

## North Carolina Department of Health and Human Services

### COVID-19 Vaccine Expiration Date Job Aid

**As a Healthcare Location Manager, how can I confirm that the expiration dates for COVID-19 vaccines are correct in the COVID-19 Vaccine Management System (CVMS)?**

When COVID-19 vaccine manufacturers upload the vaccine shipment details to the federal order and shipment tracking system (VTrckS), the expiration date for the vaccine lot numbers may be filled with a placeholder date of 12/31/2069. When a Healthcare Location Manager at a location receives a COVID-19 vaccine order from the manufacturer, one of the key steps they need to do is to confirm that the actual expiration date for the vaccine lot is captured correctly in the CVMS Provider Portal. If the expiration date is not manually changed when the placeholder date of 12/31/2069 is used, the incorrect expiration date will remain in CVMS and be included in vaccine administration records for recipients.

We recommend that Healthcare Location Managers review all inventory records in the CVMS Provider Portal for their location(s) to confirm the expiration dates are listed correctly. If any incorrect expiration dates (e.g., 12/31/2069) are found, Healthcare Location Managers can determine the accurate expiration date for the vaccine Inventory Record (see Section 1 below) and then manually edit the vaccine Inventory Record's expiration date in CVMS to reflect the accurate expiration date (see Section 2 below) (a spreadsheet containing lot information with faulty expiration dates will also be made available to you).

#### Section 1 - Locating Expiration Date Information

Listed below are instructions on how to find the expiration date for each COVID-19 vaccine manufacturer for a specific lot number:

**Pfizer COVID-19 Vaccine:** The expiration date is located on the vaccine vial and packaging.

**Moderna COVID-19 Vaccine:** The expiration date is NOT printed on the vaccine vial or carton. To determine the expiration date:

- Scan the QR code located on the outer carton, or
- Go to [Vial Expiration Date Lookup | Moderna COVID-19 Vaccine \(EUA\) \(modernatx.com\)](https://www.modernatx.com/vial-expiration-date-lookup)

**J&J (Janssen) COVID-19 Vaccine:** The expiration date is NOT printed on the vaccine vial or carton. To determine the expiration date:

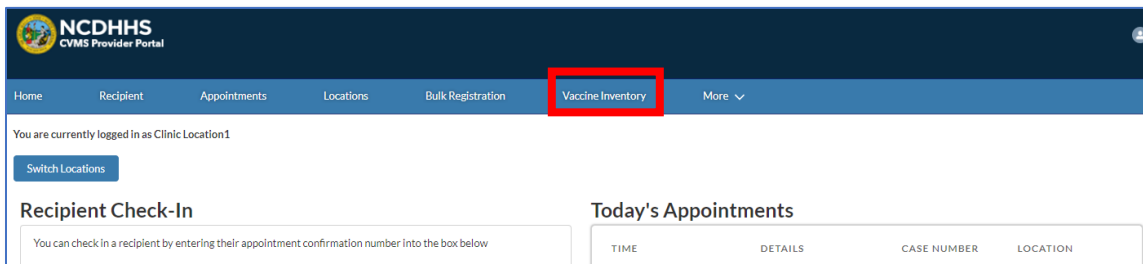
- Scan the QR code located on the outer carton, or
- Call 1-800-565-4008, or
- Go to [www.vaxcheck.jnj/](https://www.vaxcheck.jnj/)

In addition, the CDC's [COVID-19 Vaccine Expiration Date Tracking Tool](https://www.cdc.gov/vaccines/imz/downloads/#/COVID-19-Vaccine-Expiration-Date-Tracking-Tool) can help to keep track of expiration dates by lot number

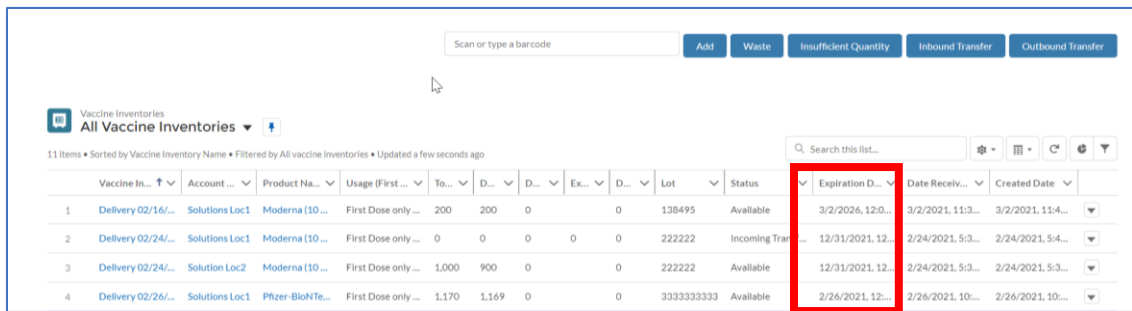
## Section 2 - Updating Vaccine Inventory Record Details in CVMS

Follow the steps below to review and update the expiration dates of the vaccine inventory records logged in CVMS:

1. Navigate to the CVMS Provider Portal (<https://covid-vaccine-provider-portal.ncdhhs.gov>)
2. Connect using your NCID username and password
3. Navigate to the **VACCINE INVENTORY** tab



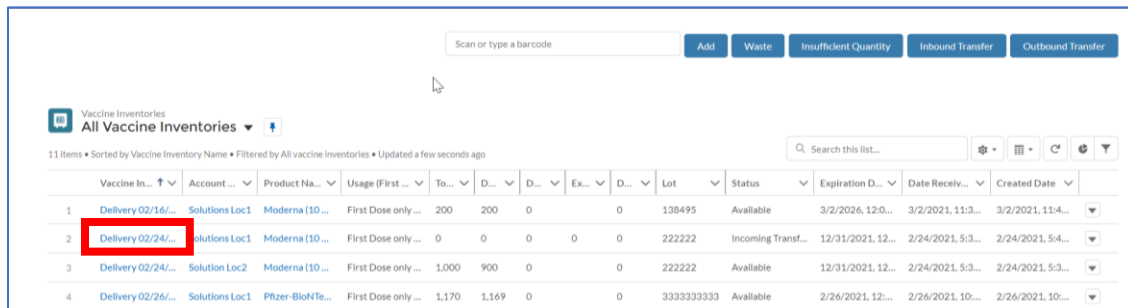
4. Check the Vaccination Expiration Dates in the **EXPIRATION DATE** column



The screenshot shows a table of vaccine inventories. The table has columns for Vaccine In., Account, Product Na., Usage (First Dose only), To., D., D., Ex., D., Lot, Status, **Expiration D.** (highlighted with a red box), Date Receiv., and Created Date. The table contains 4 rows of data.

| Vaccine In.          | Account        | Product Na.      | Usage (First Dose only) | To.   | D.    | D. | Ex. | D. | Lot       | Status           | Expiration D.     | Date Receiv.      | Created Date      |
|----------------------|----------------|------------------|-------------------------|-------|-------|----|-----|----|-----------|------------------|-------------------|-------------------|-------------------|
| 1 Delivery 02/16/... | Solutions Loc1 | Moderna (10 ...  | First Dose only ...     | 200   | 200   | 0  | 0   | 0  | 138495    | Available        | 3/2/2026, 12:0... | 3/2/2021, 11:3... | 3/2/2021, 11:4... |
| 2 Delivery 02/24/... | Solutions Loc1 | Moderna (10 ...  | First Dose only ...     | 0     | 0     | 0  | 0   | 0  | 222222    | Incoming Tran... | 12/31/2021, 12... | 2/24/2021, 5:3... | 2/24/2021, 5:4... |
| 3 Delivery 02/24/... | Solution Loc2  | Moderna (10 ...  | First Dose only ...     | 1,000 | 900   | 0  | 0   | 0  | 222222    | Available        | 12/31/2021, 12... | 2/24/2021, 5:3... | 2/24/2021, 5:3... |
| 4 Delivery 02/26/... | Solutions Loc1 | Pfizer-BioNte... | First Dose only ...     | 1,170 | 1,169 | 0  | 0   | 0  | 333333333 | Available        | 2/26/2021, 12:... | 2/26/2021, 10:... | 2/26/2021, 10:... |

5. Search for the Vaccine Inventory you wish to update and click on the Vaccine Inventory Name

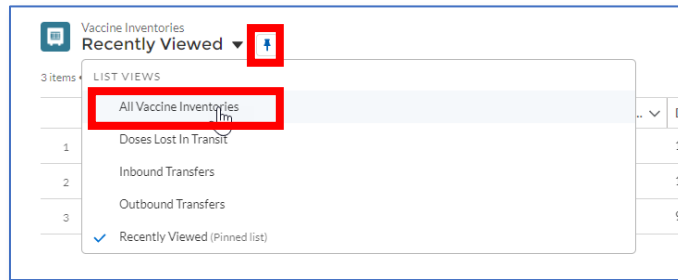


The screenshot shows the same vaccine inventory table as above. The first row of the table is highlighted with a red box, indicating the selected record.

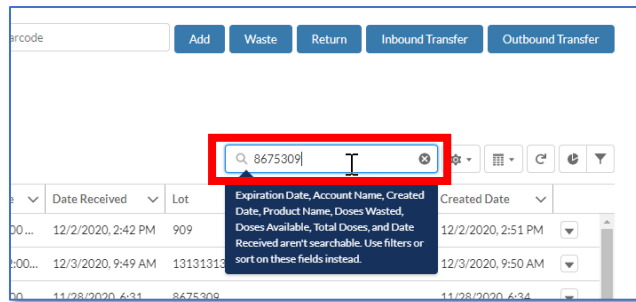
| Vaccine In.          | Account        | Product Na.      | Usage (First Dose only) | To.   | D.    | D. | Ex. | D. | Lot       | Status           | Expiration D.     | Date Receiv.      | Created Date      |
|----------------------|----------------|------------------|-------------------------|-------|-------|----|-----|----|-----------|------------------|-------------------|-------------------|-------------------|
| 1 Delivery 02/16/... | Solutions Loc1 | Moderna (10 ...  | First Dose only ...     | 200   | 200   | 0  | 0   | 0  | 138495    | Available        | 3/2/2026, 12:0... | 3/2/2021, 11:3... | 3/2/2021, 11:4... |
| 2 Delivery 02/24/... | Solutions Loc1 | Moderna (10 ...  | First Dose only ...     | 0     | 0     | 0  | 0   | 0  | 222222    | Incoming Tran... | 12/31/2021, 12... | 2/24/2021, 5:3... | 2/24/2021, 5:4... |
| 3 Delivery 02/24/... | Solution Loc2  | Moderna (10 ...  | First Dose only ...     | 1,000 | 900   | 0  | 0   | 0  | 222222    | Available        | 12/31/2021, 12... | 2/24/2021, 5:3... | 2/24/2021, 5:3... |
| 4 Delivery 02/26/... | Solutions Loc1 | Pfizer-BioNte... | First Dose only ...     | 1,170 | 1,169 | 0  | 0   | 0  | 333333333 | Available        | 2/26/2021, 12:... | 2/26/2021, 10:... | 2/26/2021, 10:... |



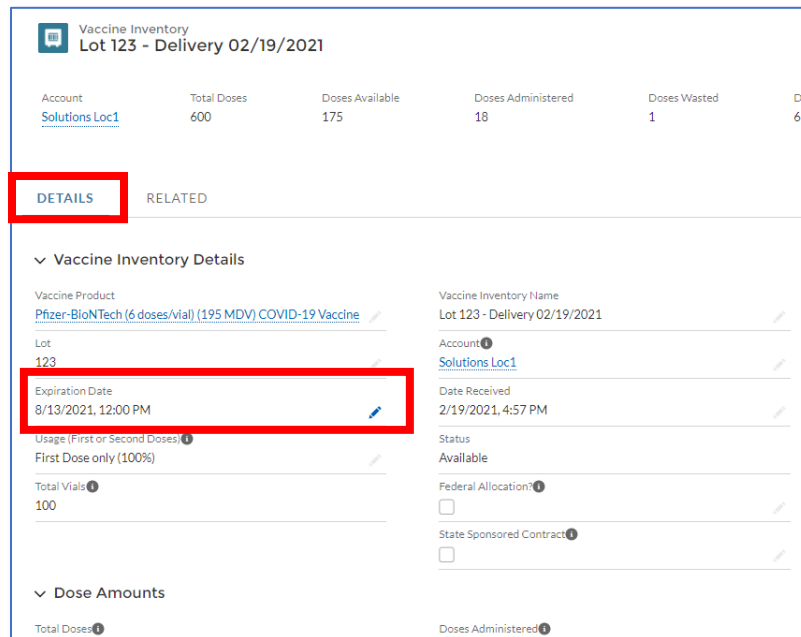
**Tip 1:** You might have to change the default view. At first connection, the filter selected is 'Recently Viewed'. Switch to 'All Vaccine Inventories' and click on the pin icon to default to that filter in the future.



**Tip 2:** If you do not see the inventory you are looking for, type the lot number in the Search field.



6. In the Vaccine Inventory record **DETAILS** tab, and click on the **pen icon** located next to the **EXPIRATION DATE**





7. Update the field and click on **SAVE**

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If you have any questions or issues, please go to the CVMS Help Desk Portal at [https://ncgov.servicenowservices.com/csm\\_vaccine](https://ncgov.servicenowservices.com/csm_vaccine) and select the "**Vaccine Provider**" option to submit your question or issue.

If you are in North Carolina, you can also call the Provider Contact Center at (877) 873-6247 and select option 1. The Provider Contact Center is available during the following hours:

Monday to Friday: 7 a.m. till 7 p.m.

Saturday and Sunday: 10 a.m. till 6 p.m.

*Version 1 – May 13, 2021*