



NCDHHS COVID-19 Vaccine Allocation: *Expectations and Logistics*

Facilitating Transfers:

- We highly recommend you look at posts on the Vaccine Marketplace in the [CVMS Provider Portal](#) to find vaccine near you and decrease wastage across the State.
- If you have additional on-hand vaccine inventory that you do not plan to use, we encourage you to post those doses on the Vaccine Marketplace located in [CVMS](#). Please follow this job aid ([linked here](#)) for instructions.
- COVID-19 vaccine can only be transferred to other COVID-19 vaccination providers in CVMS. Physical transfer of vaccine must not be initiated until the transfer has been approved in CVMS.
- For those transferring vaccine out of their location, please reference pages 76-89 for more guidance on [outbound transfer/redistribution](#). If you are receiving an inbound transfer from another location, you will be able to process the inventory via the inbound transfer page in CVMS. Please reference pages 90-94 in the user guide for more information on [inbound transfer/redistribution](#).
- Please see the [COVID-19 Vaccine Transport Guidance](#) document, which details how to safely transport each vaccine brand.

Allocation Expectations

- For the latest vaccine ordering process and guidelines, please review the [COVID-19 Vaccine Ordering Guidance One-Pager](#).
- Providers are encouraged to accommodate walk-in vaccination requests and to offer vaccines as part of regular patient visits to provide the greatest flexibility and access to people wanting the vaccine.
 - Because of how COVID-19 vaccines are packaged and their storage and use requirements, using every dose in a vial before it expires can be challenging in some settings.
 - In these circumstances, getting vaccine to people who want the vaccine easily should be prioritized over ensuring that every dose is used in an open vial.
- Providers should fully enter vaccine administrations into CVMS within 24 hours, but no later than 72 hours.
 - The Division of Public Health's Centralized Remote Data Entry Team (CRDET) has launched a new automated data entry tool that will accelerate the submission of handwritten COVID-19 vaccine administration form data into the COVID-19 Vaccine Management System (CVMS). If you are interested in receiving assistance with COVID-19 vaccination form data entry, contact the team at CVMS_DES@dhhs.nc.gov.
- Providers who are unable to receive or administer the current large allotments of vaccine (1170 for Pfizer, 140 for Moderna and 100 for Janssen) can work with nearby providers to transfer vaccine in smaller quantities.
 - For example, transfers of small amounts of Pfizer to providers who care for adolescents (e.g., Family Medicine or Pediatric Primary Care) are a great way to help vaccinate those 12 and up.
- The percentage of vaccine administered to historically marginalized and minority populations should meet or exceed the population estimates of these communities in their county and

region. Providers should engage in partnerships and targeted outreach to vaccinate historically marginalized populations and meet this goal.

Important Information on Inventory Management

With vaccine inventory on provider shelves, it is critical that providers have controls and processes in place to monitor the expiration dates of on-hand inventory and pull lots that have the earliest expiration dates for administering doses first.

1. Provider should view inventory data in CVMS to identify expiration dates of lots in inventory. Sort data by expiration date to identify lots with earliest expiration date(s)
2. Inventory Point of Contact (POC) and/or POC responsible for pulling and thawing doses in preparation for upcoming appointments should coordinate the lots that need to be prioritized based on earliest expiration date
3. Conduct weekly analysis of available inventory and expiration date compared with forecasted demand (appointments plus estimated walk-ins) to assess whether vaccines can be used before reaching expiration date(s)
4. If analysis indicates that doses expiring within 30-60 days cannot be used, reach out to providers in your local area [via the Vaccine Marketplace in CVMS](#) to coordinate a transfer. Escalate to DHHS if the number of doses forecasted to expire exceeds 1,000 doses

Leading Practices:

- Designate POC(s) responsible for managing inventory
- Rotate vaccine stock and check for expired doses weekly, as well as whenever a shipment is received
- Arrange stock so doses with earliest expiration dates are physically in front of those with later expiration dates or use visible marking for easy identification
- Remove any expired vaccines immediately to avoid inadvertently administering them
- Record doses used from each lot daily to keep accurate inventory count so analysis can be completed in real time

Vaccine-Specific Reference Notes

- Moderna-specific:
 - Moderna vaccine must be shipped in units of 140.
 - If doses are being delivered via transfer, please note, doses and corresponding ancillary kits will be delivered at the same time.
 - If doses are ordered from allocated doses from the federal government, providers will receive notices of Moderna vaccine shipment from McKesson directly.
 - Moderna products may have additional doses in the vial, and it is acceptable to use all FULL doses in the vials.
- Pfizer-specific:
 - Pfizer vaccine must be shipped in units of 1,170 with six doses per vial.
 - If doses are being delivered via transfer, please note, doses and corresponding ancillary kits will be delivered at the same time.
 - If doses are ordered from the federal bank, providers will receive a confirmation email from Pfizer and UPS, and then a shipment notification email from Pfizer and UPS with tracking details and an estimated time of arrival. If you do not receive the shipment tracking emails and your site has a Vaccine For Children (VFC) program, please contact your VFC program shipping contact to see if they received the emails. The current expectation is that ancillary kits will arrive the same day.

- Pfizer products may have additional doses in the vial, and it is acceptable to use all FULL doses in the vials. Ancillary kits for Pfizer vaccine have been expanded to reflect quantities to support six doses per vial.
- Janssen (Johnson & Johnson)-specific:
 - The Janssen COVID-19 vaccine (Johnson & Johnson) will be shipped in cartons (approximately 3.66 in x 1.50 in x 2.13 in) of 50 doses with 10 5-dose vials and will need to be stored in a refrigerator.
 - The minimum order size is 100 doses (2 cartons).
 - If doses are being delivered via transfer, please note, doses and corresponding ancillary kits will be delivered at the same time.
 - If doses are ordered from the federal bank, providers will receive notices Janssen shipment from McKesson directly.