

Vaccine Receiving Checklist



Instructions: Use the checklist when your clinic receives vaccines. Complete this form to report any discrepancies or shipping issues after vaccines are stored. **Never reject or return a vaccine shipment.**

Clinic Name: _____ **Pin:** _____

Date Mckesson Vaccine Received: _____ **Date Merck Vaccine Received:** _____

1. Inspect package

If the package shows any of these problems, note them on this form.

- previously opened broken, torn, or tampered with not addressed to your clinic

2. Open package immediately

Refrigerated vaccines ship with temperature indicators.

- Read the indicators to determine if vaccines were exposed to out-of-range temperatures.
- If the MonitorMark index reads 3-5, record the number on this form. Index: _____
- If the FREEZEmarker indicator does not show a check mark or is not activated, note the issue on this form.
 no check mark not activated



Varicella-containing vaccines come with a shipper insert that identifies the allowable shipping time.

- Check the packing slip's shipment date to determine how long the vaccines were in transit.
- If the shipment arrived beyond the allowed time, note the issue on this form.
 exceeds shipping time

COVID-19 Vaccines follow the same shipping timelines for routine vaccines but note differences upon receiving certain vaccines. Check the packing slip's shipment date to determine how long the vaccines were in transit.

- Moderna (SPIKEVAX®) vaccine ships frozen between -50°C and -15°C (-58°F and 5°F) and has a TagAlert.
- Novavax vaccine ships with routine refrigerated vaccines at temperatures between 2°C to 8°C (36°F to 46°F). The MonitorMark and FREEZEmarker should be included with shipment.
- Pfizer vaccine ships on dry ice on ultra low temperature conditions (ULT) between -90°C and -60°C (-130°F to -76°F) and has a logger. Please ensure receiving staff have been properly trained on shipment inspection, dry ice safety and storage in the corresponding units.

For vaccines with diluent (6m-4y) diluent will be shipped separately and will arrive at the same time or before vaccines arrive.

3. Check for shipment discrepancies

- Compare the shipment contents (funding source, vaccines, and diluents) to the packing slip and approved doses on your VFC order confirmation.
- If there are any discrepancies, note the brand received and the number of doses/diluent missing or extra doses on the next page.
- Note any vaccines with expiration dates less than six months.

4. Store vaccines

- Store vaccines in areas designated for VFC vaccines. Store vaccines with the earliest expiration date in the front. Refer to IMM-963 and IMM-966.

5. Report issues immediately

- Report all damage or shipment issues immediately.
- Fax this completed form and the packing slip to the VFC Call Center at (877) 329-9832.
- Call the VFC Call Center at (877) 243-8832 for further instructions.



Vaccine Receiving Log

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				
MenB	<input type="checkbox"/> Bexsero <input type="checkbox"/> Trumenba				
MMR	Priorix only				
PCV	<input type="checkbox"/> Vaxneuvance (PCV15) <input type="checkbox"/> Prevnar 20 (PCV20)				
PPSV23	Pneumovax 23				
RSV	Beyfortus (nirsevimab-alip) 50mg				
RSV	Beyfortus (nirsevimap-alip) 100mg				
RV	<input type="checkbox"/> Rotarix <input type="checkbox"/> RotaTeq				
Td	<input type="checkbox"/> Tenvac <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				
MMR	M-M-R II only				
MMRV	ProQuad				
VAR	Varivax				