Vaccine Management Checklist

California COVID-19 Vaccination Program

Manage your inventory carefully to maximize vaccinations, protect vaccine potency, and minimize wastage—**but don't turn away potential recipients to avoid puncturing a vial at the end of the day!** (CDC Guidance.)

Check Your Inventory

- ☐ Don't reject shipments; report shipment incidents in myCAvax upon notice for resolution.
- ☐ Store vaccines under these temperatures; label cartons with beyond use dates as recommended by vaccine manufacturers (see Receiving Pfizer-BioNTech | Moderna | Janssen).
- ☐ Group vaccines (pediatric, adolescent, adult) and label in large block letters (vaccine cartons, baskets, or shelf space) to help ensure correct products are removed for administration.
- ☐ Record storage unit temperatures **twice daily** on a temperature log (see sample); report temperature excursions daily in myCAvax.
- ☐ Rotate stock weekly to ensure vaccines soon to expire are used first.
- ☐ If unable to use vaccines before expiration, report doses to myCAvax Vaccine Marketplace (well before expiration) for redistribution to other sites.
- ☐ As expiration dates draw near, check stock for possible extensions using CDC's Vaccine Expiration Date Report (or Janssen & Moderna websites and Pfizer Gray Cap, Orange Cap, and Purple Cap EUAs); clearly label product with updated expiration dates to prevent administration errors.
- ☐ For pending extensions, mark vaccine as "DO NOT USE pending extension" and leave in storage units.
- ☐ Remove spoiled and expired vaccine (including product past BUD date/time) from storage units IMMEDIATELY to prevent administration errors.

Report Vaccine Wastage

- ☐ Report doses spoiled, expired, or wasted in myCAvax (including product, lot number, and expiration date) before disposal.

Dispose of Expired Vaccine

- ☐ Do not return nonviable COVID-19 vaccines. Please Do NOT leave vaccine in returned shippers.
- ☐ Pfizer, Moderna, and Janssen vaccines may be disposed of in a pharmaceutical waste container, or a comingled pharmaceutical/Sharps waste container. (Read more.)

Report Updated Inventory

- ☐ Report inventory to VaccineFinder daily—even if inventory hasn't changed.
- ☐ Before reporting, adjust counts to reflect vaccine shipments added to inventory; doses used; transfers in/out of inventory; and doses spoiled, expired, or wasted that are removed from inventory.
- ☐ Report doses redistributed or transferred in/out of inventory in myCAvax within 24 hours of event.

(Also see Patient Visit Checklist.)