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)
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).