

All off-site clinics conducted by Utah Providers must obtain approval from Immunization Program at least two weeks prior to the event. The Off-Site Clinic Request Form, current certificates of calibration for the data loggers that are going to be used, and current month's temperature logs be sent to the Vaccine Management Team ([vacteam@utah.gov](mailto:vacteam@utah.gov)). Additional guidance will be provided upon approval.

**Before requesting approval for an off-site clinic, the following items, including equipment requirements, must be met. Additional information is required with submission of request form and completion of the off-site clinic.**

PRIOR TO REQUESTING APPROVAL FOR A OFF-SITE CLINIC:		
Yes	No	Designate a fully trained Off-site Vaccine Coordinator to ensure all procedures and guidelines for vaccines are followed. The Off-site Vaccine Coordinator must be present during the entire off-site clinic.
Yes	No	<b>Portable refrigerator/ freezer and/or conditioned qualified pack-out designed to transport vaccines.</b> <ul style="list-style-type: none"> <li>• Soft-sided coolers and/or vaccine shipping containers are <b>NOT</b> allowed.</li> </ul>
Yes	No	<b>Digital data logger with a current, valid certificate of calibration, must meet CDC requirements (set to record every 1-15 minutes).</b> <ul style="list-style-type: none"> <li>• Digital data logger(s) required for each portable refrigerator/freezer and/or qualified certified pack-out.</li> <li>• Detachable buffered probe that best reflects vaccine temperatures (e.g., a probe buffered with glycol, glass beads, sand, or Teflon®).</li> <li>• Alarm for out-of-range temperatures.</li> <li>• Low-battery indicator.</li> </ul>
Yes	No	<b>The ability to document and record temperatures every hour for the duration of the off-site clinic.</b> <ul style="list-style-type: none"> <li>• Date, time and staff initials are required every hour for the duration of the off-site clinic.</li> <li>• Interval may vary depending on storage of your vaccines during your off-site clinic.</li> <li>• Documentation will be required.</li> </ul>
Yes	No	<b>Inventory of publicly-funded vaccine for off-site clinic.</b> <ul style="list-style-type: none"> <li>• Vaccine (Product)</li> <li>• Expiration</li> <li>• Lot Number</li> <li>• NDC</li> <li>• Quantity</li> </ul>
Yes	No	<b>All vaccine forms, including but not limited to:</b> <ul style="list-style-type: none"> <li>• VFC eligibility screening tools</li> <li>• Current VIS</li> <li>• Administration data reported to USIIS</li> </ul>
Yes	No	<b>In the event of a temperature excursion, an emergency response plan is in place to allow for immediate action.</b> <ul style="list-style-type: none"> <li>• Additional information will be required.</li> </ul>
Yes	No	<b>Emergency medical kit is available at the off-site location for the duration of the clinic.</b> <ul style="list-style-type: none"> <li>• including epinephrine and equipment for maintaining an airway.</li> </ul>
Yes	No	<b>All vaccination providers at the off-site clinic are certified in CPR.</b> <ul style="list-style-type: none"> <li>• Staff are familiar with signs and symptoms of anaphylaxis.</li> <li>• Staff know their role in the event of an emergency.</li> <li>• Staff know the location of epinephrine and have been trained in indications and use.</li> </ul>
Yes	No	<b>Adequate infection control supplies on site, including but not limited to:</b> <ul style="list-style-type: none"> <li>• Biohazard containers</li> <li>• Hand hygiene</li> <li>• Sharps containers</li> <li>• Sterile needles</li> <li>• Adhesive bandages</li> <li>• Syringes</li> <li>• Individually packaged sterile alcohol wipes</li> </ul>

If "**NO**" to any of the above requirements, you are not eligible to hold an off-site clinic and your request for approval will be denied.

Facilities holding off-site vaccination clinics without prior approval may be subject to fines, request for reimbursement or termination from program. Contact [vacteam@utah.gov](mailto:vacteam@utah.gov) for additional assistance and guidance.