

Childhood Vaccine Program

Office of Immunization | (360) 236-2829 | doh.wa.gov/cvp | wachildhoodvaccines@doh.wa.gov

Off-Site Backup Thermometer Request Form

All providers enrolled in the Childhood Vaccine Program must have a back-up thermometer readily available to perform temperature monitoring when needed. Back-up thermometers must meet the same program requirements as the primary thermometer (e.g. digital data logger).

CDC recommends the back-up thermometer be maintained on site, however providers wishing to maintain back-up thermometers at one central location may submit this request for an exception. Providers may not keep back up thermometers at a central location until they receive approval from the Childhood Vaccine Program to do so.

Upon receiving approval, each site must keep an approved copy of their back-up thermometer plan. This plan should be placed with the facility’s vaccine management plan. Providers will receive a finding during a site visit if they do not have a backup thermometer or an offsite backup thermometer plan.

STEP 1: DEMOGRAPHIC INFORMATION

Organization Name	
Organization Contact Name	
Organization Contact Phone	
Organization Contact Email	
Facility Names Involved in This Plan	
Facility PINs	

STEP 2: BUSINESS NEED

Please describe the reason why your organization requests to have backup thermometers at one central location. What challenges or barriers do you face? What is your business need?

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STEP 3: BACK UP THERMOMETER PLAN

Providers must have a plan for the use of off-site back up thermometers. Please draft a plan with the following information:

- **The demographic information listed above**
- **Back-Up Thermometer Management**
 - What type(s) of back-up thermometers will your organization use?
 - Where will your organization keep the back-up thermometers?
 - Will the organization store a back-up thermometer for each site, or how many thermometers does the organization plan to keep?
 - How will your organization recertify back-up thermometers, and how will the organization rotate back-up thermometers for recertification?
- **Back-up Thermometer Logistics**
 - How does a site request a back-up thermometer?
 - How will your organization deliver back-up thermometers to each site?
 - How far away is each site from the central location?
 - Providers must record temperatures twice a day. How quickly can you deliver a backup thermometer?
 - How might inclement weather or emergencies affect your response?
- **Back-up Thermometer Request Procedures**
 - Please write instructions for clinic staff to follow to request a back-up thermometer.

Person Submitting Document	
Signature	
Date Submitted	

STEP 5: SUBMISSION

Email this document along with your Back-Up Thermometer Plan to the Childhood Vaccine Program, at WChildhoodVaccines@doh.wa.gov, with the subject field "Off-Site Back Up Thermometer Request."

If we have any questions, you will receive a follow up email.

You will receive a response via email with the decision. If your organization has been approved, you will receive the approved document in your email. The document will be valid for 2 years. Each site must have a copy of their back-up thermometer plan and the attached approval in their vaccine management plan.

DOH ONLY	
Date Received	
Status	<input type="checkbox"/> Approved, Date _____ <input type="checkbox"/> Declined, Date _____