

MNSC Vaccine Evaluation Form:

To assist you with your request for stability information for your vaccines that were inadvertently exposed to temperatures outside the recommended storage range provided in the prescribing information, please follow the direction below in order to have your vaccines evaluated. Please do not use this form for any vaccines administered to any patients. If you need vaccines which were administered to patients evaluated please call the Merck National Service Center at 1-800-672-6372.

Once the data is evaluated, someone from the Merck National Service Center will contact your facility by phone using the phone number provided on the returned form. For this reason please include the best contact phone number.

Directions for completing the form:

- Complete **one** form for **each** vaccine and unique lot number
- Please note there are separate forms for refrigerated and frozen vaccines.
- Do not attach a vaccine log, vaccine inventory list, handwritten notes, or any other type of documentation as vaccines will only be evaluated by information completed on the form
- All information must be completed in full before Merck can evaluate these excursions
- Completed forms should be returned to the Merck National Service Center (MNSC) via
 - Email to: MNSC_Contact_Center@merck.com

Information to be documented on the form:

- Vaccine name
 - If product is PNEMOVAX 23 (pneumococcal vaccine polyvalent) please specify if a prefilled syringe or vial
- Lot/Expiration date
 - Use one form for each lot number/expiration date
- Cycles
 - That means the number of times a vaccine “cycled” (went from one temperature exposure to another temperature exposure, and then back).
- Time & Temperature Ranges
 - Gather all data
 - For each excursion put the date excursion happened
 - Temperatures should be rounded to the nearest whole number and then that whole number used when determining the appropriate range in the chart below.
 - Select appropriate column in chart where your temp falls & document the total time the product was in that range
 - Then total the columns for times at the bottom of the chart
 - **Note:** each excursion and associated timeframe would only be listed once on the chart

EXAMPLE of Refrigerated case:

- If vaccine was exposed to 50F for 7 hours you would list 7 hours in the column “time in the range 47°F to 77°F (9°C to 25°C)”. [It only experienced 1 excursion so put 1 in the cycle column]
- If a data logger showed a vaccine was exposed to 32F for 4 hours and 30F for 3 hours you would list 3 hours at 30F in the column “Exact temperature & time at 31°F/-1°C or colder” and 4 hours in the column “time in the range 32°F to 35°F (0°C to 1°C)” [It only experienced 1 excursion so put 1 in the cycle column]

Vaccine Name (only 1 per form)					
Refrigerated Vaccine name					
Vaccine Lot Number/Expiration					
Date (only 1 per form)					
Lot M12345 Exp 1/1/2999					
Date of excursion	Exact temperature & time at (31°F / -1°C) or colder	Time in the range 32°F to 35°F (0°C to 1°C)	Time in the range 47°F to 77°F (9°C to 25°C)	Time at 78°F/26°C or warmer	# cycles
2/2/20XX	3 hours at 30F	4 hours			1 cycle
total	3 hours	4 hours	7 hours		

EXAMPLE of Frozen case:

- If vaccine was exposed to 22F for 7 hours you would list 7 hours in the column “time in the range 15°F to 46°F (-9°C to 8°C)”
- If a data logger showed a vaccine was exposed to 8F for 5 hours and 25F for 3 hours you would list 4 hours in the column “time in the range 6°F to 14°F (-14°C to -10°C)” and 3 hours in the column “time in the range 15°F to 46°F (-9°C to 8°C)”

Vaccine Name (only 1 per form) Frozen Vaccine name					
Vaccine Lot Number/Expiration Date (only 1 per form) Lot M12345 Exp1/1/2999					
Date of excursion	Time at (-59°F/ -51°C) or colder	Time in the range 6°F to 14°F (-14°C to -10°C)	Time in the range 15°F to 46°F (-9°C to 8°C)	Time in the range 47°F to 77°F (9°C to 25°C)	Time at 78°F/ 26°C or warmer
1/1/20XX			7 hours		
2/2/20XX		5 hours	3 hours		
cumulative totals		5 hours	10 hours		

Merck does not recommend the use of any vaccine that has not been stored in the manner specified in the prescribing information. Please see the Prescribing Information for complete storage and handling information.

The Prescribing Information can be found on the link below
<http://www.merck.com/product/prescription-products/>

If you need additional assistance or have questions about the form, please call the Merck National Service Center at 1-800-NSC-MERCK (1-800-672-6372)

Sincerely,

Merck National Service Center

Request for information regarding Refrigerated vaccines

- Reminder: 1 table should be used for each vaccine and the separate lot #
- The cumulative totals are what should be reported and please note if time is in minutes, hours, days etc.
- Once your form is received, you will be contacted by phone with the results of the evaluation.
 - Completed forms should be returned to the MNSC via Email to:
MNSC_Contact_Center@merck.com
- Please include contact name and best contact phone number
 - Name: _____
 - Phone: _____

Vaccine Name (only 1 per form)					
Vaccine Lot Number/Expiration Date (only 1 per form)					
Date of excursion	Exact temperature & time at (31°F/-1°C) or colder	Time in the range 32°F to 35°F (0°C to 1°C)	Time in the range 47°F to 77°F (9°C to 25°C)	Time at 78°F/26°C or warmer	# cycles
cumulative totals					

Please make additional copies of these blank forms if needed

Request for information regarding **Frozen vaccines**

- Reminder: 1 table should be used for each vaccine and the separate lot #
- The cumulative totals are what should be reported and please note if time is in minutes, hours, days etc.
- Once your form is received, you will be contacted by phone with the results of the evaluation.
 - Completed forms should be returned to the MNSC via Email to:
MNSC_Contact_Center@merck.com
- Please include contact name and best contact phone number
 - Name: _____
 - Phone: _____

Vaccine Name (only 1 per form)					
Vaccine Lot Number/Expiration Date (only 1 per form)					
Date of excursion	Time at (-59°F/ -51°C) or colder	Time in the range 6°F to 14°F (-14°C to -10°C)	Time in the range 15°F to 46°F (-9°C to 8°C)	Time in the range 47°F to 77°F (9°C to 25°C)	Time at 78°F/ 26°C or warmer
cumulative totals					

Please make additional copies of these blank forms if needed