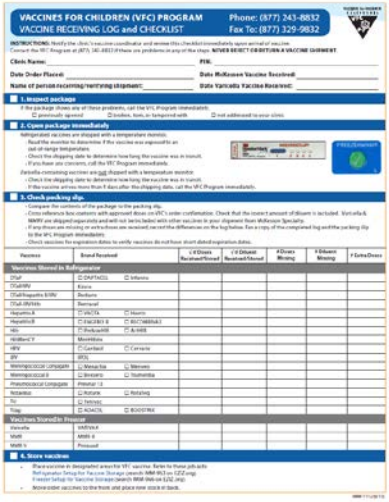
Vaccine Tips

March 2016

REMINDER: You must inspect <u>every</u> vaccine shipment!

1. **Inspect the package for damage.**
2. **Open it immediately and verify vaccines were shipped within the correct temperature range. Check the monitor (for refrigerated vaccines) or shipping date (for frozen vaccines).**
3. **Check the packing slip to verify you received what you ordered.**
4. **Store the vaccines properly.**

Use the [Vaccine Receiving Log and Checklist]() to guide you.


VACCINES FOR CHILDREN (VFC) PROGRAM
VACCINE RECEIVING LOG and CHECKLIST
Phone: (877) 243-8832
Fax To: (877) 329-9832

INSTRUCTIONS: Notify the clinic's vaccine coordinator and review this checklist immediately upon arrival of vaccine.
Contact the VFC Program at (877) 243-8832 if there are problems in any of the steps. **NEVER REJECT OR RETURN A VACCINE SHIPMENT**

Clinic Name: _____ **FPL:** _____
Date Order Placed: _____ **Date McKesson Vaccine Received:** _____
Name of person receiving/monitoring shipment: _____ **Date Varicella Vaccine Received:** _____

1. Inspect package
If the package shows any of these problems, call the VFC Program immediately:
☐ previously opened ☐ broken, torn, or tampered with ☐ not addressed to your clinic

2. Open package immediately
Refrigerated vaccines are shipped with a temperature monitor.
- Read the monitor to determine if the vaccine was exposed to an out-of-range temperature.
- Check the shipping date to determine how long the vaccine was in transit.
- If you have any concerns, call the VFC Program immediately.

Varicella-containing vaccines are not shipped with a temperature monitor.
- Check the shipping date to determine how long the vaccine was in transit.
- If the vaccine arrives more than 4 days after the shipping date, call the VFC Program immediately.

3. Check packing slip
- Compare the contents of the package to the packing slip.
- Cross reference box contents with approved doses on VFC's order confirmation. Check that the correct amount of diluent is included. Varicella, MMRV are shipped separately and will not have lot/exp labels with other vaccines in your shipment from McKesson Specialty.
- If any doses are missing or extra, those are received, record the differences on the log below. Fax a copy of this completed log and the packing slip to the VFC Program immediately.
- Check vaccines for expiration dates to verify vaccines do not have short dated expiration dates.

Vaccine	Brand Received	# of Doses Received/Usual	# of Diluent Received/Usual	# Doses Missing	# Diluent Missing	# Extra Doses
Vaccines Stored in Refrigerator						
DTaP	☐ DAPTACEL ☐ Infanrix					
TDaP/IPV	Kinrix					
TDaP/Hepatitis B/IPV	Pediarix					
TDaP/IPV/Hib	Pentacel					
Hepatitis A	☐ VAQTA ☐ Havrix					
Hepatitis B	☐ ENGERIX-B ☐ RECOMBIVAX					
Hib	☐ PedvaxHIB ☐ ActHIB					
HPV/MenCY	MenHibrix					
HPV	☐ Cervarix ☐ Gardasil					
IPV	IPOL					
Meningococcal Conjugate	☐ Menactra ☐ Menveo					
Meningococcal B	☐ Bexsero ☐ Trumenba					
Pneumococcal Conjugate	Prevnar 13					
Rotavirus	☐ Rotarix ☐ RotaTeq					
TIV	☐ FLUVIRIN					
Tdap	☐ ADACEL ☐ BOOSTRIX					
Vaccines Stored in Freezer						
Varicella	VARIVAX					
MMR	MMR II					
MMR V	Proquad					

4. Store vaccines
- Place vaccine in designated areas for VFC vaccine. Refer to these job aids:
  Refrigerator Setup for Vaccine Storage (search: MM-963 or CZZ.org)
  Freezer Setup for Vaccine Storage (search: MM-964 or CZZ.org)
- Move older vaccines to the front and place new stock in back.

If you have *any* concerns, call the VFC Customer Service immediately.

VACCINES for CHILDREN CALIFORNIA VFC

California Department of Public Health
Immunization Branch
Vaccines for Children (VFC) Program
850 Marina Bay Parkway
Richmond, CA 94804

Toll Free Phone:
877-2GET-VFC (877-243-8832)

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