



# Department of Nursing POLICY AND PROCEDURE

POLICY NUMBER: 264

VERSION: 1

## **SUBJECT: VACCINES: INVENTORY CONTROL AND ORDERING**

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**PURPOSE:** To ensure that vaccine orders are in accordance with actual vaccine need and to avoid stockpiling or build-up of excess inventory.

**POLICY:** Clinic staff shall adhere to the guidelines regarding proper ordering and inventory control of vaccines to avoid overstocking and wastage of vaccine.

### **PROCEDURE:**

#### **Ordering and receiving vaccine**

- A. Order vaccines based on past usage and the amount of vaccines currently in stock. Review vaccine usage logs for heavy volume months, i.e. flu season, back to school clinics. **Do not** overstock the refrigerator or freezer. Overstocking vaccines impedes cold air circulation. Vaccines should not be placed against the walls of the refrigerator as this increases the risk of freezing.
- B. Ordering vaccines from VFC: Complete vaccine order form (DHS 8501 for Influenza, or an IMM -1246 current copies can be found at [www.eziz.org](http://www.eziz.org)). Order according to the vaccine ordering schedule assigned by VFC, e.g. monthly, bi-monthly, quarterly, etc. Follow instructions on the back of the form.
- C. Fax completed order to the State VFC Office.
- D. Immediately upon receipt of delivery, examine vaccine shipment contents. Check the temperature monitor in the package as well as the ice packs/dry ice to ensure the vaccine has not been exposed to high temperatures and the cold chain has been maintained. Determine if the shipment was delivered within 48 hours. If the temperature monitor indicates that the vaccines did not arrive within desired temperature ranges or it took longer than 48 hours for the vaccine to be delivered, store the vaccines in the appropriate compartment and contact Customer Support Services Unit for further instructions. Do not attempt to return the vaccines to McKesson until approval is granted. Label the vaccines with a "**Do not Use**" sign until the viability of the vaccine can be determined. Never reject a vaccine delivery.

- E. Verify the type of vaccine and number of doses received matches what is listed on the packaging receipt. If there is a discrepancy in the order, store the vaccine in the refrigerator/freezer and notify the Customer Support Services Unit.

### **Packing Vaccine**

- A. Contact the Clinic Support Services Unit representative **before** returning/transferring vaccines. Do not attempt to return the vaccine without notification.
- B. Complete the “VFC Return and transfer” form to transfer viable vaccines to another facility. This form can also be used to return vaccines that are due to expire within 90 days.
- C. For vaccine that cannot be used or will expire in 6 months:
  - i. Contact the Clinic Support Services Unit representative
  - ii. Complete the “VFC Return and Transfer” form to transfer viable vaccines to another facility.
- D. When transporting vaccines to another facility/clinic ensure that the following steps are taken prior to transport:
  - i. Use hard plastic Igloo-type coolers for transport. Attach a “Vaccines: Do Not Freeze” label to the cooler.
  - ii. Use “conditioned” cold packs. Condition frozen gel packs by leaving them at room temperature for 1 to 2 hours until the edges have defrosted and packs look like they’ve been “sweating.” **Do not use dry ice.**
  - iii. Chill the cooler to be used for transport 1-2 hours prior to use by placing conditioned cold packs inside the cooler. Place a calibrated, thermometer in the cooler to determine when the temperature is in the recommended range.
  - iv. Check the temperature of the cooler prior to placement of vaccines.
  - v. Completely cover the cold packs with a 2-inch layer of bubble wrap. This will prevent accidental freezing. Place the calibrated thermometer/probe on top of the bubble wrap directly above a cold pack.
  - vi. Stack layers of vaccine boxes on the bubble wrap. Do not allow the boxes of vaccine touch the cold packs.
  - vii. Completely cover the vaccine with another 2-inch layer of bubble wrap.
  - viii. Spread “conditioned” cold packs to cover only half of the bubble wrap. Make sure that the cold packs do not touch the boxes of vaccine.
  - ix. Fill the cooler to the top with bubble wrap. Place the thermometer’s digital display and the *Return or Transfer of Vaccines Report* form on top.

- x. Contact the CSSU to transport MMRV or Varicella vaccines.
  - xi. Vaccines not tolerant of freezing temperatures should be packed farther away from the ice packs.
  - xii. Pack vaccines in their original packing and on top of the barrier.
  - xiii. **DO NOT PLACE ICE DIRECTLY ON ANY VACCINE.**
- E. For any expired or spoiled vaccine, remove it from stock and place in a bag or box labeled for return. **Do not** dispose of the vaccine unless given prior approval by the Clinic Support Unit representative.
- F. Pharmacy will return expired and spoiled vaccine doses supplied by the VFC Program to the program's national vaccine distributor, McKesson Specialty, from clinics located on the HDHS campus. Offsite clinics (South Valley, Littlerock, and Lake Los Angeles) will be responsible for returning their own expired and spoiled vaccines. The steps for returning vaccines to VFC are as follows:
- i. Complete the "VFC Return and Transfer" form for expired and spoiled vaccines.
  - ii. Contact the Clinic Support Services Unit and send them a copy of the form.
  - iii. Pack the vaccines in a box and clearly label the outside "Non-viable Vaccine Enclosed" and return to the address listed on the return form. Include a copy of the return form with the vaccine shipment.
  - iv. Contact the VFC Program at 877-243-8832 to request a return label for the box and fax a copy of the return form to VFC at 877-329-9832.
- G. To order vaccines from Pharmacy use the "Floor Stock Request" forms and contact Pharmacy for the handling of these vaccines.

Any questions regarding vaccine storage and handling issues should be forwarded to the Customer Support Services Unit at (323) 869-8080 for clarification.

### **Quality Assurance**

- a. Train all clinic staff on the principles of vaccine storage and handling as well as provide a review of the policy and procedures annually.
- b. Complete a Vaccine Storage and Handling In-service provided by the LACIP. Contact the Nurse Consultant for dates and times. This in-service can also be done online at <http://publichealth.lacounty.gov/ip/trainconf/index.htm>.
- c. Refer staff to the California on-line VFC immunization training website at <http://www.eziz.org>.
- d. Any questions regarding vaccine storage and handling issues should be forwarded to Customer Services Unit at (323) 869-8080 for clarification.

## REFERENCES

Vaccine policy information [www.eziz.org](http://www.eziz.org)

Vaccine Management Plan IMM-1122 (4/16)

Vaccine Ordering Worksheet IMM-1246 (1/17)

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