

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 alternate.

The 10 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
 - Merck (PedvaxHIB)
 - GlaxoSmithKline (Hiberix)
 - Sanofi Pasteur (ActHIB)

- Influenza Flu
 - GlaxoSmithKline (Fluarix)

- GlaxoSmithKline (FluLaval)
 - Sanofi Pasteur (Fluzone)
 - Seqirus (Flucelvax)
- 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 (Tenivac)
Grifols (Td vaccine)

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 -- 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).

Placing a vaccine order

- Order once a month: first through 15th.
- Order only one month's supply of vaccine.
- Order by number of doses, **not packages**.
- 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 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)

Vaccine to order in any number of doses (eg. 1 dose, 3 doses, 17 doses, etc):

- Td

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

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 DOH for processing. Fax to 717-441-3800.

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.

Returning Vaccines

All vaccines, including flu, deemed “returnable non-viable” 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:

- They are expired and unopened;
- They are stored or handled improperly (must complete incident report);
- A storage unit failure occurs (must complete incident report); or
- A power outage occurs (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.**