

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. The COVID-19 vaccine will not be available in the Vaccine Inventory Management System (VIMS) catalog for order until this is complete. The Immunization Program will also provide the training materials upon completion of enrollment.

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 complete a COVID-19 only reconciliation once a week on Wednesdays. Locations should plan other orders of state-supplied vaccines accordingly. 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 (see [Hospitals as COVID-19 Vaccine Hubs](#)).

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 – central location responsible for VIMS transfer	VIMS: Create COVID-only Reconcile Create COVID-only order from Distributor	VIMS: Create COVID-only Reconcile Create COVID-Only order from VDH Depot
Order Quantity	Determined by the umbrella organization	Manufacturer minimum: Pfizer: 75 vials, 450 doses Moderna: 10 vials, 140 doses Janssen: 20 vials, 100 doses	Vial minimum: Pfizer: 6 doses Moderna: 10 or 14 doses Janssen: 5 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. It could take up to a full business day to show in receiving inventory. Do NOT adjust in.	Will show in inventory immediately, similar to other state-supplied vaccines.	Transfer into receiving location inventory may take up to 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 do a COVID-19 only reconciliation weekly, on Wednesday.		
Communication	Communicate all vaccine needs through umbrella organization.	All vaccine or inventory questions can come to AHS.VDHImmunizationProgram@vermont.gov	

Resources

Trainings

- [COVID-19 Vaccine Training Recording](#), Vermont Department of Health, June 17, 2021.
- [COVID-19 Vaccine Training Slides](#), Vermont Department of Health, June 17, 2021.
- [COVID-19 Training Assessment](#), Vermont Department of Health, 2021.
- [COVID-19 Vaccine Training Modules \(cdc.gov\)](#), Centers for Disease Control and Prevention, July 2021.

Ordering and Inventory Management

- [Minimizing Vaccine Waste](#), Vermont Department of Health, 2021.
- [COVID-19 Vaccine Inventory Management \(VIMS\) User Guide](#), Vermont Department of Health, 2021.
- [VIMS Inventory Transfer Requests: Hospitals as COVID-19 Vaccine Distribution Hubs](#), Vermont Department of Health, 2021.

Storage and Handling

- [COVID-19 Temperature Excursions Protocol](#), Vermont Department of Health, May 2021.
- [COVID-19 Vaccine Storage and Handling for Off-site Clinics](#), Vermont Department of Health, May 2021.
- [Off-Site Hourly Vaccine Temperature Log](#), Vermont Department of Health, July 2020.

Vaccine Product Information

- [Vaccines & Immunizations: Product Info by U.S. Vaccine](#), Centers for Disease Control and Prevention, 2021 (includes vaccine specific tools and resources).
- [Emergency Use Authorization \(EUA\) of the Pfizer-BioNTech COVID-19 Vaccine to Prevent Coronavirus Disease 2019 \(COVID-19\)](#), U.S. Food and Drug Administration, June 25, 2021.
- [Emergency Use Authorization \(EUA\) of the Moderna COVID-19 Vaccine to Prevent Coronavirus Disease 2019 \(COVID-19\)](#), U.S. Food and Drug Administration, June 24, 2021.
- [Emergency Use Authorization \(EUA\) of the Janssen COVID-19 Vaccine to Prevent Coronavirus Disease 2019 \(COVID-19\) in Individuals 18 Years of Age and Older](#), U.S. Food and Drug Administration, July 8, 2021.
- [Pfizer-BioNTech COVID-19 Vaccine Manufacturer Website](#), Pfizer, Inc., 2021.
- [Moderna COVID-19 Vaccine Manufacturer Website](#), Moderna, Inc., 2021.
- [Janssen COVID-19 Vaccine Manufacturer Website](#), Janssen Therapeutics, 2021.

See a full list of resources within the [Vaccine Program Training Guide](#).