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To: Maine Immunization Program Providers
From: Maine Immunization Program
Subject: 2020 Maine Immunization Program Required Documents
Date: January 2, 2020

Please take note of the following Maine Immunization Program required documents due by January 31, 2020:

ImmPact User Agreements:

- [Vaccine Coordinators](#) – Primary Vaccine coordinators for sites receiving state-supplied vaccine
- [Non-Vaccine Locations](#) – Individual users at schools, WIC, and non-vaccine sites
- All other individual user agreements should be kept on file at your facility. A copy of these do NOT need to be sent to the Maine Immunization Program but should be readily available for review during site visits.
- ALL ImmPact user agreements must be signed, dated and sent to the Maine Immunization Program AFTER January 1, 2020.

Annual Education Requirement:

All primary and back-up Vaccine Coordinators must take the Annual Education Requirement modules yearly. Vaccine Coordinators must take BOTH the *Vaccines for Children (VFC) Education* module and *Vaccine Storage & Handling* module. The Maine Immunization Program will receive notice once you have completed these modules. You do not need to fax us the Confirmation Email you receive once you have successfully completed the education requirement. Both modules can now be accessed and completed on our website at: <https://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/annual-education-requirement.shtml>

Calibration Certificates:

We require all data loggers to be calibrated and ready for use at all times. Please fax or email a copy of your Calibration Certificates by January 31, 2020 for any data loggers (both primary and back-up) in your possession.

Varicella Eligibility Form:

[Varicella Eligibility Form](#) – All sites receiving varicella vaccine must complete and submit a Varicella Eligibility Form to the Maine Immunization Program prior to January 31, 2020. Please note that only stand alone and medical grade freezers are allowed for varicella vaccine storage. Storing frozen vaccine in the freezer section of a household style refrigerator/freezer unit is NOT allowed.

Please be sure to include your VFC PIN on all documents.

As a recap, the following are due to us by **January 31, 2020**:

- User Agreements
- Annual Education for primary and back-up Vaccine Coordinators
- Calibration Certificates
- Varicella Eligibility Form (for sites ordering varicella)

Thank you for all that you do for the Maine Immunization Program and the children of Maine.