

# Vaccine Brand Change Request Form

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Providers have a choice of vaccine brands and presentations. However, only one brand within the same vaccine family may be ordered to prevent administration errors.

**Instructions:** To change vaccine brands, review the following guidelines and complete and sign this form. **For VFC vaccines:** Email signed form to [MyVFCVaccines@cdph.ca.gov](mailto:MyVFCVaccines@cdph.ca.gov). **For VFA/LHD 317 vaccines:** Email signed form to [providercallcenter@cdph.ca.gov](mailto:providercallcenter@cdph.ca.gov).

## Standard Guidelines When Switching Vaccine Brands

- Provider of Record must authorize implementation of a different vaccine brand or product.
- Carefully consider the impact on practices before selecting alternative vaccine brands or products.
- Ensure staff are thoroughly informed and educated on any change to vaccines and its impact on vaccine ordering, storage, administration, and documentation.
- If applicable, determine the number of corresponding single-antigen vaccines that must be ordered to complement the new combination vaccine chosen.
- Create a transition plan to deplete current vaccine inventory or transfer to another active provider prior to transitioning to a new product; viable unused doses may not be returned.
- **NOTE:** Your initial request for a new product may be reduced to help minimize vaccine waste as you transition from the currently offered vaccine. Subsequent requests for different products will not be automatically approved and require justification.

## Clinic Actions

Check the following boxes to indicate all actions taken.

- Product indication, dosage, administration route, [ACIP-recommended immunization schedules](#), minimum intervals, and licensed age ranges have been reviewed with clinic staff. (See [CDPH vaccine fact sheets](#).)
- Vaccine storage and handling guidance has been reviewed with clinic staff. (See product's package insert.)
- Staff responsible for ordering and inventory management have been thoroughly informed about impact on  
**vaccine ordering** (corresponding single-antigen products when switching combination vaccines or number of doses indicated),  
**storage and handling**, and  
**documentation of doses administered in the regional registry** as well as the practice's EMR or paper-based permanent medical record following practice protocols.
- Inventory of currently offered vaccine brand has been depleted/transferred to another active provider, and all vaccine transfers have been reported at myCAvax. **NOTE:** Unused, viable vaccines may not be returned.

