

## **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 short-dated vaccines first.
- Inform immunization nurses their role in assisting and relocating vaccines expiring in 90 to 120 days to avoid waste.
- Deplete current, single antigen vaccine inventory before 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)
- Meningococcal B
- 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 DOH:

- Hepatitis A (adult)
- Hepatitis B (adult)
- Human papillomavirus (HPV - adult)
- Measles, mumps and rubella (MMR - adult)
- Meningococcal conjugate (MCV4 - adult)
- Meningococcal B (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 DOH provides 10 vaccines for which there are more than one manufacturer's brand. DOH staff will contact the provider if the brand ordered is not available and offer an alternative. In event of a shortage, provider will be required to carry brands made available through the Pa. VFC program.

The 10 vaccines are listed below, and are subject to change due to vaccine availability:

- 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
  - Merck (PedvaxHIB)
  - GlaxoSmithKline (Hiberix)
  - Sanofi Pasteur (ActHIB)

- Influenza                      Flu (seasonal change based on availability)
  
- MCV4                            Meningococcal conjugate
  - Sanofi Pasteur (Menactra)
  - GlaxoSmithKline (Menveo)
  
- Meningococcal B            Meningococcal
  - GlaxoSmithKline (Bexsero)
  - Pfizer (Trumenba)
  
- Rotavirus                      Rotavirus
  - Merck (RotaTeq)
  - GlaxoSmithKline (Rotarix)
  
- Tdap                             Tetanus, diphtheria and acellular pertussis
  - Sanofi Pasteur (Adacel)
  - GlaxoSmithKline (Boostrix)
  
- Td                                Sanofi (Tenvirac)  
Grifols (Td vaccine)

## Vaccine Ordering

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

- Credentials are issued per person, to the individual who has completed the required CDC modules, and not per site. New personnel will be required to contact Pa. VFC to acquire their individual credentials, upon successful completion of CDC modules.
  
- Sharing of credentials may result in site suspension or disenrollment from the Pa. VFC program.

### Prior to placing a vaccine order

- Confirm your site is not under suspension, or that there are no outstanding issues related to an incident report, training or reenrollment.
  
- Confirm your practice information in PA-SIIS (i.e., shipping address, shipping hours -- please make sure that office hours are correct/up to date) [Section 5].
  
- Accept previous shipments into PA-SIIS.

- Reconcile inventory in PA-SIIS (Section 5).
- Failure to adhere to the above requirements may lead to order being delayed or not processed.

### **Placing a vaccine order**

- Order once a month: first through 15<sup>th</sup>.
- Order only one month's supply of vaccine, based on projected patient schedule.
- Order by number of doses, **conforming to package size**.
- Order according to type of facility (private providers are allowed to order only pediatric vaccines; public providers may order pediatric and adult.)
- Indicate in PA-SIIS "NOTES" field if needed by a specific date or any other special instructions.
- Contact the DOH toll free line 1-888-646-6864 or email questions to [paimmunizations@pa.gov](mailto: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.

### **Vaccines to order in multiples of 5 doses**

- Pentacel
- ActHIB
- Menveo
- Menactra
- Adacel (SYR)

### **Vaccines to order in any number of doses (eg. 1 dose, 3 doses, 17 doses, etc)**

- Td
- PPV23

**All other vaccines are ordered in multiples of 10 doses only.**

### **Shipment of order**

- Vaccines should arrive 5 to 10 business days after ordering. Shipments are delivered Tuesday through Friday by 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.
- Flu delivery is subject to change due to timing of CDC allocations.

## Vaccine Expiring within Ninety Days

If vaccines are within 90 days of expiration and cannot be used, they may be transferred to a participating VFC provider. Contact your immunization nurse to properly coordinate such transfers.

- Providers who are affiliated within hospital systems or have multiple sites should rehome vaccines within those sites to prevent waste from expiration.
- Solo practices are to contact their local DOI nurse for assistance in relocation of expiring vaccine.

## Returning Vaccines

- All vaccines, including flu, deemed “**spoiled/expired returnable**” should be returned within **six months following expiration date**. However, vaccines that have expired more than six months previously will still be accepted. When requesting a shipping label for the return of vaccines, please allow one to five business days to receive notification. Complete the vaccine return and accountability form for returning all vaccines (Section 6-F).

Vaccines may be returned when:

- Expiration date has passed and unopened.
- Failure to store or handle properly (e.g., vaccine left out overnight, not put away upon arrival)
- There is a mechanical failure (refrigerator/freezer failure) - must complete incident report);
- There is a power outage/natural disaster (must complete incident report);
- The refrigerator/freezer is too warm (must complete incident report);
- The refrigerator/freezer is too cold (must complete incident report);
- There is spoilage of vaccine in transit (must complete incident report).

**\* Please remember that all vaccines that are being returned must be unopened. Multi-dose vials of polio vaccine that are open should not be returned. All other multi-dose vials that are open should not be returned either. See section 6-F: vaccine return and accountability for more detail on returnable and non- returnable vaccines.**

## Expiration Dates: VFC Vaccine compared to Private Vaccine

- Pennsylvania VFC distributes the Polio vaccine - Single-antigen IPV (IPOL) in 10-dose vials (MDVs). MDVs can be used until the expiration date printed on the vial unless the vaccine is contaminated or compromised in some way or there is a Beyond Use Date noted in the package insert.
- In order to prevent waste and be accountable for federal vaccines funds, it is **required** that providers fully utilize open vials of the Polio vaccine unless contaminated, exposed to temperature excursions or expired.
- Providers who also carry private vaccine are expected to follow the PA VFC policy on VFC public-funded vaccines regardless of internal policies on privately purchased vaccine.