



City and County of San Francisco
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SFDPH Adult Hepatitis Vaccine Program Guidelines

About the SFDPH Adult Hepatitis Vaccine Program

The San Francisco Department of Public Health (SFDPH) Communicable Disease Prevention Unit (CDPU) provides hepatitis A and B vaccine to local organizations at no charge. SFDPH hepatitis vaccine recipients agree to administer the vaccine according to program guidelines on patient eligibility, appropriate use of the vaccine, proper storage and handling practices, and accurate reporting of vaccine usage.

Eligible Organizations

Eligible organizations include local public health centers, nonprofit organizations, and community organizations who serve clients who are low-income and under-insured or uninsured. The organization must designate a Provider of Record to be responsible for the clinic's overall compliance with SFDPH requirements. Candidates are typically licensed as a Medical Doctor (MD), Doctor of Osteopathy (DO), Nurse Practitioner (NP), Physician assistant (PA), Pharmacist, or a Certified Nurse Midwife with prescription-writing privileges in the state of California.

You must be an approved CDPU vaccine partner to receive hepatitis vaccine from our distribution program. New organizations should contact us at immunization@sfdph.org or (415) 554-2955 to inquire about eligibility.

Program Overview

Eligible Patients and Hepatitis Vaccine Administration

Your organization must administer SFDPH-supplied hepatitis vaccine only to clients who are

- Medically eligible to receive the vaccine, AND
- Low-income, AND
- Either under-insured or uninsured, AND
- Are recommended for adult hepatitis vaccination as defined by the most recent CDC Advisory Committee on Immunization Practices guidance
 - [Hepatitis A Recommendations](#)
 - [Hepatitis B Recommendations](#)
 - Combined HepA/B Vaccine may be offered to any unvaccinated adult with risk factors for both HAV and HBV.

In addition:

- No charge will be made for the vaccine itself. Provider will charge no vaccinee or third party more than the maximum allowable under the patient's health coverage or the maximum reimbursable by Medi-Cal as a fee for administering the vaccine.
- Persons wishing to be vaccinated, but unable to pay an administration fee cannot be turned away.
- Patients must be screened for contraindications before vaccine administration.
- Each person receiving hepatitis vaccine should receive a copy of the appropriate [Vaccine Information Statement \(VIS\)](#).

SFDPH may review records to ensure compliance with the above eligibility and administration guidelines.

Record Keeping and CAIR Data Entry

For each hepatitis immunization given, providers must retain a record that includes vaccine and manufacturer, lot number, expiration date, patient's first and last name, patient's zip code, date of birth, date immunization given,

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and edition date of the Vaccine Information Statement (VIS). We recommend collecting race/ethnicity data if possible, and any minimum data fields required in CAIR not listed here. Records should be maintained for a period of at least 3 years.

SFDPH vaccine program partners are required to enter doses into the [California Immunization Registry \(CAIR\)](#). If your program does not have a CAIR account, contact the CAIR Help Desk at (800) 578-7889 or email CAIRHelpdesk@cdph.ca.gov.

Vaccine Usage Reports

Program participants are required to submit a Semi-Annual Usage Report with an accurate accounting of vaccine usage. Usage reports are typically due in July and January.

Vaccine Storage and Handling

Program participants must designate a Vaccine Coordinator and Backup Coordinator who are responsible for ensuring their site's adherence to all storage and handling guidelines as outlined in the current [SFDPH Vaccine Management Resource Guide](#)

Hepatitis vaccine should be stored in a refrigerator at 2° - 8° C (36° - 46°F) where temperatures are monitored and recorded twice daily. Sites are required to use a digital data logger (DDL) for temperature monitoring. Free temperature logs can be ordered or downloaded at no cost from the San Francisco Department of Public Health at: www.sfdcph.org/request_materials.

SFDPH conducts periodic site visits to program participants, to ensure that hepatitis vaccines are stored and handled according to the above standards. We are also available to assist as needed if your site encounters barriers to meeting vaccine storage and handling requirements or would like training for new or existing staff.

In the event of a temperature excursion, label all exposed vaccine "DO NOT USE" and contact the manufacturer about the viability of doses. You must notify the SFDPH Immunization Program as soon as possible and complete a [Storage and Handling Incident Summary](#) form to document what happened and the outcome.

Vaccine Pickup, Return, and Transportation

Vaccine will be distributed to awardees throughout the year, based on the needs of each organization and the availability of vaccine. Organizations should place orders as needed using the [Adult Vaccine Request Form](#) and emailing (preferred) or faxing it to the SFDPH IZ Program. Once an order is filled, program participants must come to the SFDPH Immunization Program office to pick up vaccine.

Vaccine should be transported in a hard sided cooler with a data logger, conditioned ice packs, and a minimum of 2 inches of bubble wrap to maintain temperatures within 2° - 8° C (36° - 46°F) during transport. For further guidance, please see the "[Transporting Refrigerated Vaccine](#)" guide in the Vaccine Management Plan. Contact the SFDPH Immunization Program before returning vaccine. Do not discard vaccine. Notify SFDPH as early as possible if your organization has viable hepatitis vaccine doses you will not be able to use so that they can be redistributed to other organizations. Do not remove unused vaccines from original boxes.

How to Participate

Approved CDPU Providers will be asked to apply/re-enroll and estimate their annual request for hepatitis vaccine in January of each year and submit a signed SFDPH Hepatitis Vaccine Usage Agreement. While we do our best to meet the need of our vaccine partners throughout San Francisco, CDPU vaccine availability is based on our annual program budget, and we cannot guarantee that programs will receive their entire request. New partners may be admitted to the program as funding allows, please contact us at immunization@sfdph.org or (415) 554-2955 to inquire about eligibility.