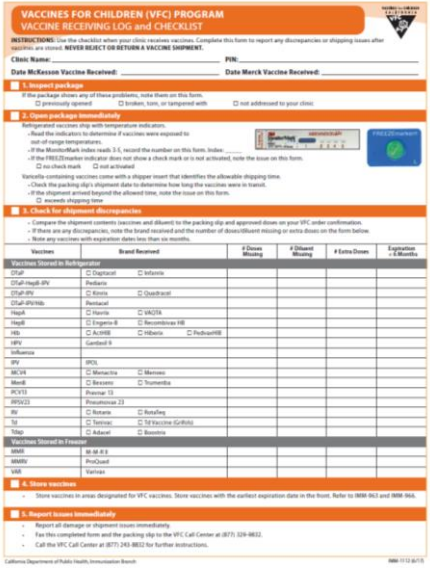
Vaccine Tips

October 2017

Inspect every vaccine shipment as soon as it arrives.

- **Inspect the package for damage**
- **Verify that the vaccines were shipped at the proper temperature**
- **Verify you received what you ordered**
  - ✓ **check the packing slip**
  - ✓ **count the doses**
- **Store the vaccines and diluent properly**
- **If there are shipping issues or discrepancies, immediately**
  1. **document them on a Vaccine Receiving Log and Checklist (IMM-1112)**
  2. **fax the completed form and the packing slip to the VFC Call Center and**
  3. **call for further instructions**



VACCINES FOR CHILDREN (VFC) PROGRAM
VACCINE RECEIVING LOG and CHECKLIST

INSTRUCTIONS: Use the checklist when your clinic receives vaccines. Complete this form to report any discrepancies or shipping issues after vaccines are stored. **NEVER REJECT OR RETURN A VACCINE SHIPMENT.**

Clinic Name: _____ **PIN:** _____

Date McKesson Vaccine Received: _____ **Date Merck Vaccine Received:** _____

1. Inspect package

If the package shows any of these problems, note them on this form.
☐ previously opened ☐ broken, torn, or tampered with ☐ not addressed to your clinic

2. Open package immediately

Refrigerated vaccines ship with temperature indicators.
- Read the indicators to determine if vaccines were exposed to out-of-range temperatures.
- If the MonitorMark index reads 3-5, record the number on this form. Index: _____
- If the FREEZEmarker indicator does not show a check mark or is not activated, note the issue on this form.
  ☐ no check mark ☐ not activated

Varicella-containing vaccines come with a shipper insert that identifies the allowable shipping time.
- Check the packing slip's shipment date to determine how long the vaccines were in transit.
- If the shipment arrived beyond the allowed time, note the issue on this form.
  ☐ exceeds shipping time

3. Check for shipment discrepancies

- Compare the shipment contents (vaccines and diluent) to the packing slip and approved doses on your VFC order confirmation.
- If there are any discrepancies, note the brand received and the number of doses/diluent missing or extra doses on the form below.
- Note any vaccines with expiration dates less than six months.

Vaccines	Brand Received	# Doses Missing	# Diluent Missing	# Extra Doses	Expiration < 6 Months
Vaccines Stored in Refrigerator					
DTaP	☐ Daptacel ☐ Infanrix				
DTaP-HepB-IPV	Pediarix				
DTaP-IPV	☐ Kinrix ☐ Quadracel				
DTaP-IPV/Hib	Pentacel				
HepA	☐ Havrix ☐ VAQTA				
HepB	☐ Engerix-B ☐ Recombivax HB				
Hib	☐ ActHIB ☐ Hiberix ☐ PedvaxHIB				
HPV	Gardasil 9				
Influenza					
IPV	IPOL				
MCV4	☐ Menactra ☐ Menveo				
MenB	☐ Bexsero ☐ Trumenba				
PCV13	Prevnar 13				
PPSV23	Pneumovax 23				
RV	☐ Rotarix ☐ RotaTeq				
Td	☐ Tenivac ☐ Td Vaccine (Grifols)				
Tdap	☐ Adacel ☐ Boostrix				
Vaccines Stored in Freezer					
MMR	M-M-R II				
MMRV	ProQuad				
VAR	Varivax				

4. Store vaccines

- Store vaccines in areas designated for VFC vaccines. Store vaccines with the earliest expiration date in the front. Refer to IMM-063 and IMM-066.

5. Report issues immediately

- Report all damage or shipment issues immediately.
- Fax this completed form and the packing slip to the VFC Call Center at (877) 329-9832.
- Call the VFC Call Center at (877) 243-8832 for further instructions.

California Department of Public Health, Immunization Branch IMM-1112 (6/15)

VACCINES for CHILDREN CALIFORNIA VFC

California Department of Public Health
Immunization Branch
Vaccines for Children (VFC) Program
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877-2GET-VFC (877-243-8832)

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877-FAXX-VFC (877-329-9832)