

SECTION 3 - VACCINE MANAGEMENT, ORDERING, AND RETURNING

Providers are responsible for the proper maintenance of their vaccine inventory and for ordering vaccine.

Management

- Post a vaccine expiration list on the refrigerator and freezer.
- Check and rotate inventory on a weekly basis.
- Administer shorter-dated vaccines first.
- Notify immunization nurses to assist in relocating vaccines expiring in 90 to 120 days to avoid waste.
- Deplete current single antigen vaccine inventory prior to switching to a combination antigen vaccine.

Vaccines Available Through the Pa. VFC Program

- Diphtheria, tetanus and acellular pertussis (DTaP)
- Haemophilus influenzae type b (Hib)
- Hepatitis a (Pediatric)
- Hepatitis b (Pediatric)
- Human papillomavirus (HPV)
- Influenza
- Measles, mumps, and rubella (MMR)
- Meningococcal conjugate (MCV4)
- Pneumococcal conjugate 13 (PCV13)
- Pneumococcal polysaccharide (PPSV23)
- Polio (IPV)
- Rotavirus
- Tetanus and diphtheria (Td)
- Tetanus, diphtheria, and acellular pertussis (Tdap)
- Varicella
- Several combination vaccines

In addition, the following non-VFC vaccines are available by request for department-approved public providers, including state health centers, county and municipal health departments, federally qualified health centers, rural health clinics and other public providers as approved by the PADOH:

- Hepatitis A (adult)

- Hepatitis B (adult)
- Human papillomavirus (HPV - adult)
- Measles, mumps and rubella (MMR - adult)
- Meningococcal conjugate (MCV4 - adult)
- Pneumococcal conjugate 13 (PCV13 - adult)
- Pneumococcal polysaccharide (PPSV23 - adult)
- Tetanus and diphtheria (Td - adult)
- Tetanus, diphtheria and acellular pertussis (Tdap - adult)
- Varicella (adult)

Currently the PADOH provides nine vaccines for which there is more than one manufacturer's brand. PADOH staff will contact the provider if the brand ordered is not available, requesting a second choice.

The nine vaccines are:

- DTaP Diphtheria, tetanus, and acellular pertussis
Sanofi Pasteur (Daptacel)
GlaxoSmithKline (Infanrix)
- Hep A Hepatitis A
Merck (Vaqta)
GlaxoSmithKline (Havrix)
- Hep B Hepatitis B
Merck (Recombivax)
GlaxoSmithKline (Engerix)
- Hib Haemophilus influenzae type b
Sanofi Pasteur (ActHIB)
Merck (PedvaxHIB)
- HPV Human papillomavirus
Merck (Gardasil)
GlaxoSmithKline (Cervarix)
- Influenza Flu
GlaxoSmithKline (Fluarix)
Medimmune (FluMist)
Sanofi Pasteur (Fluzone)
- MCV4 Meningococcal conjugate
Sanofi Pasteur (Menactra)
Novartis (Menveo)

- Rotavirus Rotavirus
Merck (RotaTeq)
GlaxoSmithKline (Rotarix)
- Tdap Tetanus, diphtheria, and acellular pertussis
Sanofi Pasteur (Adacel)
GlaxoSmithKline (Boostrix)

Vaccine Ordering

Vaccine orders are placed online using PA-SIIS (Section 5)

Prior to placing a vaccine order

- Confirm your practice information in PA-SIIS (i.e., shipping address, shipping hours) [Section 5].
- Reconcile inventory in PA-SIIS (Section 5).

Placing a vaccine order

- Order only one month's supply of vaccine.
- Order monthly - 1st thru 15th.
- Order by number of doses, **not packages**.
- Order according to type of facility (private providers – order only pediatric vaccines; public providers – pediatric and adult).
- Indicate in PA-SIIS "NOTES" field if needed by a specific date or any other special instructions.
- Contact the PADOH toll free line 1-888-646-6864 or email questions to paimmunizations@pa.gov if you have problems or need help ordering vaccine.
- Review the order in PA-SIIS prior to clicking "update" to submit for approval.

No internet access sites

- Include current inventory on the Pa. Department of Health Supplied Vaccine Order, Inventory and Accountability Form (Section 6-D).
- Review the order; include PIN #, date and sign before faxing to the PADOH for processing. Fax to 717-441-3800.

Shipment of order

- Vaccines should arrive five to 10 business days after ordering. Shipments are delivered Tuesday through Friday via express carrier: Federal Express (Fed Ex) or United Parcel Service (UPS). Varicella and MMR-V, when available, are shipped directly from the manufacturer (Merck) and can take 30 days to arrive.

- Notify front office staff or supply personnel when a vaccine delivery is expected.
- Ask receiving staff to notify VFC contact(s) immediately when vaccine is delivered.
- Properly store shipment in refrigerator/freezer as indicated on the package if VFC contact(s) is/are not available.
- **NEVER** refuse a vaccine shipment from McKesson Specialty Distribution or Merck.

Returning Vaccines

All vaccines, including flu, deemed “returnable” **must** be returned within **six months following expiration date**. The vaccine return and accountability form must be completed for returning all vaccines. (Section 6-F)

Vaccines may be returned when:

- Expired;
- Stored or handled improperly (must complete incident report);
- Storage unit failure occurs (must complete incident report); or
- Power outage occurs (must complete incident report).