

Vaccine Management

California Bridge Access Program (BAP)
for uninsured & underinsured adults

For Existing COVID-19 Providers



Summary of new vaccine management requirements:

- Do not dispose of nonviable vaccine; return spoiled, expired, or wasted vaccine to McKesson.
- Never routinely redistribute BAP-supplied vaccines; vaccines must be ordered and delivered directly to the administration site.

Look for the gold stars in [Requirements at a Glance](#) that identify new requirements.

Providers will be notified when [COVID-19 Vaccine Product Guide](#) has been updated and posted after FDA authorizations.

Click NEXT to review this lesson content.

Welcome

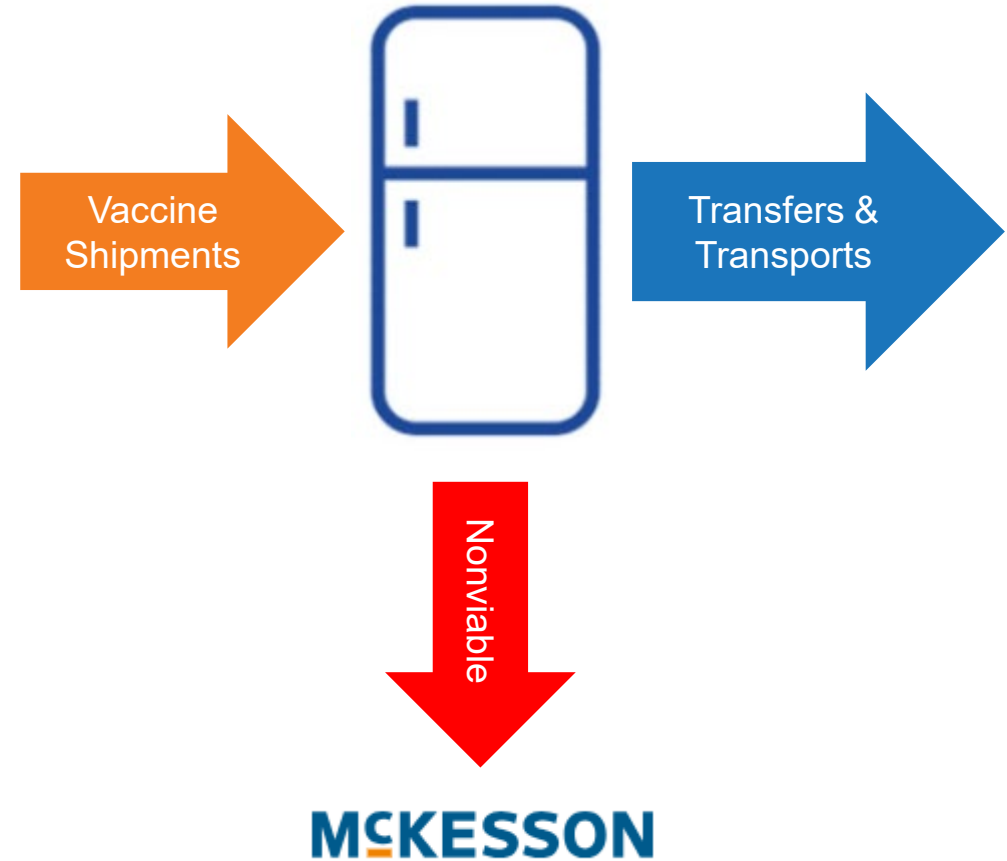
Efforts to quickly vaccinate your patients and community fall short if vaccine inventory is not managed to ensure vaccine potency.

This lesson prepares you to manage vaccines moving in and out of inventory to reduce waste and meet program requirements.

By the end of this lesson, you'll be able to

- list the key steps for receiving vaccines,
- manage spoiled, expired, or wasted vaccine, and
- locate key resources for vaccine transfer and transport.

Review Time: about 10 minutes [\(there is no audio – click Next\)](#)



What You'll Learn

1

**Receiving
Vaccine**

2

**Managing
Nonviable
Doses**

3

**Vaccine
Transfer &
Transport**



Receiving Vaccine Shipments

Overview

Incorporate these steps into your practice protocols:

- **Accept** all shipments. Never refuse vaccine shipments.
- **Verify** shipments & contents upon arrival for signs of damage, temperature excursions during transit, and discrepancies between packing slip, order and shipper contents.
- **Store** vaccines properly in their original packaging; label with beyond-use date/time per manufacturer; rotate stock to ensure vaccines soon to expire are used first.
- **Report** shipment incidents (if any) in myCAvax when discovered.

Resources: See [Requirements at a Glance](#), Receiving & Storing Vaccines.

Bookmark Key Resources

- [Requirements at a Glance](#)



Reporting Shipment Incidents

Receiving

Report shipment incidents for vaccine products (damage, temperature excursions in transit, and order discrepancies) in myCAvax under **Shipment Incidents**—the same day shipment arrived.

Timing is critical. CPDH coordinates with shipper for replacement using your data. Please make sure data is accurate and complete.

Contact manufacturer or McKesson directly to resolve incidents and report resolution in your shipment incident reports.

Resources: See [Requirements at a Glance](#), Reporting Shipment Incidents. For technical questions, look for the Knowledge Center link in myCAvax.



Need help? View our jobs aids in the [Knowledge Center](#), or [contact us](#).

Bookmark Key Resources

- [Requirements at a Glance](#)

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Reporting Nonviable Vaccine

Nonviable Doses

Report nonviable vaccine in myCAvax.

Spoiled: Vaccines are considered spoiled if manufacturers determine vaccines were exposed to out-of-range temperatures and may not be used. (Consistent and accurate temperature monitoring minimizes spoiled vaccines.)

Expired: Vaccines are considered expired if beyond the manufacturer expiration date or beyond-use date/time as identified in product EUA fact sheet. (Careful vaccine management helps to minimize expired vaccines.)

Wasted: Vaccines are considered wasted if deauthorized, drawn but not administered, left in open vials but doses not administered, lost or unaccounted, or if you are unable to draw the last dose. (Careful vaccine management and administration minimizes waste.)

Resources: See [Requirements at a Glance](#), Reporting Nonviable Doses.

Bookmark Key Resources

- [Requirements at a Glance](#)



Returning Nonviable Vaccine

Nonviable Doses



Do not dispose of nonviable vaccine. Return spoiled, expired, or wasted vaccine to McKesson.

Clearly label the outside of the shipping container "Non-viable Vaccine enclosed."
Return vaccines to this address:

McKesson Specialty Distribution Center
4100 Quest Way
Memphis, TN, 38115

Resources: See [Requirements at a Glance](#), Returning Nonviable Doses.

Bookmark Key Resources

- [Requirements at a Glance](#)



Managing Vaccine

Nonviable Doses

Incorporate this checklist into your practice protocols:

- Store and handle vaccines in compliance with [Vaccine Storage and Handling Toolkit](#).
- Record storage unit temperatures **twice daily** on a temperature log.
- Report temperature excursions daily in myCAvax.
- Rotate stock weekly to ensure vaccines soon to expire are used first.
- Remove spoiled, expired, and deauthorized vaccine IMMEDIATELY to prevent administration errors.
- Report all nonviable vaccines in myCAvax; report deauthorized vaccine products as “Waste” and use “Other” to add comment “deauthorized”.
- Return nonviable vaccine to McKesson.
- Report transfer of excess supply or short-dated doses within 24 hours.

Resources: See [Requirements at a Glance](#), Vaccine Management Checklist.

Bookmark Key Resources

- [Requirements at a Glance](#)

Vaccine Wastage



Nonviable Doses

Never miss a vaccination opportunity because of fear of vaccine wastage!

Multi-dose vials are a challenge for providers, and CDC is aware that the limitations of currently available presentations may result in more waste. Manufacturers are working to supply single-dose vials and prefilled syringes, but they may not be here by fall 2023 for all manufacturers.

Do your best to follow clinical and inventory management best practices for vaccination to maximize vaccinations and minimize dose wastage where possible.

Resources: See [Requirements at a Glance](#), Vaccine Wastage.

Bookmark Key Resources

- [Requirements at a Glance](#)

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Vaccine Transfer

Overview

Report transfer events in myCAvax within 24 hours. For technical questions, look for the Knowledge Center link in myCAvax.

Transfer is the transport of vaccines in response to an emergency or other unplanned event; the receiving location takes ownership of vaccines and must be an approved BAP provider. For example, due to excess supply or imminent expiration of doses, vaccines may be transferred to your local health department.

No prior authorization is required. Do not transfer vaccines more than once.

Resources: See [Requirements at a Glance](#), Reporting Vaccine Transfers.

Bookmark Key Resources

- [Requirements at a Glance](#)



Vaccine Transport

Overview

Transporting vaccine requires planning and preparation to ensure the cold chain is maintained. Key points:

- Transport containers must be equipped with data loggers and comply with guidelines in CDC’s [Vaccine Storage & Handling Toolkit & COVID-19 Addendum](#).
- Document all transport events using the [COVID-19 Vaccine Transport Log](#).
- Total transport time for transport alone (or transport plus clinic workday if vaccines are stored in transport containers) should be a maximum of 8 hours; consider using the [Vaccine Transport Time Tracker](#).
- Label vaccines with updated beyond-use date/time (if applicable).
- Report temperature excursions during transport in myCAvax; do not report as shipment incidents because vaccines weren’t shipped.

Bookmark Key Resources

- [Requirements at a Glance](#)



Emergency Transport

Transport

It is critical that providers have plans in place for vaccine-related emergencies:

- Vaccines may remain inside a nonfunctioning unit as long as appropriate temperatures are maintained; monitor your data logger to determine when action should be taken.
- Having an on-site generator(s) prevents the need to transport vaccines to an alternative storage facility during a power outage.
- Emergency situations can arise outside of normal business hours; staff must be trained to implement emergency operation plans or access your facility if necessary.
- Ensure your facility has the resources on hand and know how to safely pack vaccines for transport during emergencies.
- Styrofoam™ or hard-sided insulated containers are only to be used in an emergency.
- Document your routine & emergency protocols in your vaccine management plan, or use the [COVID-19 Vaccine Management Plan](#).

Resources: See [Requirements at a Glance](#), Vaccine Transport.

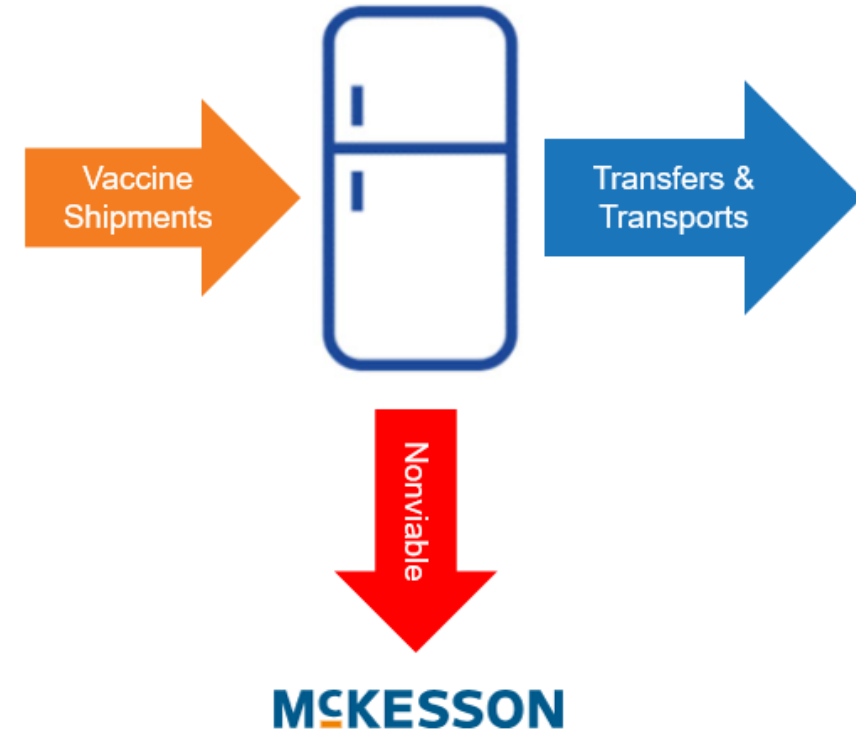
Bookmark Key Resources

- [Requirements at a Glance](#)

Summary

You have now completed the lesson. You should now be able to perform the following tasks:

- **list the key steps for receiving vaccines**
Accept all shipments; verify shipments; store vaccines properly; report all shipment incidents day of delivery
- **manage spoiled, expired, or wasted vaccine**
Check inventory weekly, remove expired vaccine immediately, report nonviable doses & return to McKesson
- **locate key resources for vaccine transfer and transport**
[Requirements at a Glance](#) and [Storage & Handling Toolkit & COVID-19 Addendum](#)




Go to eziz.org/vfa-317/bap/ for provider alerts, job aids, Provider Call Center contact details, and more!

Looking for myCAvax Training Resources?

The Knowledge Center houses key job aids and videos that are updated every release to include enhancements across vaccine programs.

You can access the Knowledge Center from the myCAvax homepage (or at various places throughout the system) using the links as shown below.

 Need help? View our jobs aids in the [Knowledge Center](#), or [contact us](#).



myCAvax Coordinator Resources
Job aids, quicksheets, and other resources specifically designed for Location and Organization Coordinators using myCAvax.

[Back to Knowledge Center](#)

Vaccine Order Requests

- Placing Standard Vaccine Order Requests**
This document summarizes the steps to place standard vaccine order requests in the myCAvax system. Placing a vaccine order request is the first step to procure vaccine... [View](#)
- Placing Small Vaccine Order Requests**
This document summarizes the small vaccine ordering process and steps to place small vaccine order requests in the myCAvax system. Placing a small vaccine order request... [View](#)
- Reviewing Shipments**
This document explains how to navigate the Shipment tab, where users can find the shipping information for their vaccine orders. [View](#)

Vaccine Inventory Management

- Recording Waste Events**
This document provides an overview of the Vaccine Waste Incident process and the steps to report wasted vaccines in the myCAvax system. Vaccine waste management is an... [View](#)
- Transferring Vaccine Inventory**
This document provides an overview of how to log transfer and redistribution events. All instances of transfer and redistribution must be recorded using the... [View](#)
- Navigating and Posting on Vaccine Marketplace**
The purpose of this document is to provide an overview of The Vaccine Marketplace. The marketplace allows you to post excess inventory that cannot be used and to request... [View](#)
- Recording Shipment Incidents**
This document provides an overview of logging and editing shipment incidents in myCAvax. All issues, such as receiving vaccine shipments that have damaged vaccine or ancillary... [View](#)
- Recording Temperature Excursions**
The purpose of this document is to provide an overview of reporting an Excursion Event. A Provider must report an excursion when vaccine doses are exposed to temperature... [View](#)

Done!

- You have completed the **Vaccine Management** lesson.
- Click “EXIT” at the top of page.