

Vaccine Management Checklist

California COVID-19 Vaccination Program



Manage your inventory carefully to maximize vaccinations, protect vaccine potency, and minimize wastage—**but don't turn away potential recipients to avoid puncturing a vial at the end of the day!** ([CDC Guidance](#).)

Check Your Inventory

- ❑ Don't reject shipments; [report shipment incidents](#) in myCAVax upon notice for resolution.
- ❑ Store vaccines under [these temperatures](#); label cartons with beyond use dates as recommended by vaccine manufacturers (see [Receiving Pfizer-BioNTech](#) | [Moderna](#) | [Janssen](#)).
- ❑ Group vaccines (pediatric, adolescent, adult) and label in large block letters (vaccine cartons, baskets, or shelf space) to help ensure correct products are removed for administration.
- ❑ [Record storage unit temperatures](#) **twice daily** on a temperature log (see [sample](#)); [report temperature excursions](#) daily in myCAVax.
- ❑ Rotate stock weekly to ensure vaccines soon to expire are used first.
- ❑ If unable to use vaccines before expiration, report doses to myCAVax Vaccine Marketplace (well before expiration) for redistribution to other sites.
- ❑ As expiration dates draw near, check stock using CDC's [Vaccine Expiration Date Report](#) for possible extensions; clearly label product with updated expiration dates to prevent administration errors.
- ❑ For pending extensions, mark vaccine as "DO NOT USE pending extension" and leave in storage units.
- ❑ Remove spoiled and expired vaccine (including product past BUD date/time) from storage units IMMEDIATELY to prevent administration errors.

Report Vaccine Wastage

- ❑ [Report doses spoiled, expired, or wasted](#) in myCAVax (including product, lot number, and expiration date) before disposal.

Dispose of Expired Vaccine

- ❑ Do not return nonviable COVID-19 vaccines. Please Do NOT leave vaccine in returned shippers.
- ❑ Pfizer, Moderna, and Janssen vaccines may be disposed of in a pharmaceutical waste container, or a comingled pharmaceutical/Sharps waste container. ([Read more](#).)

Report Updated Inventory

- ❑ [Report inventory to VaccineFinder](#) daily—even if inventory hasn't changed.
- ❑ Before reporting, adjust counts to reflect vaccine shipments added to inventory; doses used; transfers in/out of inventory; and doses spoiled, expired, or wasted that are removed from inventory.
- ❑ Report doses redistributed or transferred in/out of inventory in myCAVax within 24 hours of event.

(Also see [Patient Visit Checklist](#).)