

# Vaccine Receiving Checklist



**Instructions:** Complete this checklist to identify shipment incidents then report them in myCAvax after storing vaccines. Keep this checklist for three years. **Never reject or return a vaccine shipment.**

<b>Clinic Name:</b>	<b>Provider PIN:</b>	<b>Select One Funding Source:</b> <input type="checkbox"/> VFC <input type="checkbox"/> VFA <input type="checkbox"/> LHD 317 <input type="checkbox"/> SGF
<b>McKesson Received On:</b>	<b>Merck Received On:</b>	<b>Pfizer Received On:</b>

## 1. Inspect shipment and identify any of these issues:

- ☐ Previously opened   ☐ Broken, torn, or tampered with   ☐ Not ordered or incorrect recipient   ☐ Package never arrived

## 2. Open package immediately to identify any out-of-range temperatures.

**Refrigerated vaccines ship with a TagAlert temperature monitor.**

- Follow instructions on the device.
- Note if alarm was triggered: ☐ Quarantine Product



**Frozen varicella-containing vaccines come with insert to identify allowable shipping time.**

- Note if shipment arrived beyond allowed time: ☐ Exceeds shipping time

**COVID-19 vaccines are routine vaccines but with some differences in receiving.**

Diluent (6m-4y) will be shipped separately and will arrive at the same time or before vaccines. Check packing slip's shipment date to determine how long vaccines were in transit.

- Moderna (SPIKEVAX®) ships from McKesson frozen -50°C to -15°C (-58°F and 5°F) and has a TagAlert with instructions for confirming proper shipping temperatures.
- Novavax ships from McKesson 2°C to 8°C (36°F to 46°F) with MonitorMark/FREEZEmarker indicators.
- Pfizer ships directly on dry ice -90°C to -60°C (-130°F to -76°F) and has a data logger. Please ensure receiving staff have been properly trained on shipment inspection, dry ice safety and proper storage.

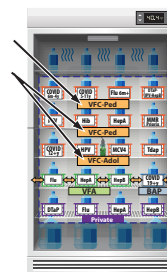
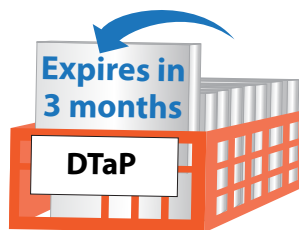
## 3. Check for shipment content discrepancies.

Compare funding source, vaccines, and diluents to packing slip and order confirmation.

- Note any discrepancies by funding source on the next pages.
- Note any vaccines with expiration dates less than six months.

## 4. Store vaccines immediately.

Apply inventory labels and store vaccine by funding source with earliest expiration date in the front. (Refer to [Setting Up Storage Units \(IMM-963\)](#) for guidance.)



## 5. Report any shipment incidents in myCAvax on the same day shipments arrived.

Timing is critical. Report incidents for vaccines the same day shipments arrive to ensure vaccine stability before use. CDPH will review shipment incidents reported in myCAvax and contact the shipper on the provider's behalf.

Note discrepancies between packing slip and order confirmation and expiration dates less than 6 months.

**Vaccines Stored in Refrigerator:**

Vaccines	Brand Received	# Doses Missing	# Diluent Missing	# Extra Doses	Expiration <6 months
COVID-19	<input type="checkbox"/> Moderna <input type="checkbox"/> Novavax <input type="checkbox"/> Pfizer				
DTaP	<input type="checkbox"/> Daptacel <input type="checkbox"/> Infanrix				
DTaP-HepB-IPV	Pediarix				
DTaP-IPV-Hib-HepB	Vaxelis				
DTaP-IPV	<input type="checkbox"/> Kinrix <input type="checkbox"/> Quadracel				
DTaP-IPV/Hib	Pentacel				
HepA	<input type="checkbox"/> Havrix <input type="checkbox"/> VAQTA				
HepB	<input type="checkbox"/> Engerix-B <input type="checkbox"/> Recombivax HB				
Hib	<input type="checkbox"/> ActHIB <input type="checkbox"/> Hiberix <input type="checkbox"/> PedvaxHIB				
HPV	Gardasil 9				
Influenza					
IPV	IPOL				
MenACWY	<input type="checkbox"/> Menveo <input type="checkbox"/> MenQuadfi				
MenABCWY	Penbraya				
MenB	<input type="checkbox"/> Bexsero <input type="checkbox"/> Trumenba				
<b>MMR</b>	<b>Priorix only</b>				
PCV	<input type="checkbox"/> Vaxneuvance (PCV15) <input type="checkbox"/> Prevnar 20 (PCV20)				
PPSV23	Pneumovax 23				
RSV	<input type="checkbox"/> Abrysvo   Beyfortus: <input type="checkbox"/> 50 mg <input type="checkbox"/> 100 mg				
RV	<input type="checkbox"/> Rotarix <input type="checkbox"/> RotaTeq				
Td	<input type="checkbox"/> Tenivac <input type="checkbox"/> Td Vaccine (TDVAX)				
Tdap	<input type="checkbox"/> Adacel <input type="checkbox"/> Boostrix				

**Vaccines Stored in Freezer:**

Vaccines	Brand Received	# Doses Missing	# Diluent Missing	# Extra Doses	Expiration <6 months
COVID-19	Moderna only				
<b>MMR</b>	<b>M-M-R II only</b>				
MMRV	ProQuad				
VAR	Varivax				

Note discrepancies between packing slip and order confirmation and expiration dates less than 6 months.

Vaccines	Brand Received	# Doses Missing	# Diluent Missing	# Extra Doses	Expiration <6 months
<b>Vaccines Stored in Refrigerator:</b>					
HepA	<input type="checkbox"/> Havrix <input type="checkbox"/> VAQTA				
HepB	<input type="checkbox"/> Engerix-B <input type="checkbox"/> HEPLISAV-B				
HPV	<input type="checkbox"/> Gardasil 9				
Meningococcal Conjugate (Men ACWY)	<input type="checkbox"/> MenQuadfi <input type="checkbox"/> Menveo				
MMR	Priorix only				
Pneumococcal Conjugate (PCV20)	Prevnar 20				
RSV	<input type="checkbox"/> Abrysvo <input type="checkbox"/> Arexvy				
RZV	Shingrix				
Td	TDVAX				
Tdap	<input type="checkbox"/> Adacel <input type="checkbox"/> Boostrix				
<b>Vaccines Stored in Freezer:</b>					
VAR	Varivax				
MMR	M-M-R II Only				

Note discrepancies between packing slip & order confirmation and expiration dates less than 6 months for flu or outbreak vaccines.

Vaccine Brand	Diluent Received (if applicable)	# Doses Missing	# Extra Doses	Expiration <6 months