

IHS Supplemental Redistribution Guidance for the CDC COVID-19 Vaccination Program

This document provides supplemental guidance to the *CDC COVID-19 Vaccine Redistribution Agreement for Tribal Health Programs and Urban Indian Organizations – Vaccines Coordinated through IHS*. The requirements included in this guidance should be considered when documenting COVID-19 vaccine redistribution for facilities operated by the IHS, Tribal Health Programs, and Urban Indian Organizations.

The facility conducting redistribution (the sending facility) must sign (1) *CDC COVID-19 Vaccine Redistribution Agreement for Tribal Health Programs and Urban Indian Organizations – Vaccines Coordinated through IHS*, and (2) the *IHS Supplemental Redistribution Information Worksheet*. Also, the receiving facility must sign *CDC COVID-19 Vaccination Program Provider Profile Information* form (Section B of the *CDC COVID-19 Vaccination Program Tribal Health Program or Urban Indian Organization Agreement – Vaccines Coordinated through IHS* or *COVID-19 Vaccination Program for IHS-operated Facilities*). The Redistribution Agreement is required to be complete prior to redistribution. There are two redistribution scenarios:

- IHS, Tribal Health Programs, and Urban Indian Organizations are allowed to redistribute vaccine to IHS, other Tribal Health Programs and Urban Indian Organizations (I/T/U) in the vaccination program coordinated through IHS, after notification to the IHS National Supply Service Center (NSSC) and if validated cold-chain procedures are in place in accordance with the manufacturer's instructions and CDC's guidance on COVID-19 vaccine storage and handling.
- If the Tribal Health Programs and Urban Indian Organization intends to redistribute to providers not being coordinated through IHS, such redistribution may only occur after notification to IHS and approval by the relevant jurisdiction's immunization program.

Redistribution Considerations

- Because of sensitive cold-chain requirements, the I/T/U facilities should closely coordinate transport and delivery with the receiving I/T/U facility to minimize vaccine loss due to temperature excursions.
- Redistribution costs are the responsibility of the receiving facility. Ultimately, the facility requesting the vaccine is responsible for obtaining the vaccine, though the redistribution (sending) facility can coordinate and assist with packing and transport, if desired and able.
- Vaccine will only be redistributed according to manufacturer guidance.
- Vaccine will only be redistributed via local personnel trained in vaccine cold-chain management and transport.
- Vaccine will not be redistributed via commercial couriers.
- The receiving facility is responsible for ensuring:
 - Transport of vaccine in appropriate containers and packing.
 - Appropriate monitoring of temperature during transport.
 - Considerations of a backup plan in the case of unexpected circumstances (vehicle trouble or other).

Redistribution Requirements

- The I/T/U facility redistributing (sending) vaccine and appropriate ancillary kit must submit an email notification to the [Area Vaccine Point of Contact \(AVPOC\)](#) and NSSC at: IHSCOVIDVaccine-Distribution@ihs.gov. The AVPOC will upload the following to the [VTF CDC Agreements](#) folder in ICS SharePoint.
 - Completed *CDC COVID-19 Vaccine Redistribution Agreement for Tribal Health Programs and Urban Indian Organizations – Vaccines Coordinated through IHS*; agreement is to be completed by the sending facility.
 - Completed *IHS Supplemental Redistribution Information Worksheet* including the following required information: vaccine, manufacturer, lot numbers, initial expiration, any modified expiration due to storage conditions, number of vaccine doses, and matching ancillary kits (and adjuvant or diluent, if appropriate), as well as dates and times of redistribution and sending and receiving locations and VTrcks ID. The attached *IHS Supplemental Redistribution Information Worksheet* includes the required information and a checklist for redistribution.
- Inventory will be adjusted by the sending and receiving I/T/U facility to reflect the inventory change and details of the transfer in the Vaccine Provider Ordering Portal (VPOP) once this feature is available.
- Records must be maintained by sending facility for six (6) years.

IHS Supplemental Redistribution Information Worksheet
(to be completed by the sending facility)

Redistribution (Sending) Facility: _____

VTrckS ID: _____

Receiving Facility: _____

VTrckS ID: _____

Transport logistics of the vaccine to/from the facility (driver, flights, transportation coordination, pick up/delivery time):

- Planned Date for redistribution: _____
- Planned Time for redistribution: _____
- Point of Contact (POC)/Arrangements made with: _____
- Contact info for POC (cell phone): _____
- Details of redistribution arrangements (i.e. meet in front parking lot in NE corner, flight number 123 on local airline):

- Planned temperature for redistribution (circle one): Ultracold (-60 to -80°C) Frozen (-15 to -25°C) Refrigerated (2 to 8°C)

Vaccine	Manufacturer	Lot Number	Initial Expiration Date	Storage Temperature before redistribution	At this Storage Temp since	Beyond Use Date (if different)	Number of Doses	Ancillary Kit with Adjusted Quantity	Diluent or Adjuvant Quantity (if applicable)
				<input type="checkbox"/> Fridge (2 to 8°C) <input type="checkbox"/> Freezer (-15 to -25°C) <input type="checkbox"/> Ultracold (-60 to -80°C)					
				<input type="checkbox"/> Fridge (2-8°C) <input type="checkbox"/> Freezer (-15 to -25°C) <input type="checkbox"/> Ultracold (-60 to -80°C)					
				<input type="checkbox"/> Fridge (2 to 8°C) <input type="checkbox"/> Freezer (-15 to -25°C) <input type="checkbox"/> Ultracold (-60 to -80°C)					

Checklist for redistribution (to be completed by the sending facility and reviewed with the receiving facility):

- Verify signatures and information is complete on the *CDC Supplemental COVID-19 Vaccine Redistribution Agreement for Tribal Health Programs and Urban Indian Organizations – Vaccines Coordinated through IHS*.
- When shipping the vaccine include a copy of all relevant forms and paperwork for the sending and receiving facility for accountability, including the *Redistribution Agreement* and *Supplemental Redistribution Information Worksheet*.
- The sending facility must email the redistribution notification to the [AVPOC](#) and [NSSC](#). When completed, the *CDC COVID-19 Vaccine Redistribution Agreement* and *Supplemental Redistribution Information Worksheet* will be sent to the AVPOC, including the following requirements: Vaccine, manufacturer, lot numbers, initial expiration date, any modified expiration due to storage conditions, number of vaccine doses, and matching ancillary kits (and adjuvant or diluent, if appropriate), as well as dates and times of redistribution and sending and receiving locations and VTrckS ID.
- Verify Adjuvant or diluent (as applicable) matches the quantity of vaccine to be included with the redistribution.
- Verify Ancillary supplies matches the vaccine quantity (as applicable per brand).
- Adjust Inventory: the sending and receiving I/T/U facility will update the inventory change in the Vaccine Provider Ordering Portal (VPoP) once this feature is available.

Complete this section ONLY if an Ultracold Shipping Container will be sent with the product for redistribution. Ultracold Shipping Containers will require return within 20 days of the initial vaccine arrival at the originating facility. By accepting the Ultracold Shipping Container, the redistribution (sending) facility requires confirmation that the ultracold shipper was shipped back to the manufacturer.

Once this is complete, please notify (sending facility contact) _____ via email at _____ to confirm the shipper was returned.

Vaccine AND Ancillary Kits Transported by: _____ (Signature) _____ (Print)

Vaccine AND Ancillary Kits Confirmed as received at the receiving facility by: _____ (Signature)
_____ (Print)

Date: _____ Time: _____