

Importance of Proper Management

A receiving facility is responsible for maintaining the viability of the vaccine as soon as it is accepted. Proper documentation, storage, and communication within your organization and the Immunization Program ensure that the COVID-19 vaccine is always available to your patients and viable when administered.

Requirements to Receive and Manage the COVID-19 Vaccine

Any location that will receive, store, or administer the COVID-19 vaccine must enroll in the Vermont Department of Health COVID-19 Program. See [Enrolling in the Vaccine Program](#) for more information.

Primary contacts for all locations managing vaccines must review training materials and complete the training assessment from the Immunization Program before receiving the COVID-19 vaccine. E-mail AHS.VDHImmunizationProgram@vermont.gov for information on current training requirements.

Independent Ordering vs. Served by Umbrella

Practices receiving a transfer from an umbrella organization will not place an order in VIMS and should work through their organization for all vaccine requests and delivery schedules. Umbrella organizations will be responsible for entering transfer in VIMS, showing in receiving location the next day. **Do not adjust in** – if you think something is wrong, contact the umbrella organization or the Immunization Program.

All locations must reconcile their full vaccine inventory monthly, including COVID-19 vaccine. Locations should plan to order other state-supplied vaccines on schedule. It may take a whole day to approve a reconciliation, and no other activity may occur in VIMS in the interim. See the [Tracking Vaccine Inventory](#) webpage for more information. If functioning as a Hub, the organization must also consider the needs of affiliated locations when placing an order.

Vaccine Storage and Handling and Vaccine Transport

The COVID-19 vaccines have very particular temperature and timing requirements, so please familiarize yourself with the included resources before managing these vaccines. Always refer any questions about temperature monitoring, vaccine transport, or vaccine viability to our program.

Any vaccine transport requires continuous temperature monitoring. The Immunization Program offers clinical-grade vaccine coolers on loan to locations interested in performing off-site clinics or transporting vaccines frequently. Contact AHS.VDHImmunizationProgram@vermont.gov for more information or to request a cooler.

Vaccine Receipt Comparison

	Served by Umbrella	COVID-only Order from the Distributor	COVID-only Order from the VDH Depot
Definition	A request to receive the transferred vaccine from a permanently stored location within the umbrella organization	A direct order from the Distributor delivered the same as other state-supplied vaccines	A request to receive the transferred vaccine from its permanently stored location at the Vermont Vaccine Depot
Request Vaccine	Through umbrella organization	VIMS	VIMS
Order Quantity	Determined by the umbrella organization	Manufacturer minimum: <ul style="list-style-type: none"> • Pediatric Pfizer (5y-11y orange cap; 6m-4y maroon cap): 10 vials, 100 doses • Adult Pfizer (gray cap): 50 vials, 300 doses • Moderna (all formulations): 10 vials, 100 primary doses • Novavax: 10 vials, 100 doses 	Vial minimum: <ul style="list-style-type: none"> • Pediatric Pfizer (5y-11y orange cap; 6m-4y maroon cap): 10 doses • Adult Pfizer (gray cap): 6 doses • Moderna: 10 of 5 doses (dependent on usage) • Novavax: 10 doses
Delivery Mechanism	Determined by the umbrella organization. Proper packaging and temperature monitoring are required.	Through Distributor similar to all other state-supplied vaccines. Tracking available in VIMS.	Currier service from the Vermont Vaccine Depot. Delivery details are provided by e-mail.
Delivery Temperature	All vaccines are transferred at refrigerated temperatures unless otherwise stated. Place in refrigerator upon receipt. Do NOT refreeze.	Pfizer: Ultra-cold Moderna: Frozen Janssen: Refrigerated Refer to the manufacturer EUA for proper storage guidance.	All vaccines are transferred at refrigerated temperatures unless otherwise stated. Place in refrigerator upon receipt. Do NOT refreeze.
VIMS inventory	Umbrella organization required to document transfer in VIMS. Do NOT adjust in.	Will show in inventory immediately, similar to other state-supplied vaccines.	Transfer to receiving location inventory may take one full business day. Do NOT adjust in.
VIMS reconciliation	Any location receiving and storing the COVID-19 vaccine must make any inventory adjustments (i.e., waste) and reconcile full inventory monthly.		
Communication	Communicate all vaccine needs through umbrella organization.	All vaccine or inventory questions can come to AHS.VDHImmunizationProgram@vermont.gov	

Resources

Trainings, Webinars, Recent Communications

- [Vermont Department of Health Webinars and Resources](#) | VDH
- [Notices and Memos for Health Care Providers](#) | VDH

Ordering and Inventory Management

- [COVID-19 Vaccine Expiration Date and BUD Guidance](#) | VDH
- [COVID-19 Ordering Guidance](#) | VDH
- [Immunization Program COVID-19 Vaccine Ordering Training video](#) / [slides](#) (March 22, 2022 Provider Call)

Storage and Handling

- [COVID-19 Temperature Excursions Protocol](#) | VDH
- [COVID-19 Vaccine Storage and Handling for Off-site Clinics](#) | VDH
- [Off-Site Hourly Vaccine Temperature Log](#) | VDH
- [Vaccine Carrier Borrowing Program](#) | VDH

Vaccine Product Information

- [Interim Clinical Considerations for Use of COVID-19 Vaccines](#) | CDC
- [U.S. COVID-19 Vaccine Product Information](#) | CDC (includes vaccine specific tools and resources).
- [COVID-19 Vaccine Interim COVID-19 Immunization Schedule for 6 Months of Age and Older](#) | CDC
- [Pfizer-BioNTech COVID-19 Vaccine At A Glance](#) | CDC
- [Moderna COVID-19 Vaccine At A Glance](#) | CDC

Emergency Use Authorizations: FDA websites have all current links for HCP and recipients, as well as translations and FAQs

[Comirnaty and Pfizer-BioNTech COVID-19 Vaccine | FDA](#)

[Spikevax and Moderna COVID-19 Vaccine | FDA](#)

[Novavax COVID-19 Vaccine, Adjuvanted | FDA](#)