

Receiving VFC Vaccine Shipments Checklist

Instructions

Complete this checklist to ensure appropriate receipt of Vaccines for Children (VFC) Program vaccines. If any shipment issues are identified, store vaccines at appropriate temperatures, mark them as “Do Not Use” and notify the Iowa VFC Program at IowaVFC@hhs.iowa.gov. **Never refuse a vaccine shipment.**

Facility Name:	VFC PIN:	VFC Coordinator Email:
Date McKesson Shipment(s) Received:	Date Merck Shipment(s) Received (Proquad & Varivax):	Date Pfizer Shipment(s) Received (COVID):

1. Inspect shipment and select any issues with the delivery:

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

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

Refrigerated vaccines ship with a TagAlert temperature monitor.



Frozen varicella-containing vaccines are packaged with an insert to identify allowable shipping time.

- ▶ Note if shipment arrived beyond allowed time.

COVID-19 vaccines may have differences in cold-chain management or shipping

- ▶ Moderna (Spikevax) ships from McKesson frozen at -50 to -15°C (-58 to 5°F) with instructions for confirming proper shipping temperatures.
- ▶ Novavax ships from McKesson at 2 to 8°C (36 to 46°F) with MonitorMark/FREEZEmarker indicators.
 - Pfizer COVID-19 vaccine shipment and storage varies by product. Follow package inserts included with the shipment to confirm appropriate temperature and storage.



3. Check shipment for discrepancies

Compare vaccines received, to those listed on the packing slip. It is important to verify quantities and products match what were approved on the order page in IRIS.

- ▶ Note any discrepancies on the following pages.
- ▶ Verify shipments containing lyophilized vaccines (e.g., MMRII, Varivax, ProQuad) include correct type and quantity of diluent.
- ▶ Note any vaccines with expiration dates less than six months.

4. Store vaccines immediately

Separate stored vaccine by funding source (private, public -VFC/VFA) in storage units at the appropriate temperature. When receiving a new vaccine shipment, place vaccines with the shortest expiration date in the front.

5. Report any shipment issues on the same day shipments arrive

Important—Report any shipment errors on the same day a vaccine shipment arrives.

Distribution centers may not accept any discrepancies reported after the day of receipt.

Call the Iowa VFC Program at 800-831-6293 for additional guidance.

See “Handling of Vaccine Compromised During Shipment” section below for additional information and next steps

Note Shipment Discrepancies

Note any discrepancies between the packing slip, original order in IRIS and shipment received. Also, report any vaccines received with expiration dates less than six months from date of receipt.

Refrigerated vaccines: 2 to 8°C (36 to 46°F)

Vaccines	Brand Received			Comments on Discrepancies
COVID-19	Moderna	Novavax	Pfizer	
DTaP	Daptacel	Infanrix		
DTaP-HepB-IPV	Pediarix			
DTaP-IPV-Hib-HepB	Vaxelis			
DTaP-IPV	Kinrix	Quadracel		
DTaP-Hib-IPV	Pentacel			
HepA	Havrix	VAQTA		
HepB	Engerix-B	Recombivax HB		
Hib	Act Hib	Hiberix	PedvaxHIB	



HPV	Gardasil	
Influenza		
IPV	IPOL	
MenACWY	Menveo	MenQuadfi
MenABCWY	Penbraya	Penmenvy
MenB	Bexsero	Trumenba
MMR (Priorix)	Priorix	
PCV	Prevnar 20	Vaxneuvance
PPSV23	Pneumovax 23	
RSV	Abrysvo	Enflonsia
	Beyfortus	50 mg 100mg
Rota	Rotarix	RotaTeq
Td	Tenivac	
Tdap	Adacel	Boostrix

Frozen vaccines: -15 to -50°C (-58 to 5°F)

Vaccines	Brand Received	Comments on Discrepancies
COVID-19	Moderna only	
MMR	MMRII only	
MMRV	ProQuad	
Var	Varivax	

Handling of Vaccine Compromised During Shipment

If a provider believes a vaccine shipment was comprised, they must immediately contact the Iowa VFC Program at 800-831-6293 or IowaVFC@hhs.iowa.gov.

Important: Do not dispose of the shipment until guidance has been received.

On the same day as the shipment, VFC Providers **must** also contact:

- ▶ McKesson Centralized Distribution: Contact centralized distribution immediately at 877-TEMP123 (877-836-7123). This must be done the same day vaccines arrive. Reporting later may result in the Iowa VFC Program being responsible for the spoiled vaccine regardless of the reason for the excursion.
- ▶ Direct Ship Vaccines (Merck or Pfizer frozen vaccines): Contact the Iowa VFC Program for guidance. Merck issues may also be reported directly to the manufacturer using their [CDC/VFC Vaccine Inquiry Form](#).

Return or Disposal of Shipping Containers

After unpacking VFC vaccine shipments, EcoFlex coolers must be returned for reuse. KoolTemp coolers do not need to be returned and may be discarded:

EcoFlex Cooler: Must be returned.

Return label found on inner flap of shipping box.



KoolTemp Cooler: May be discarded



Refrigerated and frozen TagAlerts do not need to be returned and may be discarded:



Returning your EcoFlex cooler

UPS return shipping label can be found on the inner flap of the cooler box. When returning your cooler, follow McKesson's instructions:



RETURN YOUR COOLER



Step 1: Open shipper and remove the top PCM gel pack(s).



Step 2: Remove the product(s) from the inner corrugated box.



Step 3: Ensure the inner corrugated box is back in the EcoFlex shipping system.



Step 4: Place the top PCM gel pack(s) back on top.



Step 5: Fold in the original outer flaps. Fold in the remaining flaps with return.



Step 6: Schedule a pickup with UPS. Contact UPS either by phone or by email.



The return shipping label can be found on the inside flap of your EcoFlex box. For more information, contact info@coldchaintech.com

MCKESSON

Questions?

Need a UPS Pickup of your EcoFlex cooler?

CONTACT

UPS Phone Number: 1-800-377-4877
7:00AM – 9:00PM EST Monday – Friday
7:30AM – 6:00PM EST Saturday

UPS Email: Healthcaresupport@UPS.com
7:00AM – 9:00PM EST Monday – Friday
7:30AM – 6:00PM EST Saturday

WEB: UPS.com/healthcare

Provide the McKesson Account Number: 20V8R9