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]:

- [ ] 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.