

## Vaccine Supply

### Preamble:

The Office of the Chief Medical Officer of Health (OCMOH) procures and provides vaccines for use in the New Brunswick Public Health Immunization Program, which consists of routine programs for infants, children and adults; targeted programs for high risk individuals; and for communicable disease follow-up.

At any given time, more than 20 contracts are in place to ensure supply for these services. Most products are purchased through a joint federal/provincial/territorial partnership; some are purchased directly by the Office of the Chief Medical Officer of Health and on occasion some are purchased by the Office of the Chief Medical Officer of Health through the Health Canada Special Access Program (SAP).

### Ordering Vaccines

Vaccines are procured through the Central Serum Depot (CSD). Distribution occurs through the CSD and a network of sub depots throughout the province in designated community and hospital pharmacies. Vaccines used in routine programs for infants, children and adults can be obtained from the CSD and local sub depots. Products used solely in targeted programs are obtained from the CSD only. Refer to the [List of Sub Depots](#).

When ordering vaccines:

1. Order twice a month and maintain no more than a one-month supply in immunization clinic/ practice refrigerators.
2. Replenish stock to reach monthly inventory levels using Kanban method, which is to replace only the portion of the stock that was used.
3. To determine monthly inventory levels, refer to [Forecasting Vaccine Requirements](#).
4. Anticipate peak periods for specific product use; e.g., school entry or influenza season.
5. Consider the unit of issue and the storage space requirements; i.e., multidose vials or pre-filled syringes.
6. Check expiry dates of products on hand and use a “first-in,” “first-out” approach to product usage.
7. Use the order form designated for your practice setting to place orders. Complete all sections on the form including: monthly inventory, current inventory, lot number/expiry date and # doses required.
  - a. [Publicly Funded Vaccines and Biologics Order Form](#) (Physicians, Nurse Practitioners and Institutions)
  - b. [Publicly Funded Vaccines and Biologics Order Form](#) (Public Health Offices and First Nation Health Centres)

The order forms can be sent by fax (506-648-6477) or email [Serum.depot@gnb.ca](mailto:Serum.depot@gnb.ca) to Central Serum Depot.

The order forms should be faxed to the local sub depots.

Telephone orders will be considered only in urgent circumstances and will need to be finalized with a completed order form from the vaccine co-ordinator.

When receiving vaccine:

1. All those who accept delivery of vaccine must be fully aware of what to do when the product is received.
2. Shipments must be examined and refrigerated immediately upon receipt.
3. Inspect the shipping package and its contents for evidence of physical damage.
4. Inspect the vaccine and diluent packages for physical damage or visual evidence of damage

from heat or cold. This is a cursory inspection; the vaccines packages and individual units will be inspected prior to administration.

5. Check the temperature monitoring devices/cold chain monitors for indication of alarms or activation. Contact the shipper if you have any questions about the monitoring devices.
6. Check the packing slip against the contents of the shipment and the original order. If there is any discrepancy contact the sub depot or CSD.
7. Check the expiry dates of the products to ensure that they can be used prior to expiry.
8. If product is received in a satisfactory condition, enter into inventory for use.
9. If the product is not satisfactory, mark the vaccine as “DO NOT USE,” maintain the cold chain (2° C to 8° C) or as otherwise noted in the product monograph and contact the sub depot or CSD for further direction.
10. Return the shipping container to CSD using the pre-printed waybill (if product received from CSD).

### Management of Damaged or Unsuitable Vaccine (as noted upon use)

When vaccine is received, the package should be carefully examined for damage. Consultation with the local sub depot or the CSD should occur. In most instances direction will be given to return the product directly to the CSD.

At the time of vaccine administration, the immunizer examines the product to ensure its integrity. The appearance should be as described by the manufacturer in the product monograph. The immunizer should follow the manufacturer’s recommendation in preparing the product for use.

In the event that a product is not as the manufacturer describes or is in some way faulty:

1. Involve the vaccine co-ordinator to verify the problem;
2. Label (DO NOT USE) and quarantine the vaccine, maintaining the cold chain until it has been determined whether the product can be used;
3. Notify the CSD, which will provide guidance; and
4. Complete the form – [Vaccine Supply Problem Report](#) and return to CSD as directed.

### 3.6.2 - Returning Unused Vaccine

All vaccine that is not used, regardless of the reason, must be returned to the CSD, either directly or through the local sub depot.

1. Outdated vaccine does not need to be kept in the cold chain.
2. Vaccine that has been exposed to a storage excursion and is deemed unusable does not need to be kept in cold chain.
3. Vaccine that has not expired, but cannot be used by an immunizer, will not be accepted back by the local sub depot or CSD for re-distribution **UNLESS** the immunizer can provide documentation confirming the vaccine was maintained in cold chain conditions at all times. Please avoid wastage by ordering only what you can use in one month. Contact the local sub depot or the CSD for further direction.

#### References:

1. *National Vaccine Storage and Handling Guidelines for Immunization Providers, 2015.* <https://www.canada.ca/en/public-health/services/publications/healthy-living/national-vaccine-storage-handling-guidelines-immunization-providers-2015.html>.
2. *CDC Manual, Immunization Section*, BCCDC, <http://www.bccdc.ca/dis-cond/comm-manual/CDManualChap2.htm>.
3. *Vaccine Storage and Handling Guide*, Ontario Ministry of Health and Long-Term Care [http://www.health.gov.on.ca/en/pro/programs/publichealth/oph\\_standards/docs/reference/vaccine%20storage\\_handling\\_guidelines\\_en.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/docs/reference/vaccine%20storage_handling_guidelines_en.pdf).
4. *Vaccine Storage and Handling Guide, Protect your vaccine – Protect your patients*, US Center for Disease Control, October 2011. <https://www.cdc.gov/vaccines/hcp/admin/storage/index.html>.