Normalization of COVID-19 Ordering

March, 2022

When COVID-19 vaccine was limited, novel ordering systems were required to ensure practices received an appropriate amount of vaccine and were aware if supply limitations changed expected delivery quantities. Vaccine supply has since stabilized, and below represents the new process for ordering COVID-19 vaccine.

- Place COVID-19 vaccine orders any day of the week.
- Reconcile complete vaccine inventory (including COVID-19 vaccine) monthly.
- Weekly reconciliations of COVID-19 vaccine inventory are no longer required.
- The Thursday e-mail providing COVID-19 delivery information will stop. When receiving a Depot transfer, communications will come from the Depot a few days before delivery. Practices are encouraged to refer to VIMS for order details.

Order COVID-19 vaccine as needed

COVID-19 orders may be placed any day of the week. Plan to order COVID-19 vaccine based on the anticipated need for the month, following an all-vaccine reconciliation. Practices may also order as needed by placing a COVID-19 only reconciliation, followed by a COVID-19 only order.

Distributor Order / Direct Delivery

- Orders must be in minimum shipment quantities.
  - 100 dose minimums: Moderna, Janssen, Pediatric Pfizer (Orange Cap)
  - 300 dose minimum: Adult Pfizer (Grey Cap)
- Place Distributor orders anytime as a COVID-19 only order OR in an on-schedule all-vaccine order.
- Tracking information is available in VIMS for Distributor orders.
- The ordering team will communicate if an order changes from Distributor to Depot.
- Beyond Use Date (Moderna and Pfizer) begins when the vaccine goes into refrigerated storage. Direct shipped Moderna should be stored in a freezer, if available, and used through expiration

Depot Order / Transfer Request

- The Depot will fill all requests for less than the direct shipment minimum.
- Orders placed before Thursday at 4 pm will arrive by courier the following week.
- If orders are close to minimum quantities, they may be increased to meet direct delivery requirements. The ordering team will not communicate this change.
- Tracking information is not available in VIMS for Depot orders. A few days before delivery, the Depot will communicate delivery details by e-mail.
- Depot transfers will clearly label all Beyond Use Dates. Depot transfers are between 2°C and 8°C. Place vaccine in the refrigerator and do not refreeze.
COVID-19 Vaccine Ordering

Managing COVID-19 vaccine inventory

COVID-19 vaccine’s limited shelf life requires extra attention to Beyond Use Date (BUD) and the VIMS documented expiration. See our COVID-19 Vaccine Expiration Date and Beyond Use Date Guidance document for more information.

With the limited shelf life of these vaccines, practices should expect some waste. Waste reduction occurs through thoughtful ordering. Transferring the COVID-19 vaccine may not be warranted if it is a small quantity or has minimal time remaining.

- If a vaccine BUD or expiration falls within the next month, and your practice cannot use it, please notify the program.
- The Immunization Program will help you determine the next steps.
- Practices will manage all logistics, communication, and documentation for vaccine transfers.
- Only the site transferring out should enter transfers in VIMS. Include the Beyond Use Date in the practice comments and on the packaging for the receiving site.

Monthly Reconciliation of Full Inventory

Weekly reconciliation of COVID-19 inventory is no longer required. Instead, practices must reconcile their entire inventory monthly, including the COVID-19 vaccine—plan COVID-19 vaccine ordering around monthly reconciliations. Benefits of maintaining a current inventory in VIMS include:

- Reduction of administration errors through regular checks of BUD and expirations
- Adjustment and transfer errors managed more efficiently
- Temperature excursions resolved more quickly
- Easier ordering through more frequent VIMS logins.

Order All Other Vaccines on Schedule

If you manage only the COVID-19 vaccine

If you receive and manage only the COVID-19 vaccine, reference to VIMS ordering schedules does not apply to you. COVID-19 only sites should reconcile inventory, at a minimum, monthly and order COVID-19 vaccine as needed.

If you manage other vaccines in addition to COVID-19

Reconcile all inventory monthly but place routine vaccine orders on schedule, not more frequently. COVID-19 vaccine may be ordered with an all-vaccine order as long as minimum shipment quantities are met. Ordering schedules are located in VIMS, under the comments section, and ordering schedule calendars are available on the Vaccine Ordering Page.

1 www.healthvermont.gov/immunizations-infectious-disease/immunization-health-care-professionals/vaccine-ordering
VIMS Updates for COVID-19-Only Ordering

Practices should plan to order the COVID-19 vaccine monthly. Reconcile all vaccines before this monthly order.

COVID-19-only orders:

- For all Depot Order / Transfer Requests
- Following a COVID-only reconciliation
- Any time not in a scheduled all-vaccine ordering window

Previous options for COVID-only Distributor order or COVID-only Depot request are now combined into Create COVID-only order.

The Order screen provides two points of reference:

**Depot Increment:** The minimum number of doses that can come from the Depot, also the number of doses in a single vial. All orders must be in Depot Increments.

**Order Increment:** The minimum amount for a Distributor Order / Direct Delivery. Direct delivery is preferred, so request in order increments when possible.

COVID-19 as Part of a Scheduled All-Vaccine Order

If it is not within the scheduled window to place an all-vaccine order, place orders as COVID-only

- If in minimum Distributor quantities, include COVID-19 vaccine in scheduled all-vaccine orders
- If ordering less than the minimum, place a COVID-only order for Depot fulfillment once your all-vaccine order is approved.
  - VIMS only allows for one order type at a time.
  - Plan to place a COVID-only order the following day.
  - A COVID-only order may be placed anytime within 7 days of a monthly reconciliation.

Find COVID-19 vaccine minimum ordering quantities, Beyond Use Dates, Expiration dates, and other shipment information in the COVID-19 Vaccine Expiration Date and BUD Guidance\(^2\)

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