



## TRIBAL EMERGENCY VACCINE DISTRIBUTION DEFAULT ACCESS PROCESS SELECTION FORM

In Washington State, Tribes have the choice of two distinct processes for accessing vaccines during public health emergencies. This form is designed to document each Tribe's default process choice and will be retained by the Washington State Department of Health Office of Immunization and Child Profile to be activated during public health emergency responses, as needed.

The \_\_\_\_\_ **Tribe** understands that, during a public health emergency, tribes may access vaccines through two distinct processes.

Option #1: The Tribe can function as a provider within its local health jurisdiction, or

Option #2: The Tribe can function as an independent jurisdiction.\*

In the interest of preparedness, and to assure the Tribe receives population-appropriate vaccine as quickly as possible during an emergency, **the Tribe selects Option # \_\_\_\_\_ as the default process.** The Washington State Department of Health Office of Immunization will document this choice and initiate emergency vaccine distribution efforts based on this choice.

However, because every emergency situation is different, and to honor tribal sovereignty, the Tribe may decide to utilize the other option for any specific incident. The Tribe may also choose to change its default option at any time.

\_\_\_\_\_  
**Name of Tribal Representative**

\_\_\_\_\_  
**Signature of Tribal Representative**

\_\_\_\_\_  
**Title of Tribal Representative**

\_\_\_\_\_  
**Date of Signature**

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**The primary tribal contact(s) for vaccine distribution is(are):**

\_\_\_\_\_  
**Name of Primary Contact for Vaccine Distribution**

\_\_\_\_\_  
**E-Mail Address**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Name of Primary Contact for Vaccine Distribution**

\_\_\_\_\_  
**E-Mail Address**

\_\_\_\_\_  
**Telephone**

\* Tribes that select Option 2 understand the requirements outlined in the document "Vaccine Distribution Requirements for Jurisdictions During a Public Health Incident Response" and attest they have the capacity to meet the requirements.



## **OPTION 1: TRIBES ACCESSING VACCINE AS A PROVIDER WITHIN ITS LOCAL HEALTH JURISDICTION DURING PUBLIC HEALTH EMERGENCIES**

This outline provides an example of the process for tribes to access vaccine during public health emergencies as a provider within its local health jurisdiction. The actual process may vary depending on the nature of the incident and the local health jurisdiction.

1. Call your county health department/district's Immunization Nurse/Program to discuss your vaccine needs. The nurse will likely request that your Tribe complete a vaccine provider agreement (per the Washington State Department of Health's requirements).

The Immunization Nurse/Program will likely send you the form via email or fax.

To complete the contract, you will likely need the:

- a. Vaccine delivery address
- b. Delivery times and special instructions
- c. Contact information for your vaccine coordinator (and his/her back up)
- d. Signature of the Medical Director and his/her medical license number

You may also be asked to complete a checklist to show that your Tribe is able to receive, store, and dispense vaccine. This checklist will likely address: vaccine coordinator responsibilities, refrigerator and thermometer requirements, reporting requirements, and reporting adverse events or vaccine loss.

2. Submit the agreement directly to the county health department/district's Immunization Program, unless directed differently. The Immunization Program may ask for you to submit the agreement via fax or email for expediency and to mail them the original signed agreement.
3. The vaccine will likely be shipped directly to the county health department/district from DOH and/or the vaccine manufacturers. The county health department/district will contact you when your vaccine allotment has arrived to arrange for your Tribe to pick up your allotment.

### **Note:**

- This process may change and depends on requirements from the Washington State Department of Health
- There are several potential advantages to ordering vaccine directly with the county health department/ district, including:
  - Ease of finding out who to contact (smaller staff than State; tribe may already have established relationships with the county health district / department)
  - Ease of transferring unused vaccine or requesting additional vaccine
  - Having one point of contact that can provide all the needed information
  - Connects you to what is going on locally



## **OPTION 2: TRIBES ACCESSING VACCINE AS INDEPENDENT JURISDICTIONS DURING PUBLIC HEALTH EMERGENCIES**

This outline illustrates the process for tribes to access vaccines directly from the Washington State Department of Health (DOH) as independent jurisdictions during public health emergencies.

1. The Tribe must complete, sign and submit to DOH a Tribal Emergency Vaccine Distribution Default Access Process Selection Form.
2. The Tribe must inform the DOH whenever there is a change in tribal contacts for Public Health Emergencies by submitting new contacts' names, titles, email addresses and telephone numbers, and notifying when a contact on record needs to be deleted from the list. Contact information should be submitted to: Jan Hicks-Thomson, [jan.hicks-thomson@doh.wa.gov](mailto:jan.hicks-thomson@doh.wa.gov).
3. At the time the incident response begins, DOH will contact the tribal representatives on file to provide information and request population- and community-specific data.
4. DOH will report to the Tribe the amount of vaccine available and provide instructions to the Tribe on ordering vaccine.
5. DOH will provide updates regarding vaccine availability and expected delivery timelines.
6. DOH will provide updates regarding reporting requirements.
7. Vaccine will be delivered directly to the location designated by the Tribe that meets requirements for storing the vaccine.
8. The Tribe will adhere to the requirements outlined in the documents titled "Vaccine Distribution Requirements for Jurisdictions During a Public Health Incident Response" for the duration of the response and after-action.

As a lead for vaccine distribution in a public health incident response each jurisdiction is responsible for meeting the requirements listed in this document. The requirements may vary based on the nature of the incident response.

**Requirements for Vaccine Distribution during an Incident Response**

- Follow federal guidance related to federal assets during the response event.
- Follow federal guidance related to prioritization during the response event.
- Identify primary and back-up contacts for all aspects of vaccine management and reporting.
- Determine which clinics in the jurisdiction to ship vaccine to and make sure each clinic signs and follows the requirements of the Provider Agreement.
- Provide relevant data to the Department so that initial vaccine allocations can be determined.
- Collaborate with other LHJs or tribes to meet vaccine ordering minimum requirements if needed.

All jurisdictions must assure clinics receiving vaccine from them follow federal guidelines for vaccine storage, handling, management, redistribution and use.

**Requirements for Vaccine Receipt, Storage, Handling, Accountability and Redistribution:**

1. Vaccine Storage and Handling: Each Jurisdiction Must Assure That:
  - Storage and handling best practices are in place at every site receiving vaccine.
  - Appropriate refrigerator and freezer storage equipment and thermometers are in place.
  - Storage temperatures are documented twice daily and written temperature logs are maintained.
  - The Department is contacted immediately if a storage incident occurs and corrective action is put in place to prevent further incidents.
  - All vaccine waste, spoilage or expiration are documented and reported to the Department.
2. Vaccine Redistribution -- Each Jurisdiction Must Assure:
  - The cold chain is maintained and monitored throughout the redistribution process.
  - Adequate packing equipment is used if vaccine is redistributed.
  - Transportation of the vaccine meets federal security requirements.
  - Vaccine is transported in a timely manner without risk of breaking the cold chain.
3. Vaccine Ordering, Receipt and Reporting – Each Jurisdiction Must Assure:
  - Vaccine shipment accuracy and viability, and any shipment problems are reported to the Department.
  - Vaccine inventory, doses administered and federal and state reports are completed and submitted as directed.
4. Adherence to Federal Guidelines for Screening, Administration and Documentation:
  - Administer vaccine based on Advisory Committee on Immunization Practices (ACIP) recommendations.
  - Document patient eligibility and immunization data as required by law in the patient record.
  - Provide Vaccine Information Statements (VISs) and discuss contraindications with each patient.
  - Use appropriate needle lengths, and prepare syringes 'just in time' prior to vaccination.
  - Report all Vaccine Adverse Events as directed.
  - Maintain all vaccine related records for at least 3 years