**Routine and Emergency Vaccine Management Plan (REVMP) Completion Checklist**

The following checklist is designed to assist you in completing the REVMP for approval. **All areas must be completed.** (i.e., Check boxes as applicable, all information boxes, signatures). Failure to complete all areas will result in REVMP rejection and a delayed approval.

- **STAFF ROLES AND CONTACT INFORMATION**
  - Complete contact information
  - List staff and roles. Include contact information

- **COVID-19 REQUIRED TRAINING LOG**
  - List designated vaccine management personnel and have them sign and acknowledge that they have completed required training.
  - Primary and Back-up Vaccine Coordinators must complete CDC’s 4 COVID-19 Vaccine Training Modules

- **KEY DUTIES, EQUIPMENT, INVENTORY MANAGEMENT (PAGES 3-7)**
  - Review and acknowledge the following requirements by checking the box next to each item
  - Mark “NA” by the duty if it does not apply to your organization

- **VACCINE FINDER**
  - Define your process for submitting COVID-19 inventory to Vaccine Finder daily

- **VACCINE STORAGE UNIT INFORMATION**
  - Complete all information boxes

- **DIGITAL DATA LOGGER AND CALIBRATION INFORMATION**
  - Complete all information boxes

- **USEFUL EMERGENCY NUMBERS AND CONTACTS**
  - Complete all information boxes
  - List all emergency contacts in order of contact

- **GENERATOR AND ALTERNATE VACCINE STORAGE LOCATIONS**
  - Identify if the location has a generator and its location
  - Two alternate storage locations are required if you do not have a generator and cannot be private residences.
- Ensure alternate storage locations must have vaccine storage units and continuous temperature monitoring equipment that follows requirements outlined by VPDIP and the CDC Storage and Handling Tool.

□ GENERATOR TESTING

- If you have a generator and no back-up locations, ensure the generator is tested quarterly and serviced once a year.
- Record the last date that the generator was tested and serviced.
- Sign and date each time this occurs during the year. The REVMP does not need to be re-submitted each time the generator is tested or serviced, but it will be reviewed during routine and drop-in site visits.

□ OTHER USEFUL EMERGENCY INFORMATION (PAGES 13 -14)

- Complete all information boxes

□ ACKNOWLEDGE AND SIGNATURE LOG

- Complete all information boxes

□ SUBMISSION OF PLAN

- Prior to submission, ensure all information and check boxes have been completed accordingly.
- Ensure all information matches the profile information submitted on your application. (I.e., storage unit make and models, DDL make, model, and calibration dates, primary and secondary coordinators)
- Upload REVMP to your RedCap Provider Profile in the supplemental documentation area.
- Email vaccine.storage@tn.gov to notify of completed upload. The plan will be review and any needed changes will be communicated.
- If you are unable to upload the document you may submit it to vaccine.onboarding@tn.gov or vaccine.storage@tn.gov