

# Technical Guidelines for Vaccination Against Pandemic Influenza Virus

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## Annex C.

### Examples of Checklists

#### Introduction

Annex 2 provides examples of **checklists** to evaluate the progress made on the pandemic influenza vaccination plan and to provide guidelines for preparing or improving the plan with an emphasis on timely, safe, and well-documented vaccine distribution operations pursuant to the *WHO Pandemic Vaccine Deployment Guidelines*. These checklists are not exhaustive, and countries can add to or adapt them to their national contexts.

These checklists can be used to support supervision efforts or advisory services or can be self-managed to develop a vaccination plan.

#### Suggestion

If these checklists are to be used as a means for obtaining useful data and information, the following should be taken into account:

- 1) Checklist users **must** be familiar with their country's influenza pandemic preparedness plan;
- 2) Users **must** be familiar with the country's pandemic vaccination plan, which includes distribution of the pandemic influenza vaccine within seven days;
- 3) Users or interviewers must receive training on how to use the checklists;
- 4) The following general rules should be followed to obtain *the most impartial* data and information:
  - a) Users should study each list to ensure that they understand its objective and the purpose of each question;
  - b) Users should explain to interviewees that the purpose of the visit is to improve and reinforce preparations to distribute the pandemic vaccine within a seven-day period and to develop the vaccination plan;
  - c) Users should explain to interviewees that the responses will be "Yes," "No," or "I don't know," and that little real data will be requested. The interviewee should be given a copy of the checklist so that he or she can follow the questions, have a better understanding of what is being asked, and answer more quickly. This will decrease the number of times that a question has to be reworded;
  - d) Users should not coach the interviewee's answers. If the person does not understand a question, the user should repeat or reword the question, but should never express it in such a way as to elicit the desired response, such as, for example: "This pencil is green, right?"
  - e) Users should explain to the person that the answer "I don't know" is acceptable;
  - f) Users should be prepared to provide feedback to the interviewee;
  - g) In some instances, the person answering the questions may want to consult with colleagues to help him or her with information. In these cases, the interviewee will be told that he or she can consult with others, but only the interviewee can respond;
  - h) Experience shows that if two supervisors are conducting the checklist interview, only one of them should ask the questions. The other should write down the answers on a copy of the checklist and remain silent throughout the interview to prevent bias and keep the process from becoming confusing. The advantage of this approach is that the responses and data can be reliably recorded while the other supervisor calmly asks the questions;
  - i) The purpose of the checklist is to make an objective determination of readiness to introduce and distribute the pandemic vaccine within a maximum of seven days at the level at which the checklist and vaccination action plan are applied.

## General Checklist

- Use a blue or black pen and write clearly
- Check (✓) the appropriate box for **each** question answered

**Name and position [of person answering or providing information for this checklist]:** ... ..

.....

.....

**Establishment name:** ... ..

Public  Private

**Location name:** ... ..

Rural  Urban

**Level being examined:**

<p><b>At what level is this checklist being applied?</b></p>	<p><input type="checkbox"/> <b>National</b></p> <p><input type="checkbox"/> <b>State</b></p> <p><input type="checkbox"/> <b>Provincial</b></p> <p><input type="checkbox"/> <b>District</b></p> <p><input type="checkbox"/> <b>Another (specify) _____</b></p>
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General Checklist	Yes	No	I don't know
1. Are you familiar with the Pandemic Influenza Response General Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the national plan include a vaccination component? If the answer is "No" or "I don't know," go to the next question.	<input type="checkbox"/>	<input type="checkbox"/>	
3. If the national plan does not include a vaccination component, is it included in the National Vaccination Program? If the answer is "No" or "I don't know," use the forms annexed to this document to design the vaccination plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Bearing in mind the amount of the vaccine that you are going to receive and your country's objectives, have you prioritized the population groups or subgroups that you are going to vaccinate? If the answer is "No" or "I don't know," use the forms annexed to this document to design the vaccination plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Protection of the health care system's integrity and basic infrastructure</b>	Number of people	% of the total population	% of the population to be vaccinated
a) Physicians			
b) Nursing personnel			
c) Paramedical personnel			
d) Laboratory personnel			

General Checklist	Yes	No	I don't know
e) Vaccinators, brigade members, field staff, etc.			
f) Others			
g) Public service workers			
h) Armed Forces			
i) Police			
j) Other sectors			
<b>6. Reduction of mortality and morbidity</b>	<b>Number of People</b>	<b>% of the total population</b>	<b>% of the population to be vaccinated</b>
a) Pregnant Women			
b) Patients over 6 months old with risk factors * *Heart disease, chronic pulmonary diseases (asthma, emphysema, chronic bronchitis), morbid obesity (BMI=>40), diabetes mellitus, immunocompromised neuromuscular diseases (cerebral palsy, muscular dystrophy, sclerosis)			
c) Children from 6 to 23 months			
d) Children from 2 to 4 years old			
e) School children from 5 to 18 years old			
f) Healthy young adults between 19 and 49 years old			
g) Indigenous people			
h) People over 50 years old			
i) Others			
<b>7. Does coordination with the following committees exist at all levels?</b>	<b>Yes</b>	<b>No</b>	<b>I don't know</b>
a) Political and advocacy committees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Mass communication committees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Technical/managerial committees that include a Committee on Immunization Practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Are the following logistical aspects of the campaign included at all levels?</b>			
a) Is there a person in charge of managing all logistical aspects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Is there an information subsystem for all logistical aspects including the movement of vaccines to the local level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Is there a telecommunications system for exchanging information among the levels involved in distribution (radio, cellular telephones, e-mail)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Are there resources to guarantee the safety of people, equipment, and installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Is there a staff training program on logistics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Is there a mechanism for managing the waste produced each day, in terms of its collection and final disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Have vaccination personnel been trained on introduction of the pandemic vaccine?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Is there a specific social communication and mobilization plan for pandemic influenza vaccination?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Is there a surveillance system of events supposedly attributable to vaccination or immunization (ESAVIs) adapted to the pandemic vaccine?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. Has a national ESAVI investigation and monitoring team been formed?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Checklist	Yes	No	I don't know
13. Does the vaccination plan include an injection safety component?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is there an automatic way to record and consolidate vaccination data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Does the vaccination plan include a supervision component?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Does the evaluation include rapid coverage monitoring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Is some type of investigation (operational, epidemiological, and economic) planned during the vaccination campaign?			
18. Is there a plan for documenting the conclusion of vaccination activities and drafting a report on activities and lessons learned?			

### Organization and Planning Checklist

Organization and Planning Questions	Yes	No	I don't know
1. Have you been invited by other ministries, civil authorities, NGOs, the military, or other institutions to participate in a distribution and logistics plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the distribution plan been disseminated to all the organizations that will be involved in its implementation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have governmental, political, or civil authorities been informed of the components and needs for additional resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have measures been adopted to ensure the mobilization of additional resources to reduce gaps and provide the resources needed for distribution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a national policy on sanitary waste disposal, with specific instructions on hazardous waste disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the plan include a budget estimate for purchasing syringes and safety boxes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Programming and Microprogramming Checklist

Programming and Microprogramming Questions	Yes	No	I don't know
1. Has the person or office responsible for distribution documented the plan's components?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the possibility of distributing the vaccine in several phases been raised due to the staggered arrival of the vaccine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have the places with a high degree of staff rotation that would need retraining in the microprogramming methodology been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have microprogramming forms been adapted to the new groups to be vaccinated against pandemic influenza?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do local and municipal microprogramming include an estimate of the syringes needed based on the population to be vaccinated per community, route, and municipality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have routes and places been identified where special strategies would entail <b>additional</b> financing for vaccination brigades (food, transportation, fuel expenses)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has an estimate been made of the number of days needed to cover the area of influence, as per the health service and municipality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Programming and Microprogramming Questions</b>	<b>Yes</b>	<b>No</b>	<b>I don't know</b>
8. Has the total budget been prepared, including any additional funding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Has the shortfall (gap) between what is needed and what is obtained after negotiating with local financing sources been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Has the microprogramming summary detailing the resources needed been sent to the higher level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **Vaccination Safety Checklist**

<b>Vaccination Safety Questions</b>	<b>Yes</b>	<b>No</b>	<b>I don't know</b>
1. Is there an automated system for collecting ESAVI reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a plan to address ESAVIs or crisis-generating situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a team of trained personnel to follow up on ESAVIs at the national and state/departmental levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have needle prick accidents been reported in the last 6 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the country ensured that care will be provided free of cost for patients with ESAVIs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have mechanisms been designed to inform the spokesperson about crisis cases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have the people who will participate in the group of experts or advisers on the crisis committee been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there a schedule for the meetings of the group of experts and for providing conclusions to the spokesperson?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **Logistics Checklist**

<b>Logistics Questions</b>	<b>Yes</b>	<b>No</b>	<b>I don't know</b>
1. Has a plan been designed to distribute the pandemic vaccine and other supplies? <i>If the response is "No" or "I don't know," use the descriptive forms annexed to this document to design the plan.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do <i>you</i> have the resources needed to ensure effective distribution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you or the person responsible for coordinating the national pandemic response created a decision tree to resolve potential problems with the distribution of the vaccine and other supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Will this distribution plan guarantee delivery of the pandemic influenza vaccine to all distribution points within seven days maximum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **Cold Chain and Storage Checklist**

<b>Cold Chain and Storage Questions</b>	<b>Yes</b>	<b>No</b>	<b>I don't know</b>
1. Within your area of responsibility, what percentage of health services have sufficient cold boxes or containers to distribute the pandemic vaccine to distribution points within seven days?	___%	<input type="checkbox"/>	<input type="checkbox"/>

Cold Chain and Storage Questions	Yes	No	I don't know
2. Are the cold boxes or containers in good enough condition to be used to distribute the vaccine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. What percentage of cold boxes and containers can maintain the appropriate cold chain <sup>1</sup> to transport the pandemic influenza vaccine?	__%	<input type="checkbox"/>	
4. How many cold storage rooms (#) and warehouses (#) are in good condition?	____; ____ (number) (number)		
5. What percentage of national and subnational warehouses have automatic auxiliary generators if a power outage occurs?	____%		<input type="checkbox"/>
6. What percentage of cold storage rooms have automatic temperature readers?	____%		<input type="checkbox"/>
7. Does the current distribution component include the amount or volume of the vaccine that should be sent to each distribution point and vaccination service location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the current distribution component include the amount of cold boxes and other containers needed to ship vaccines and other supplies to each site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the current distribution component include storage facilities for large amounts of vaccines and other supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Has the need for cold boxes, vaccine carriers, and ice packs been identified in local and municipal microprogramming?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Has a microprogramming report on the need for cold boxes, vaccine carriers, and ice packs been sent to the next higher level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Supply Transportation Checklist

Supply Transportation Questions	Yes	No	I don't know
1. Has the head of logistics created a map of vaccination and other supply routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has a map of the transportation network been created at your level or for the whole country?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have transportation (vehicle) gaps been detected at each level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has support been requested from other ministries, the armed forces, police, civil authorities, or NGOs for additional transportation as needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the current distribution component include the list of the distribution sites classified according to the type of transportation that should be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the current distribution component include a timetable of the hours and dates for sending out each vaccine order or other supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the current distribution component include an estimate of the additional resources needed to support transportation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> "Maintenance of the cold chain" refers to the number of hours that a cold box or portable container, correctly packed with ice packs or ice, will keep the **pandemic vaccine** between 2°C and 8°C (not above 10°C, nor below 0°C) at local ambient temperatures.

## Logistics Information Checklist

Logistics Information Questions	Yes	No	I don't know
1. Does the Ministry of Health or another institution have a management information system <sup>2</sup> or some similar tool that could support the planning and implementation of pandemic vaccine distribution?	<input type="checkbox"/>		<input type="checkbox"/>
2. What type of system exists for managing inventories <sup>3</sup> as a means of following up on the receipt, storage, and shipment of lots or boxes of vaccines and other supplies? a) Manual b) Electronic	a) <input type="checkbox"/> b) <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
3. How is information on receipt, storage, and shipment sent from the inventory management system? a) By post b) Electronically by computer, using programs such as Excel c) Through Internet d) Other (specify): _____	a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/> d) <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Have you or the office responsible determined what information is critical at each level for monitoring distribution activities and logistics and for providing information to authorities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you consulted with the information technology (IT) office or your superiors to determine what needs to be improved or changed in the current information and inventory management systems in order to meet distribution requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there resources available or a budget approved to cover costs for improving or acquiring computer programs to manage inventories based on distribution needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has it been confirmed whether health services that will store vaccines and supplies are using the same inventory management system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. In your area of responsibility, what percentage of health services or providers using the same inventory management system can: a) Track the receipt of vaccines and other supplies? b) Record orders or shipments?	a) ___% b) ___%	<input type="checkbox"/> <input type="checkbox"/>	
9. In your area of responsibility, what percentage of health services or providers using the same information management system can provide information: a) daily? b) weekly?	a) ___% b) ___%	<input type="checkbox"/> <input type="checkbox"/>	

<sup>2</sup> The term "management information system" refers to any system that (a) systematically collects, integrates, processes, or stores information based on a series of rules received from users, units, departments, and other sources and (b) supplies that information to the administration and other users to support its operations. In its most simple form, the information gathered is generally determined by the goals and objectives of the users and the activities or mission of the organization in general.

<sup>3</sup> An inventory management system is an active control program that provides information on the amounts, status, and location of inventory in a warehouse or storage unit to help manage related activities, such as issue of orders, receipt, filling out forms, and shipment of these supplies.

## Telecommunications Checklist

Telecommunications Questions	Yes	No	I don't know
1. Does the current distribution component include communication equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the Ministry of Health or other pertinent office drafted a plan with other ministries (including the police and army) to coordinate communications during the distribution of the pandemic influenza vaccine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you documented the communications capacity needed to ensure that data is received and sent in all shipment areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have a list of telecommunications systems and equipment and information on owners or government users (ministries, police, army)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. How many different telecommunications systems are there in your area?	_____ (number)		<input type="checkbox"/>
6. How many of these systems can communicate with each other (send and receive information) without having to change equipment?	_____ (number)		<input type="checkbox"/>
7. Setting aside current problems in the exchange of information, could a combination of all the systems in use by different governmental offices provide general geographic coverage for the telecommunications needed in the entire country or the region where you work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. If private contractors will be used, have you or the responsible office verified their capacity to communicate with all areas of the country or the region they will be assisting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. What is the percentage of state vehicles in circulation with radios or cell phones to communicate with the office(s) being served?	_____ %		<input type="checkbox"/>
10. What is the percentage of private transportation (provided or hired) with radios or cell phones to communicate with the offices being served?	_____ %		<input type="checkbox"/>
11. Is there a backup plan in the event of a major interruption in communication (cell phones, landlines), such as alternate lines or Internet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Safety Checklist

Safety Questions	Yes	No	I don't know
1. Is there a written plan to guarantee the safety of personnel during an emergency or campaign? (It could be a general plan for various situations or one specific plan for anti-pandemic activities.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the pandemic preparedness plan state that security personnel will be assigned to protect health personnel that distribute or administer the pandemic vaccine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the preparedness plan state that you or the office responsible will determine high-risk areas where additional security measures, such as assignment of security personnel, will be needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Waste Management Checklist

Waste Management Questions	Yes	No	I don't know
1. Does the current distribution component include waste disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Were there problems in previous vaccination campaigns with the hazardous waste generated over one-week periods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Waste Management Questions	Yes	No	I don't know																								
<p>3. What caused the problems?  <i>Check (✓) the appropriate box (urban or rural) to indicate the method(s) used in your area.</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Lack of access to other elimination installations</td> <td style="width: 15%;">Urban <input type="checkbox"/></td> <td style="width: 15%;">Rural <input type="checkbox"/></td> <td style="width: 10%;"></td> </tr> <tr> <td>Lack of transportation to transfer waste</td> <td>Urban <input type="checkbox"/></td> <td>Rural <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Non-operational equipment</td> <td>Urban <input type="checkbox"/></td> <td>Rural <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Lack of funds to pay for transportation</td> <td>Urban <input type="checkbox"/></td> <td>Rural <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Lack of funds to pay a private contractor</td> <td>Urban <input type="checkbox"/></td> <td>Rural <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Other (specify): _____</td> <td>Urban <input type="checkbox"/></td> <td>Rural <input type="checkbox"/></td> <td></td> </tr> </table>				Lack of access to other elimination installations	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>		Lack of transportation to transfer waste	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>		Non-operational equipment	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>		Lack of funds to pay for transportation	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>		Lack of funds to pay a private contractor	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>		Other (specify): _____	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>	
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4. Does the current distribution component include the estimated amount of hazardous waste generated during distribution that will need to be collected and transported to an elimination site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
5. In the last 24 months, what percentage of health services in your area have been evaluated for hazardous waste disposal practices?	____%		<input type="checkbox"/>																								
6. Has your office or the office in charge of waste management calculated the amount of hazardous waste that will need to be processed weekly during the pandemic influenza vaccination campaign?	<input type="checkbox"/>	<input type="checkbox"/>																									
7. Do the final waste disposal sites in your country or area have the capacity to process <b>within one week</b> the hazardous waste that will be sent to these sites during pandemic influenza vaccination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
8. Has local and municipal microprogramming identified how many safety boxes and red bags will be needed to manage and store waste before final disposal?																											
9. Has a plan been drafted to eliminate hazardous waste during the pandemic vaccination campaign?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
<p>10. Which of the following method(s) for eliminating hazardous waste are most used in your area or country?  <i>Check (✓) the appropriate box to indicate the method(s) used.</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Incineration (private or public)</td> <td style="width: 15%;">Urban <input type="checkbox"/></td> <td style="width: 15%;">Rural <input type="checkbox"/></td> <td style="width: 10%;"></td> </tr> <tr> <td>Local or open pit burning</td> <td>Urban <input type="checkbox"/></td> <td>Rural <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Burial</td> <td>Urban <input type="checkbox"/></td> <td>Rural <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Pit latrines</td> <td>Urban <input type="checkbox"/></td> <td>Rural <input type="checkbox"/></td> <td></td> </tr> </table>				Incineration (private or public)	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>		Local or open pit burning	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>		Burial	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>		Pit latrines	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>									
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Local or open pit burning	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>																									
Burial	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>																									
Pit latrines	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>																									
12. Is there a list and map showing hazardous waste elimination services that comply with national standards at each level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
13. Is this map or directory available at all levels to those responsible and to the pertinent offices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
14. Has the management information system <sup>4</sup> or the inventory management system <sup>5</sup> been updated to include data from all the companies that handle hazardous waste, including the assignment of health services to every specific company in the country or area? <b>Note: This question is only pertinent if the interviewee belongs to an office or agency responsible for health services hazardous waste management at the national, subnational, or local level.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
15. What percentage of hazardous waste elimination services in your area are private companies?	____%		<input type="checkbox"/>																								
16. How many contracts are in force with private companies for collection of health services hazardous waste?	____ (number)		<input type="checkbox"/>																								

<sup>4</sup> The term "management information system" refers to any system that (a) systematically complies, integrates, processes, or stores information based on a series of rules received from users, units, departments, and other sources and (b) supplies that information to the administration and other users to support its operations.

<sup>5</sup> An inventory management system is an active control program that provides information on the amounts, status, and location of inventory in a warehouse or storage unit to help manage related activities, such as issue of orders, receipt, filling out forms, and shipment of these supplies.

<b>Waste Management Questions</b>	Yes	No	I don't know
17. In your area, how many (#) hazardous waste services are public?	(number)		<input type="checkbox"/>

### Human Resources and Training Checklist

<b>Human Resources and Training Questions</b>	Yes	No	I don't know
1. As part of the command and control structure, have you trained the supervisors who are part of this structure?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have you estimated how many people will be needed to distribute the pandemic vaccine to distribution points and services within seven days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have plans to bring current personnel up to date and train new staff so that they can complete their distribution tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you trained supervisors to distribute the vaccine within seven days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have human resources needs been identified for vaccine repackaging, distribution, and shipment of cold boxes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has training been included at all levels of the action plan and are there guidelines for pandemic vaccination distribution and logistics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have funds been allocated for the anticipated training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Have supervisors been trained on how to draft their reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Communication and Social Mobilization Checklist

<b>Communications and Information Questions</b>	Yes	No	I don't know
1. Does the risk communication component included in the national pandemic response plan address the subject of pandemic vaccination? <small>If the answer is "No," develop the risk communication strategy to address pandemic vaccination.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a national communication subcommittee in which the sectors involved in pandemic vaccination participate to promote social mobilization and implement actions at the national, regional, and local levels? Have you included coordination mechanisms?			
3. Has a spokesperson and mechanisms been identified to ensure a timely response and the credibility of the information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the spokesperson been trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you familiar with the characteristics of the priority groups and the best channels to communicate and inform?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you developed key messages in accordance with challenges and possible scenarios and target populations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you included instruments or mechanisms to learn about the perceptions, knowledge, attitudes, and practices of target populations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you tested the messages and materials with the target populations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you designed materials in accordance with target populations and possible scenarios?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Has a package of materials been designed and sent to the subnational levels that includes guidelines, standardized messages, and questions and answers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Have you considered creating a 1-800 number to answer the public's questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Communications and Information Questions</b>	<b>Yes</b>	<b>No</b>	<b>I don't know</b>
12. Have you considered creating an institutional webpage to provide information and answer the public's questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you adopted a public information strategy that not only provides timely information, but also raises awareness and trains journalists on how to address the subject appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Have you developed evaluation and monitoring mechanisms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Is there a crisis communication plan that includes a response to adverse events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Has a system been designed to monitor rumors and misinformation about the vaccine in order to adopt corrective measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Information System Checklist

<b>Information System Questions</b>	<b>Yes</b>	<b>No</b>	<b>I don't know</b>
1. Is there a flow chart of logistics and vaccination data available at the local and national levels that provides daily/weekly information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have an information system that allows you to plan for vaccination and other supply distribution and needs at each level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have an information system that makes it possible to consolidate vaccination data by residence, age, and institution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the information system provide you with reports for immediate decision-making?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Monitoring and Supervision Checklist

<b>Monitoring and Supervision Questions</b>	<b>Yes</b>	<b>No</b>	<b>I don't know</b>
1. Are there enough supervisors to cover hard-to-reach areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do all the supervisors have the funds, communication equipment, and transportation they need to support the respective pandemic influenza vaccine distribution and administration tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are supervision activities included in the microprogramming stage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the supervision instrument include observation of personnel during vaccine administration to determine whether they: (a) do not recap the used needle; (b) recap it using one hand; (c) recap it using two hands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the personnel who will monitor achievement of goals and coverage at all levels included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is a flow chart of actions included to guide decision-making in the event of low coverage or rejection of vaccination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Closing and Final Report Checklist

<b>Closing and Final Report Questions</b>	<b>Yes</b>	<b>No</b>	<b>I don't know</b>
1. Have you or the office responsible included a plan for closing out or concluding activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you or the office responsible created a schematic of the main themes,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Closing and Final Report Questions</b>	<b>Yes</b>	<b>No</b>	<b>I don't know</b>
information, and indicators related to distribution, logistics, and vaccination activities that will be used as the basis for preparing the final report?			
3. Have you shared the report proposal at the subnational and local levels and requested contributions from them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the closing report include an assessment of the resources used during the activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has it been determined which other institutions and agencies that supported the campaign will contribute to the report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you or the responsible office know which criteria are used to determine the close of activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **Budget Checklist**

<b>Budget Questions</b>	<b>Yes</b>	<b>No</b>	<b>I don't know</b>
1. Have you drafted a budget for the distribution and logistics plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a budget which includes descriptions of the financing needed and financing sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you estimated the costs for each point of distribution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there an approved budget to defray the cost of resources to support communications during deployment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the current distribution component include budget items for additional necessary activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has the financing been approved for services and activities required to mobilize resources and additional capacities to meet demand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>