# Vaccine Receiving Checklist

**Instructions:** Complete this checklist to identify shipment incidents then report them in myCAvax after storing vaccines. Keep this checklist for three years. **Never reject or return a vaccine shipment.**

| Clinic Name: | Provider PIN: | Select One Funding Source: ☐ VFC ☐ VFA ☐ LHD 317 ☐ SGF |
|---|---|---|
| McKesson Received On: | Merck Received On: | Pfizer Received On: |

## ■ 1. Inspect shipment and identify any of these issues:

☐ Previously opened   ☐ Broken, torn, or tampered with   ☐ Not ordered or incorrect recipient   ☐ Package never arrived

## ■ 2. Open package immediately to identify any out-of-range temperatures.

**Refrigerated vaccines ship with a TagAlert temperature monitor for both warm and cold excursions during transit.**



- Follow instructions on the device or flyer insert.
- Note if alarm was triggered:   ☐ Quarantine product
- Return EcoFlex coolers following flyer instructions; discard TagAlert device and KoolTemp coolers.

**Frozen varicella-containing vaccines come with insert to identify allowable shipping time.**

- Note if shipment arrived beyond allowed time: ☐ Exceeds shipping time

**COVID-19 vaccines ship under different temperatures.**

Check packing slip's shipment date to determine how long vaccines were in transit. If required, diluent ships separately and will arrive at the same time or before vaccines.

- Moderna (SPIKEVAX®) ships from McKesson frozen -50°C to -15°C (-58°F and 5°F) and has a TagAlert with instructions for confirming proper shipping temperatures.
- Sanofi/Novavax (Nuvaxovid) ships from McKesson 2°C to 8°C (36°F to 46°F) with a TagAlert.
- Pfizer (Comirnaty) ships directly on dry ice -90°C to -60°C (-130°F to -76°F) and has a data logger. Ensure receiving staff have been properly trained on shipment inspection, dry ice safety and proper storage.
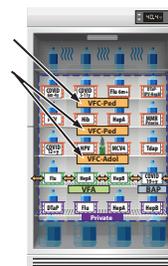
## ■ 3. Check for shipment content discrepancies.

Compare funding source, vaccines, and diluents to packing slip and order confirmation.

- Note any discrepancies by funding source on the next pages.
- Note any vaccines with expiration dates less than six months.

## ■ 4. Store vaccines immediately.

Apply inventory labels and store vaccine by funding source with earliest expiration date in the front. (Refer to Setting Up Storage Units PDF for guidance.)



## ■ 5. Report any shipment incidents in myCAvax on the same day shipments arrived.

Timing is critical. Report incidents for vaccines the same day shipments arrive to ensure vaccine stability before use. CDPH will review shipment incidents reported in myCAvax and contact the shipper on the provider's behalf.

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Note discrepancies between packing slip and order confirmation and expiration dates less than 6 months.

## Vaccines Stored in Refrigerator:

| Vaccines | Brand Received | # Doses Missing | # Diluent Missing | # Extra Doses | Expiration <6 months |
|---|---|---|---|---|---|
| COVID-19 | ☐ Comirnaty  ☐ Nuvaxovid  ☐ Spikevax | | | | |
| DTaP | ☐ Daptacel  ☐ Infanrix | | | | |
| DTaP-IPV | ☐ Kinrix  ☐ Quadracel | | | | |
| DTaP-IPV-HepB | Pediarix | | | | |
| DTaP-IPV/Hib | Pentacel | | | | |
| DTaP-IPV-Hib-HepB | Vaxelis | | | | |
| HepA | ☐ Havrix  ☐ VAQTA | | | | |
| HepA-HepB | ☐ Engerix-B  ☐ HEPLISAV-B  ☐ Recombivax HB  ☐ Twinrix | | | | |
| Hib | ☐ ActHIB  ☐ PedvaxHIB | | | | |
| HPV | Gardasil 9 | | | | |
| Influenza | | | | | |
| IPV | IPOL | | | | |
| MenABCWY | ☐ Penbraya  ☐ Penmenvy | | | | |
| MenACWY/MCV4 | ☐ MenQuadfi  ☐ Menveo | | | | |
| MenB | ☐ Bexsero  ☐ Trumenba | | | | |
| Mpox | ☐ JYNNEOS | | | | |
| **MMR** | **Priorix only** | | | | |
| PCV | ☐ Prevnar 20 (PCV20)  ☐ Vaxneuvance (PCV15) | | | | |
| PPSV23 | Pneumovax 23 | | | | |
| RSV | ☐ Abrysvo  ☐ Beyfortus: ☐50 mg ☐100 mg  ☐ Enflonsia | | | | |
| RV | ☐ Rotarix  ☐ RotaTeq | | | | |
| Td | ☐ Tenivac | | | | |
| Tdap | ☐ Adacel  ☐ Boostrix | | | | |

## Vaccines Stored in Freezer:

| Vaccines | Brand Received | # Doses Missing | # Diluent Missing | # Extra Doses | Expiration <6 months |
|---|---|---|---|---|---|
| COVID-19 | Spikevax only | | | | |
| **MMR** | **M-M-R II only** | | | | |
| MMRV | ProQuad | | | | |
| VAR | Varivax | | | | |

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## VFA & LHD 317 Programs — Note Shipment Content Discrepancies

Note discrepancies between packing slip and order confirmation and expiration dates less than 6 months.

| Vaccines | Brand Received | # Doses Missing | # Diluent Missing | # Extra Doses | Expiration <6 months |
|---|---|---|---|---|---|
| **Vaccines Stored in Refrigerator:** | | | | | |
| COVID-19 | ☐ Comirnaty  ☐ Nuvaxovid  ☐ Spikevax | | | | |
| HepA | ☐ Havrix  ☐ VAQTA | | | | |
| HepB | ☐ Engerix-B  ☐ HEPLISAV-B  ☐ Recombivax HB | | | | |
| HPV | ☐ Gardasil 9 | | | | |
| IPV (LHD 317 only) | IPOL | | | | |
| Meningococcal Conjugate (Men ACWY) | ☐ MenQuadfi  ☐ Menveo | | | | |
| MMR | Priorix only | | | | |
| Pneumococcal Conjugate (PCV20) | Prevnar 20 | | | | |
| Pneumococcal Conjugate (PCV21) | Capvaxive | | | | |
| RSV | ☐ Abrysvo  ☐ Arexvy  ☐ mRESVIA | | | | |
| Tdap | ☐ Adacel  ☐ Boostrix | | | | |
| **Vaccines Stored in Freezer:** | | | | | |
| COVID-19 | Spikevax only | | | | |
| VAR | Varivax | | | | |
| MMR | M-M-R II Only | | | | |

## SGF — Note Shipment Content Discrepancies

Note discrepancies between packing slip & order confirmation and expiration dates less than 6 months for flu or outbreak vaccines.

| Vaccine Brand | Diluent Received (if applicable) | # Doses Missing | # Extra Doses | Expiration <6 months |
|---|---|---|---|---|
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