



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health

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**RE: COVID-19 Vaccine Redistribution and Transfer Guidance**

Dear Provider:

**Vaccine Redistribution** is the process by which vaccine is physically moved and possession is transferred from the enrolled provider who first received the vaccine shipment to another enrolled provider who will store and administer the doses.

**Vaccine Transfer** is the process in which one COVID-19 vaccine provider who receives **redistributed** vaccine transfers vaccine to another enrolled provider to store and administer the vaccine.

**What are the requirements to redistribute COVID-19 vaccine?**

- Centers for Disease Control and Prevention (CDC) Redistribution Agreement: The facility/provider that is redistributing vaccine must have a signed CDC Redistribution Agreement and a completed and approved West Virginia Department of Health and Human Resources, Bureau for Public Health (BPH), Division of Immunization Services (DIS) Request to Redistribute Vaccine Between Locations (see attached). The facility must maintain all redistribution records as indicated in the agreement.
- Enrolled as a COVID-19 Vaccine Provider: The provider site receiving the vaccine must be enrolled as a COVID-19 Vaccination Program Provider.
- After the facility that is redistributing the vaccine submits a completed CDC Redistribution Agreement and a BPH Request to Redistribute Vaccine Between Locations, and receives approval by the DIS, both the redistributing AND receiving sites will be asked to complete and submit a single [Vaccine Transfer Transport Tracking form \(wv.gov\)](#). This form includes facility site names (sending and receiving facilities), dates and time of redistribution, vaccine lot numbers, vaccine expiration dates, temperature of vaccine during transport, and number of doses.
- Documenting the Redistribution of Inventory in VAMS and VaccineFinder: Inventory in the Vaccine Administration Management System (VAMS) must be updated by both participating providers. The receiving site should update the inventory before administering any doses and no later than 24 hours after receiving the redistributed vaccine. The facility redistributing the vaccine should ensure inventory is updated in VAMS within 24 hours of the transaction by reducing their inventory and selecting "transfer" as the reason for the inventory adjustment. This is a critical step to assure that doses are neither administered nor in inventory are accounted for by the provider who is redistributing. Additionally, the inventory should be reported in Vaccine Finder.
- Both the redistributing site and the receiving site need to be registered with Vaccine Finder as prompted at the time of enrollment as a COVID-19 Vaccination Program Provider. Providers

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who have not yet registered with Vaccine Finder should email the Vaccine Finder Help Desk at [vaccinefinder@auth.castlighthealth.com](mailto:vaccinefinder@auth.castlighthealth.com) to set up an account.

### **What is the process for requesting approval to redistribute vaccine?**

Submit the CDC Redistribution Agreement and a Vaccine Transfer Transport Tracking form to the West Virginia DIS Vaccine Provider Enrollment Coordinator at [COVIDVaccinationProg@wv.gov](mailto:COVIDVaccinationProg@wv.gov) to request approval to redistribute the COVID-19 vaccine.

**NOTE: BPH approval must be obtained before the vaccine may be redistributed. Submission of a request to redistribute does not constitute approval.**

**IN CASE OF EMERGENCY:** BPH may expressly direct enrolled providers to redistribute vaccine through directed reallocation or in the case of emergency (such as equipment failure). Prior approval is not required in these instances, and the BPH Request to Redistribute Vaccine Between Locations form is not needed. However, the CDC Redistribution Agreement and the Vaccine Transport Tracking Sheet must still be submitted and inventory in the VAMS system updated appropriately as soon as possible and within 24 hours.

### **Guidance for safely transporting vaccine:**

- As a COVID-19 vaccination provider, you should carefully review [Vaccine Storage and Handling Toolkit-November 2020 \(cdc.gov\)](https://www.cdc.gov/vaccines/imz/downloads/pdf/14-1717.pdf) Section Six: Vaccine Transport, to ensure your facility has the appropriate procedures and supplies in place to safely transport vaccine.
- Every time vaccine leaves the storage unit, the cold chain is broken, and the vaccine's viability is at risk; therefore, redistributions should be limited, to the extent possible.
- Transporting vaccine requires planning and preparation to ensure the cold chain is maintained. Transport guidance will vary based on the specific COVID-19 vaccine product.
- Vaccine doses must not be redistributed and/or transferred more than once, pursuant to COVID-19 vaccine manufacturer guidance.
- Vaccine should be transported in a stable storage unit and monitored with a temperature monitoring device (TMD), preferably a digital data logger (DDL) if possible. In most instances, packing materials that vaccines were initially shipped in are not meant for reuse (the most common exception is ultra-cold vaccine shipping materials).
- The time for transport alone or transport plus clinic workday should be a maximum of eight hours.
- Transport vaccines, diluents, and ancillary supplies (including vaccination record cards and personal protective equipment) in equal amounts.
- Immediately upon arrival at the destination, vaccines should be stored in an appropriate storage unit with a TMD. If this is not possible, vaccines should be kept in the portable storage unit and the unit temperature monitored regularly.
- Special temperature transport requirements for COVID-19 vaccine:
  - Only transport Pfizer vaccine at refrigerated temperatures (2 to 8 degrees C), unless redistributing a full tray in an ultra-cold shipper or ultra-cold portable freezer.
- Only transport Moderna vaccine at frozen (-25 to -15 degrees C) or refrigerated temperatures (2 to 8 degrees C). Visit [Vaccine Storage and Handling Toolkit-November 2020 \(cdc.gov\)](https://www.cdc.gov/vaccines/imz/downloads/pdf/14-1717.pdf) COVID-19 Vaccine Addendum for more details on COVID-19 vaccine transport.