510) 268-2333. All patient information needed to complete this form is available in the consent form each patient will complete. Additional information specific to the organization that administered the vaccine will also be requested.

Returning Unused Vaccine and Materials

Sharps containers with any contents will not be accepted back by ACPHD, and should be dropped off at or picked up by a licensed medical waste facility. All unused vaccine and related supplies must be returned to ACPHD as soon as possible and not more than 2 weeks after pick up so that it may be used at other clinics. Vaccine and other materials should be returned only after scheduling a drop off appointment by calling (510) 267-3230.

How to Order Vaccine:

If the above guidelines are agreeable, follow these steps:

1. A [Tdap Vaccine Distribution Program Usage Agreement](#) must be signed by the physician, director, or other medical representative of the agency. Details on the contents of that agreement are outlined in these Guidelines, and can also be found by following the above link.
2. Request vaccine using the **Tdap Vaccine and Materials Order Form** which is available online as part of the [Tdap Vaccine Distribution Program Usage Agreement](#) or can be printed and faxed from the form included in this packet.
3. We have a limited supply of some supplemental Tdap vaccine administration supplies which may be available for order as well. These are requested using the same **Tdap Vaccine and Materials Order Form** as above. We will confirm the availability of supplies after the order has been received.
4. Adhere to Pick-Up and Transportation, Storage, Record Keeping, Administration and Returning guidelines outlined here.
5. Submit a [Tdap Vaccine Distribution Program Usage Report](#) to ACPHD after the completion of the clinic and not more than 2 weeks after vaccine pick up. This is available online at the link, or by printing and the form included in this packet.