Vaccine Management

California COVID-19 Vaccination Program
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,
• explain the difference between redistribution & transfer, and
• bookmark key vaccine transport guidance.
What You’ll Learn

1. Receiving
2. Manage Nonviable Doses
3. Redistribution and Transfer
4. 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 [Vaccine Management at a Glance](#), Receiving & Storing Vaccines for product-specific job aids.
Receiving Ancillary Kits

Ancillary kits arrive within 24-48 hours of vaccines (Ordering & Distribution Cadence). Inventory all kit supplies upon receipt to ensure quantities match vaccine doses received.

Resources: See CDC’s COVID-19 Vaccine Product Information Guide for vaccines, kits, dimensions, and needle sizes.
Reporting Shipment Incidents

Report shipment incidents for vaccine or kits (damage, temperature excursions in transit, & 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.

Returning Shippers

These return instructions are provided in the linked resource below and may be included in vaccine shippers:

- **Pfizer 12Y+ (Gray Cap), 5-11Y (orange) and 6M-4Y (maroon):** Return data logger only using instructions in shipper.
- **For Moderna products:** Return small shippers using provided UPS return labels; dispose of medium and large shippers.
- **For Janssen:** Dispose of cooler and packing materials; there is no return option available for refrigerated shippers.

Resources: See [Vaccine Management at a Glance](#), Returning Shippers.
What You’ll Learn

1. Receiving
2. Manage Nonviable Doses
3. Redistribution and Transfer
4. Transport
Nonviable Vaccine

Nonviable Doses

Report nonviable vaccine in myCAvax before disposal in pharmaceutical/Sharps container.

**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 should minimize 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 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 should minimize wasted doses.)

**Resources:** See [Vaccine Management at a Glance](#), Nonviable Vaccine.
Managing Vaccine
Nonviable Doses

Incorporate this checklist into your practice protocols:

• Monitor expiration dates weekly; rotate stock to ensure vaccines soon to expire are used first.
• As expiration dates draw near, check stock using CDC’s Vaccine Expiration Date Report for extensions; don’t dispose of vaccine before checking for extensions.
• Remove expired vaccine (and past BUD date/time) from unit IMMEDIATELY.
• Report doses spoiled, expired, or wasted in myCAvax before disposal.
• Dispose of Pfizer, Comirnaty, Moderna, and Janssen vaccines in pharmaceutical waste containers, or comingled pharmaceutical/Sharps containers.
• Report inventory to VaccineFinder weekly by close of business on Fridays.
• Before reporting, adjust counts to reflect doses used; vaccine shipments; transfers in/out of inventory; and doses spoiled, expired, or wasted removed from storage units.

Vaccine Wastage

Nonviable Doses

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

Vaccine wastage is expected, may be unavoidable, and will even increase as vaccine rollout continues. Do your best to follow clinical and inventory management best practices for vaccination to maximize vaccinations and minimize dose wastage where possible.

See CDC guidance.
What You’ll Learn

1. Receiving
2. Manage Nonviable Doses
3. Redistribution and Transfer
4. Transport
Redistribution & Transfer

Overview

Vaccine and ancillary supplies ship directly to the administration location to maintain the vaccine cold chain. However, there may be circumstances where vaccines need to be redistributed or transferred to another location.

Do not redistribute or transfer vaccines more than once.

Carefully package and transport vaccines following guidance in CDC’s Vaccine Storage & Handling Toolkit and COVID-19 Addendum.
Vaccine Redistribution

Redistribution & Transfer

Redistribution is the *routine* transport of vaccines to clinic locations responsible for their administration; the receiving location takes ownership of vaccines and must be an approved COVID-19 vaccination provider.

For example, for large organizations whose vaccines are shipped to a central depot and require redistribution to vaccination locations.

In these instances, providers must apply and receive prior authorization. Applications may be submitted in myCAvax during enrollment.

Report redistribution events in myCAvax under Vaccine Inventory within 24 hours.

**Resources:** See [Vaccine Management at a Glance](#), Vaccine Redistribution.
Vaccine Transfer

Redistribution & Transfer

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 COVID-19 vaccination 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.

Report transfer events in myCAvax under Vaccine Inventory within 24 hours.

**Resources:** See [Vaccine Management at a Glance](#), Vaccine Transfers.

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Bookmark Key Resources

- [Vaccine Storage & Handling Toolkit](#)
- [Vaccine Management at a Glance](#)
Repositioning Vaccine

Repositioning is the transport of doses to another setting for administration when unused doses will be returned to the original facility at the end of the day; there is no transfer of ownership.

Satellite, temporary, and off-site clinics are authorized to transport vaccines without prior authorization. However, these situations require additional oversight and enhanced storage and handling practices. The repositioning entity will report their doses administered and on hand at the end of the clinic day.

Because ownership is not changing hands, providers do not report events to CDPH.

Resources: See Vaccine Management at a Glance, Vaccine Repositioning.
What You’ll Learn

1. Receiving
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Transport Overview

Transporting vaccine requires planning and preparation to ensure the cold chain is maintained. Providers agree to follow CDC’s Vaccine Storage & Handling Toolkit and COVID-19 Addendum. Key points:

• Transport containers must be equipped with data loggers and comply with guidelines in CDC’s Vaccine Storage & Handling Toolkit.

• Document all transport events using the COVID-19 Vaccine Transport Log.

• Report temperature excursions during transport in myCAvax; do not report as shipment incidents because vaccines weren’t shipped.

• 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).
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.

Resources: See Transporting Vaccines for transport log, time tracker, and checklist.
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, dispose of expired vaccine, report updated inventory to VaccineFinder, report nonviable doses (checklist)

• **explain the difference between redistribution & transfer**
  Redistribution is routine transport to administration locations, which requires prior authorization; transfers are emergency or unplanned events

• **bookmark key vaccine transport guidance**
  [Transporting Vaccines](#) and [Storage & Handling Toolkit](#) with Addendum
Got Questions?

Go to eziz.org/covid for program updates, videos & job aids, provider support, alerts, and more!

Program Education and Support:
- Provider Office Hours
- myCAvax Training
- Weekly Calendar of Webinars and Trainings
- Frequently Asked Questions
- Guide to Other COVID-19 Vaccine Websites

Alerts:
- Medi-Cal News Flash
  - FQHC, RHC and Tribal FQHC Providers May Now Submit Claims for COVID-19 Vaccine Administration
- Updated Vaccination Schedule
  - Interim Clinical Considerations Updated for 2nd Booster March 31
  - COVID-19 Vaccine Timing by Age (Eligibility Chart)
  - Spanish: Calendario de la Vacuna COVID-19 por Edad (Tabla de Elegibilidad)
  - COVID-19 Vaccine Timing for 2nd Dose
  - COVID-19, Myocarditis, and Vaccines Fact Sheet
Looking for myCAvax Training Resources?

The Knowledge Center now houses job aids and videos on use of myCAvax for Providers, LHDs, and MCEs.

Look for this prompt at the bottom of myCAvax system screens to access training resources:

Need help? View our jobs aids in the Knowledge Center, or contact us.
Done!

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