

Receiving Delivery of State-supplied Vaccine

Keys to Successful Vaccine Receiving:

- A trained staff person must be available to receive and store vaccines when they are received.
- At least 1 primary and 1 back-up staff person must be fully trained in vaccine storage and handling.
- Post contact information of storage and handling staff with receptionist and/or staff who typically receive UPS and FedEx shipments.
- Post “DO NOT LEAVE VACCINE UNATTENDED” signage in the package delivery area.
- All staff anticipated to be in a position to monitor UPS and FedEx shipments must be trained to ensure that vaccine deliveries are received by the appropriate person, and stored immediately.

Unpacking the Box of Vaccines:

- Review the shipping invoice and carefully compare vaccine received with what is listed on the invoice.
 1. Lot numbers should match.
 2. The number of doses should match the vaccine type.
 3. Expiration dates should match.
 4. Expiration date should be at least 6 months from the date of receipt.
 5. The package should be in good shape without evidence of damage.

Contact Whatcom County Health Dept. (WCHD) immediately (676-4593) if:

- Any of the above criteria are not met
- There are any concerns that the cold chain was not maintained during shipment. (e.g., Frozen vaccine arrives with no dry ice)

Timeline for Delivery of Vaccines:

Vaccine delivery will typically occur within 10-14 days of the time your order is placed with WCHD. However, vaccine delivery may occur as soon as 3-5 days of order placement.

Providers should contact WCHD if your vaccine order is not received within 14 days of order placement.

Vaccine Transfers

Occasionally WCHD may need to coordinate a vaccine transfer between practices due to vaccine shortage or redistribution, short expiration dates, or limited emergency dose needs.

*If doses are due to expire within 3 months and it is anticipated they will not be used, please call WCHD at 676-4593.