



# Push Partner Activation Instructions

September 00, 20XX

## SAMPLE

### Picking Up Vaccine and Supplies

After the Kent County Health Department (KCHD) receives your Activation Form, we will begin packaging your vaccine and supplies, as applicable. Your order will be available for pick-up XXX hours after we receive your form.

**Pick-Up Location:**     **Kent County Health Dept.— Shipping/Receiving Area (on west side of building)**  
                                  **700 Fuller Ave NE**  
                                  **Grand Rapids, MI 49503**

**Time:**                    **Between 8:15 am and 4:45 pm**

**To verify that your vaccine is ready to pick-up call 632-XXXX**

The following checked documents will accompany your vaccine and supplies. [They will also be available at [www.accesskent.com](http://www.accesskent.com)]:

- Standing orders
- Temperature Control/Inventory Log.
- Vaccine Information Statement (VIS)
- Patient Screening/Tracking form
- MCIR scan forms
- Etc...

### Safety and Security Guidelines

- Federal and state guidelines: Escort is/is not (circle one) required to accompany the courier.
- Local law enforcement guidelines: No specific guidelines at this time.
- Etc...

### Transport and Cold-Chain Management

Couriers must bring the following in order to receive vaccine:

- Employer or government issued ID (e.g. Michigan Driver's License is acceptable).
- Cooler or other pre-approved container for transporting vaccine.
- Ice, cold packs or other pre-approved means of maintaining the appropriate temperature.
- Packing materials, if needed, to separate vaccine from ice.
- Etc...

### Vaccine Storage and Handling Plan

- Call 632-XXXX to notify KCHD when the vaccine reaches your site.
- Inventory must be tracked and temperature logs must be maintained.
- Etc...

### Vaccinations

- For each vaccine recipient, provide a VIS, and complete a screening/tracking form and a MCIR form.
- Notify KCHD if a vaccine recipient experiences an unusual adverse reaction to the vaccine.
- If you need more vaccine, contact KCHD to see if additional vaccine is available
- Etc...

For questions, call Dayna Porter, Emergency Preparedness Coordinator, at 616-632-7168.