

# IMMUNIZATION MANUAL

## Ordering and Accountability

### A. Vaccine Ordering Schedule

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1. Each practice is assigned an ordering frequency with a 2 week window of time.
2. If it's anticipated that vaccine will run out before the next scheduled order, call the Immunization Program to discuss placing an additional order.
3. If there is not enough space in your refrigerator or freezer to store vaccine as described in this document, the unit is too small. Request an increased ordering frequency, and look into the purchase of a unit that can store the largest anticipated inventory.

### B. VTrckS and Vaccine Ordering

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1. Vaccine orders are placed and managed through the online Vaccine Tracking System (VTrckS). The technical requirements can be found at [www.healthvermont.gov/hc/imm/documents/FactSheet-ProviderTechnicalSetupVT.pdf](http://www.healthvermont.gov/hc/imm/documents/FactSheet-ProviderTechnicalSetupVT.pdf)
2. In order to access VTrckS, each user must complete an identity proofing process.
  - The form is available at [http://healthvermont.gov/hc/imm/documents/VTrckS\\_Identity\\_Voucher.pdf](http://healthvermont.gov/hc/imm/documents/VTrckS_Identity_Voucher.pdf)
  - Instructions are at [www.healthvermont.gov/hc/imm/documents/ProviderSecurityAccess.pdf](http://www.healthvermont.gov/hc/imm/documents/ProviderSecurityAccess.pdf).
3. A VTrckS Provider webinar and printable training slides can be located at: [www.healthvermont.gov/hc/imm/VaccineTrackingSystemVTrckS.aspx](http://www.healthvermont.gov/hc/imm/VaccineTrackingSystemVTrckS.aspx)
4. To place an order:
  - Fax paper temperature logs back to the month of the last vaccine order to the Immunization Program the same day an order is placed (Fax: 802-863-7395).
  - Log in at <https://sams.cdc.gov>.
  - Complete Inventory on Hand, Doses Administered and Temperature Logs in VTrckS.
  - Choose Order Catalog to initiate a vaccine order.
  - All vaccine orders are reviewed by the Immunization Program. Should adjustments be necessary, you will be contacted.
  - The status, including shipping information, of vaccine orders can be checked in VTrckS anytime.
  - Enter all transfers into and out of your practice site.

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### C. Receipt of Vaccine Shipments

1. Most vaccines are shipped from McKesson Specialty Distribution. Freezer stable vaccines (varicella, MMR-V, and zoster) are shipped by the manufacturer, Merck.
2. Upon receipt of refrigerated vaccines, open the box and check the enclosed temperature monitoring card. If it shows that an out-of-range temperature occurred during shipping, mark the vaccine “do not use,” immediately store it in the refrigerator and call McKesson Specialty at 1-877-836-7123 *the same day*, for further instructions.
3. Verify that the packing slip agrees with the content of the shipment. If not, call McKesson Specialty at 1-877-836-7123 *the same day*. Date and sign the packing slip and keep it for your records. Do not fax it to VDH.
4. Store the vaccine promptly in the appropriate refrigerator or freezer based on the required storage temperature for the vaccine.
5. Frozen vaccines are shipped in a box with coolant packs and the lid of the box contains diluent. Remove the diluent from the lid before you discard the box. Diluent can be stored in the refrigerator or at room temperature, but not in the freezer.
6. Rotate vaccine stock to ensure use of the shorter expiration dates first.

### D. Avoiding wastage due to vaccine expiration

1. Conduct a weekly inventory to ensure that vaccine with earliest expiration date is used first.
2. Sixty to 90 days prior to expiration, if vaccine is likely to not be used, contact the Immunization Program for assistance redistributing the vaccine to a practice that can use it. Immunization Program permission is required prior to moving state supplied vaccine.
3. **Remove** expired or non-viable vaccine from the storage unit. Mark “Do Not Use.” Refer to the Section F for instructions.

### E. Maintaining the integrity of state-supplied vaccine stocks

Never borrow (swap) vaccine between state-supplied and private vaccine stock.

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### **F. Handling expired, spoiled, and wasted vaccine**

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1. **Non-viable vaccine** is any vaccine that is unopened (with the cap intact) that cannot be used because it has either passed its expiration date or been spoiled due to exposure to out-of-range temperatures.
  - All expired or spoiled vaccine must be reported in VTrckS using the Return Catalog option. Print the confirmation page.
  - The Immunization Program will review the return and, upon approval, McKesson will send you a shipping label.
  - Upon receiving the shipping label, ship the vaccine in any sturdy box packed to prevent vial breakage to McKesson within six months of spoilage or expiration. Enclose the confirmation page as a packing slip.
  
2. **Wasted vaccine** is vaccine that has been opened but not used.
  - Reasons for waste include: because of being drawn into a syringe but not administered, opened in error, error in reconstitution; or vaccine whose sterility has been compromised by the vial being dropped or broken or open multi-dose vials that have expired.
  - All wasted vaccine must be reported in VTrckS using the Return Catalog option (even though it will not actually be returned).
  - Dispose of wasted vaccine in a sharps container.