

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!**

Refer to [COVID-19 Provider Operations Manual](#) for requirements, best practices, and step-by-step guidance.

Store Vaccine under Recommended Temperatures

- Don't reject shipments; report shipment incidents in myCAvax the same day for resolution.
- Store vaccines under [manufacturer-recommended temperatures](#); label cartons with beyond-use dates as recommended by vaccine manufacturers.
- Group vaccines by population (e.g., infant/toddler, pediatric, adolescent/adult) and label in large letters (cartons, baskets, or shelf space) to ensure correct products are removed for administration.
- Record storage unit temperatures **twice daily** on a temperature log with current, min and max readings, or use [COVID-19 log](#); report temperature excursions daily in myCAvax.

Manage Expiration & Beyond-Use Dates

- Rotate stock weekly (and when new shipments arrive) to ensure vaccines soon to expire are used first.
- As expiration dates draw near, check for extensions using [Janssen](#) | [Moderna](#) | [Novavax](#) | [Pfizer-BioNTech](#) expiry lookup tools; label product with updated expiration dates to prevent errors.
- If unable to use vaccines before expiration, report doses to Vaccine Marketplace (well before expiration) for redistribution to other sites.
- Strictly comply with the manufacturer guidance on expiration dates.
- Remove spoiled/expired vaccine IMMEDIATELY to prevent administration errors.
- Dispose of vaccine after the earlier of expiration or use-by date.

Vaccine Shelf Life by Storage Conditions

All Pfizer Products

- ULT freezer: until expiration
- Refrigerator: 10 weeks

All Moderna Products

- Freezer: until expiration
- Refrigerator: 30 days

Janssen (J&J), Novavax

- Refrigerator: until expiration

Report Vaccine Wastage

- Report doses spoiled, expired, or wasted in myCAvax before disposal.
- Pfizer, Moderna, and Janssen vaccines may be disposed of in a pharmaceutical waste container, or a comingled pharmaceutical/Sharps waste container. Do not return nonviable COVID-19 vaccines.

Report Updated Inventory

- Report inventory to VaccineFinder at least weekly by close of business on Fridays.
- 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.