

Guidance for
COVID-19 Vaccine Providers



Updated: December 12, 2020

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Preparing for COVID-19 Vaccine – are you ready?

The preparations for immunizing New Mexicans against COVID-19 are underway. This will be an unprecedented statewide effort, and it could never be accomplished without your participation. Thank you!

We are grateful to all the medical providers, nurses, medical assistants, and the staff members who will continue to work tirelessly to make this effort a success.

To help you prepare and to guide you throughout the coming tasks and challenges of receiving, handling, and administering these life-saving vaccines, we have prepared this reference manual.

In it you will find information and resources, as well as many instructional guides that will help orient and support COVID-19 Provider Sites in their preparations to ensure proper vaccine storage and handling, and temperature monitoring.

To help navigate the tasks associated with the actual vaccine inventory management, we have also included important step-by-step information on topics such as vaccine ordering, shipments, and inventory reporting and reconciliation. There are also guides on what to do if vaccine expires, becomes spoiled, or there is vaccine wastage.

We thank you.

We are with you.

We look forward to working together to protect New Mexico against COVID-19.

The New Mexico Department of Health Immunization Program

Vaccine Storage

On-site purpose-built refrigerator and freezer units are required for the storage of most presentations of COVID-19 vaccines. All vaccine storage **and transport** units must be entered as **Assets** in NMSIIS.

Please note: *dormitory-style* refrigerators will **not** be approved for vaccine storage. A *dormitory-style* refrigerator is defined as a small combination refrigerator/freezer unit that is outfitted with one exterior door and an evaporator plate (cooling coil), which is usually located inside an icemaker compartment (freezer) within the refrigerator.

The vaccines stored at Ultra-low temperatures – also referred to as ULT or ultra-cold vaccines – have unique handling and storage requirements. Please see the *COVID-19 Vaccine Information* in the appendices for information on ULT vaccine storage and handling and *note that this section does not apply to these special circumstances*.

Adding vaccine storage and transport units as **Assets** in NMSIIS

Add a Vaccine Storage Unit (Refrigerator, Freezer, or Transport Unit) in NMSIIS

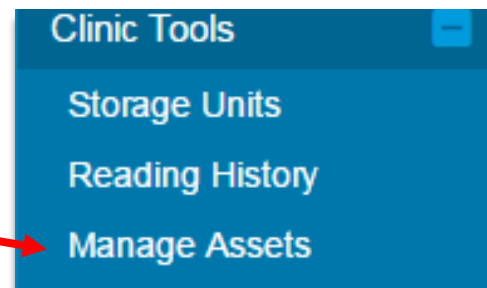
NOTE: Vaccine Transport Coolers must be added as Storage Units

Expand **Clinic Tools**

Click **Manage Assets**

to display a summary of all active/inactive assets associated with the provider or clinic.

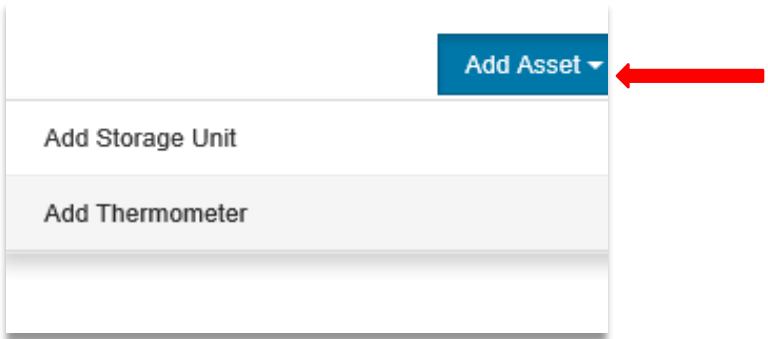
The summary list displays the unit name, type (thermometer or storage unit), and current status and looks like this:



Manage Assets ⓘ

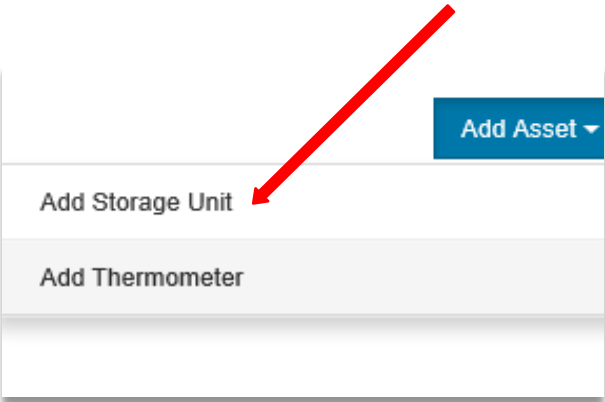
Showing 1 to 4 of 4 entries

Name	Type	Status	Action
FRIDGE THERMOMETER (TEST FRIDGE 1)	THERMOMETER	ACTIVE	VIEW
FRIDGE1 (LOG TAG1)	STORAGE UNIT	PENDING	VIEW
LOG TAG1 (FRIDGE1)	THERMOMETER	ACTIVE	VIEW
TEST FRIDGE 1 (FRIDGE THERMOMETER)	STORAGE UNIT	ACTIVE	VIEW



To add a new asset (storage or transport unit, or thermometer) click the **Add Asset** button and on the drop-down select the asset type.

In this case we are adding a refrigerator, freezer, or transport cooler, so we will select **Add Storage Unit**

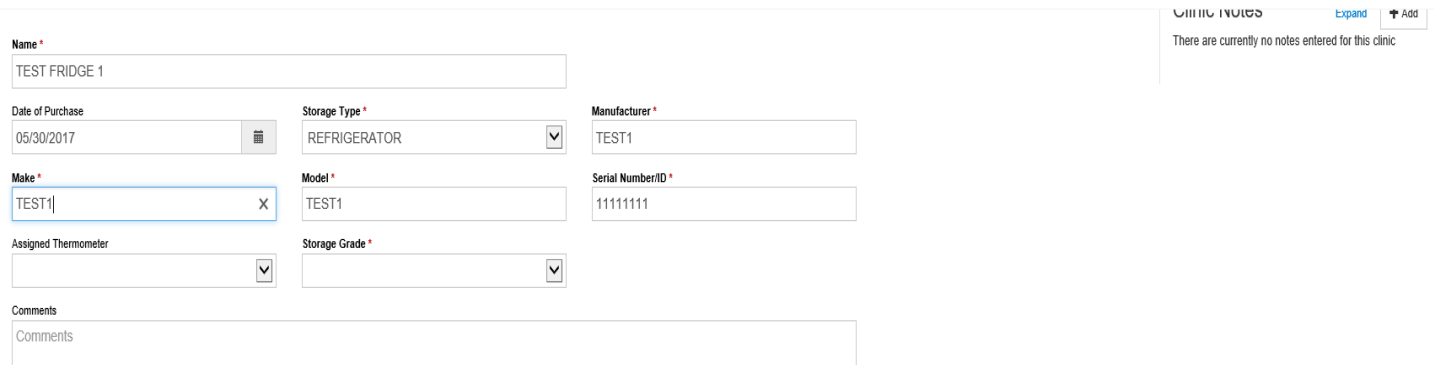


On the **Add Storage Unit** page enter all the required information pertaining to the unit you are adding. You can give your storage and transport units any name you wish. It is recommended that each unit have a different and identifiable name. For example, if you have two vaccine refrigerators, they should not both be named “Fridge” in NMSIIS, but rather something like “Fridge One” and “Fridge Two”.

When finished, click the **Create** button to save all entered information.

NOTE: your information will not be saved if the **Create** button is not clicked

Add Storage Unit ?



Name *
TEST FRIDGE 1

Date of Purchase
05/30/2017

Storage Type *
REFRIGERATOR

Manufacturer *
TEST1

Make *
TEST1

Model *
TEST1

Serial Number/ID *
11111111

Assigned Thermometer

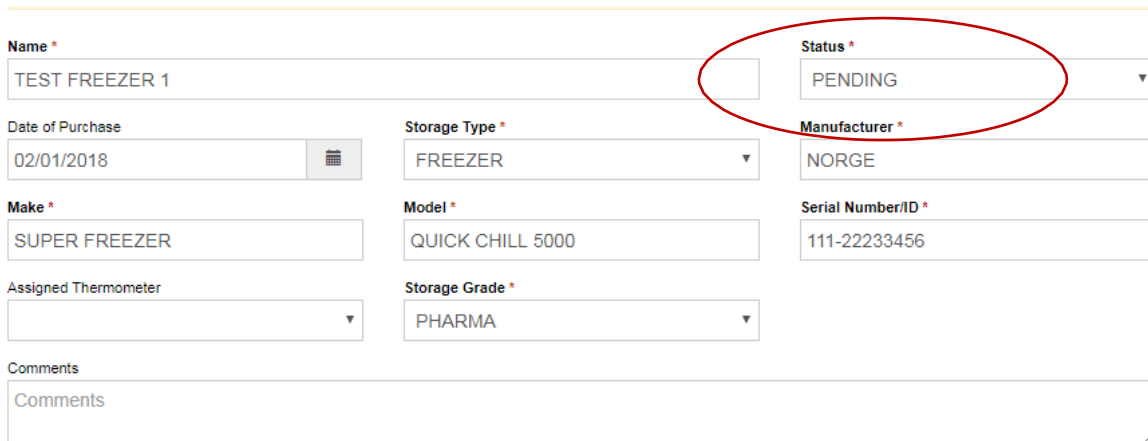
Storage Grade *

Comments
Comments

CLINIC NOTES [Expand](#) [Add](#)
There are currently no notes entered for this clinic

Create

In the **View Storage Unit** screen and you will see that the unit status is now “Pending”



Name *
TEST FREEZER 1

Status *
PENDING

Date of Purchase
02/01/2018

Storage Type *
FREEZER

Manufacturer *
NORGE

Make *
SUPER FREEZER

Model *
QUICK CHILL 5000

Serial Number/ID *
111-22233456

Assigned Thermometer

Storage Grade *
PHARMA

Comments
Comments

The Immunization Program will **automatically** receive notification that you have added a storage unit and will then be able to activate it.

Manage Assets i

Showing 1 to 2 of 2 entries

Name	Type	Status	Action
TEST FREEZER 1	STORAGE UNIT	PENDING	VIEW
TEST1	STORAGE UNIT	ACTIVE	VIEW

Showing 1 to 2 of 2 entries

Please **allow 48 hours** for your unit to be activated; after 48 hours, check the status of your storage unit/s and if you confirm any are still in a **Pending** status (pictured above) please notify the Immunization Program via email at covid.vaccines@state.nm.us

Vaccine Storage Best Practices

Refrigerated vaccine storage **Best Practices**

Storage Best Practices for **Refrigerated Vaccines—Fahrenheit (F)**

1 Unpack vaccines immediately



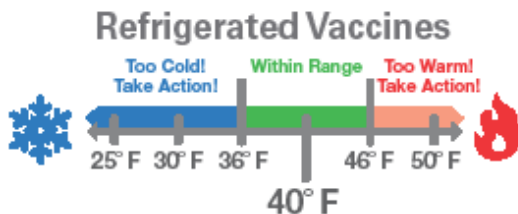
1. Place the vaccines in trays or containers for proper air flow.
2. Put vaccines that are first to expire in front.
3. Keep vaccines in original boxes with lids closed to prevent exposure to light.
4. Separate and label by vaccine type and public (VFC) or private vaccine.

2 Store vaccines at ideal temperature: 40° F



Never freeze refrigerated vaccines!

Exception: MMR can be stored in refrigerator or freezer



Report out-of-range temperatures immediately!

3 Use vaccine storage best practices



DO

- ✓ Do make sure the refrigerator door is closed!
- ✓ Do replace crisper bins with water bottles to help maintain consistent temperature.
- ✓ Do label water bottles "Do Not Drink."
- ✓ Do leave 2 to 3 inches between vaccine containers and refrigerator walls.
- ✓ Do post "Do Not Unplug" signs on refrigerator and near electrical outlet.

DON'T

- ✗ Don't use dormitory-style refrigerator.
- ✗ Don't use top shelf for vaccine storage.
- ✗ Don't put food or beverages in refrigerator.
- ✗ Don't put vaccines on door shelves or on floor of refrigerator.
- ✗ Don't drink from or remove water bottles.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

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The New Mexico VFC Program



CS2435-41-C Revision February 2018

Visit www.cdc.gov/vaccines/SandH
or contact your state health department for
more information.

Frozen vaccine storage Best Practices

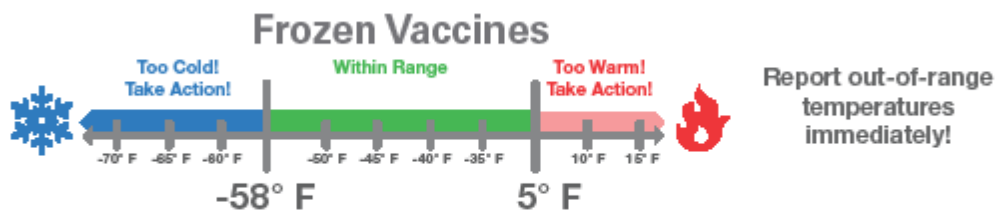
Storage Best Practices for Frozen Vaccines—Fahrenheit (F)

1 Unpack vaccines immediately

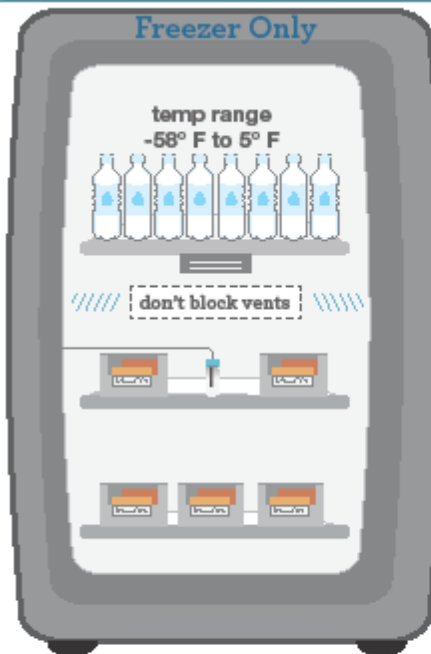


1. Place the vaccines in trays or containers for proper air flow.
2. Put vaccines that are first to expire in front.
3. Keep vaccines in original boxes with lids closed to prevent exposure to light.
4. Separate and label vaccines by type and public (VFC) or private.

2 Thermostat should be at the factory-set or midpoint temperature setting



3 Use vaccine storage best practices



DO

- ✓ Do make sure the freezer door is closed!
- ✓ Do use water bottles to help maintain consistent temperature.
- ✓ Do leave 2 to 3 inches between vaccine containers and freezer walls.
- ✓ Do post "Do Not Unplug" signs on freezer and by electrical outlet.

DON'T

- ✗ Don't use dormitory-style refrigerator/freezer.
- ✗ Don't use combo refrigerator/freezer unit.
- ✗ Don't put food in freezer.
- ✗ Don't store vaccines on shelves in freezer door.



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CS243541-D Revision February 2018

Visit www.cdc.gov/vaccines/SandH
or contact your state health department for more information.

NOTE: The vaccines stored at Ultra-low temperatures – also referred to as ULT or ultra-cold vaccines – have unique handling and storage requirements. Please see the Pfizer vaccine guidance in the appendices for detailed information.

Continuous Temperature Monitoring and Reporting

The ability to ensure continuous temperature monitoring of all presentations of COVID-19 vaccines, regardless of recommended storage temperature range, is a requirement for all participating sites in New Mexico.

Digital Data Loggers (DDL)

To meet the requirement of continuous temperature monitoring, New Mexico requires the use of digital data loggers on all storage and transport units used for COVID-19 vaccines. These devices must meet CDC requirements and generate temperature files that are compatible with direct upload into NMSIIS. All vaccine DDLs must be entered as **Assets** in NMSIIS as shown here:

Add a Thermometer (Data Logger) in NMSIIS

Important: each vaccine storage unit must have its own thermometer in NMSIIS

The screenshot shows the NMSIIS interface. On the left, there is a sidebar with the text "Expand Clinic Tools" and "Click Manage Assets" with a red arrow pointing to the right. On the right, a blue menu is open under "Clinic Tools", showing options: "Storage Units", "Reading History", and "Manage Assets". Below this, another menu is open under "Add Asset", with options: "Add Storage Unit" and "Add Thermometer". Red arrows point from the "Add Asset" button to the "Add Thermometer" option, and from the "Add Thermometer" option to the text below.

To add a new asset (storage unit or thermometer) click the **Add Asset** button and on the drop-down select the asset type.

In this case we are adding a data logger, so will select **Add Thermometer**

Enter the required information for the new thermometer (all fields with a red*) and:

- **Assigned Storage Unit** - storage units that do not have a thermometer assigned will appear in this drop-down
- **Date of Purchase and Calibration Due** – entering the date of calibration and how frequently calibration is due (in months) will help you keep track of this information and when your data logger needs to be recalibrated or replaced; for the VFC-400 enter 24; for any other units, please refer to manufacturer's recommendations
- **Important:** Thermometer Type drop-down = select **CTM**
- **Serial number** can be found on the data logger and/or calibration certificate
- Any additional information may be entered in the **Comments** field

Name *	VFC 400	Status *	ACTIVE
Date of Purchase	02/01/2017	Thermometer Type *	CTM
Model *	VFC 400	Manufacturer *	LOG TAG
Assigned Storage Unit		Serial Number (if *)	100026350
Calibration Due (in Months)	24	Comments	

When finished, **be sure to click the Create button** to save all entered information.

All DDL devices must meet CDC requirements and must generate temperature files compatible with direct upload into the New Mexico Immunization Registry (NMSIIS); the VFC400 data logger has been approved for use on vaccine refrigerators, freezers, and transport units; other devices will require pre-approval based on the results of temperature file compatibility assessment.

The software for the DDL will need to be installed and correctly configured to enable the proper use of the device and upload of the required temperature files. Please notify your IT staff in advance if their assistance is required for software installations at your site.

IMPORTANT: Use software version 2.9 Build 6

For the VFC400 device, the software settings are shown below:

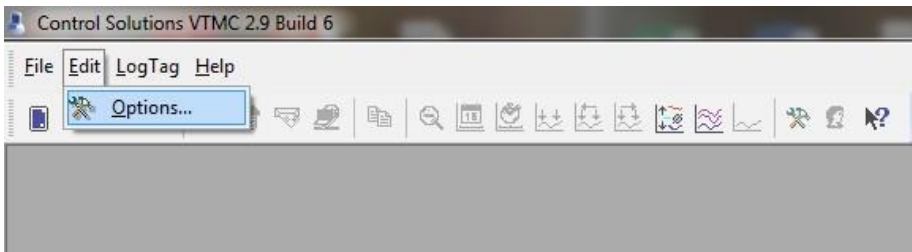
Control Solutions VTMC Software Settings

Please do not dock your data logger for this process.

This only needs to be done when the software is installed the first time (including if you switch computers)



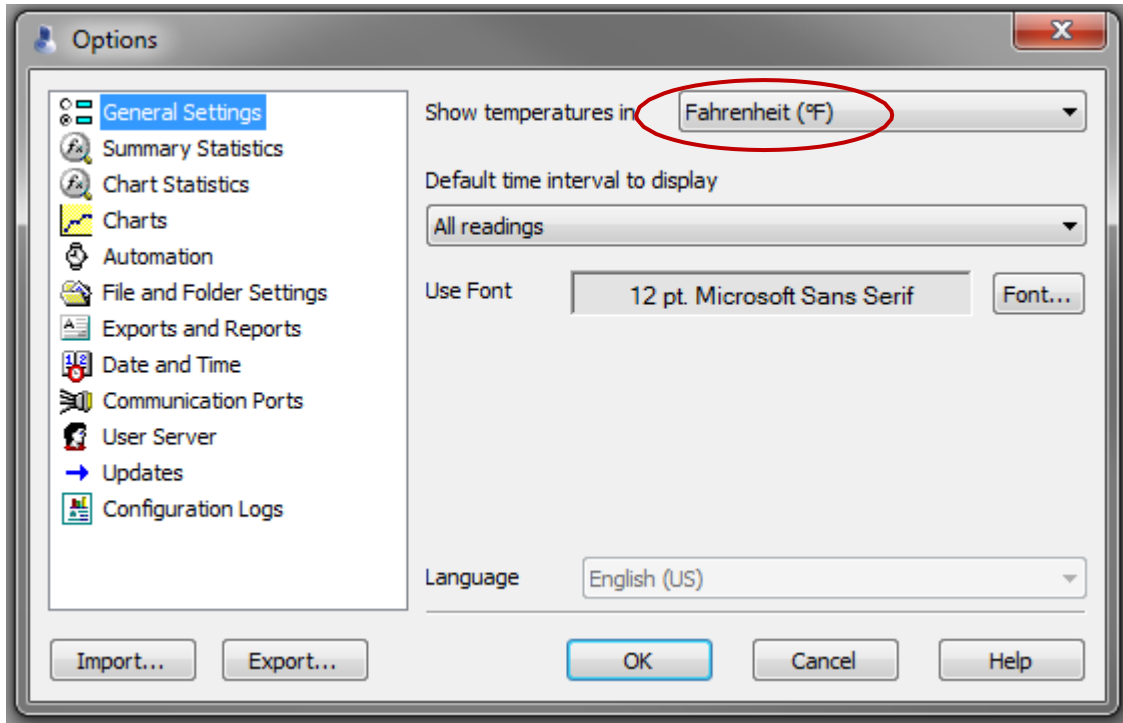
Open the Control Solutions VTMC Software



Go to **Edit**, then **Options**

Review the settings shown and ensure yours match these screenshots:

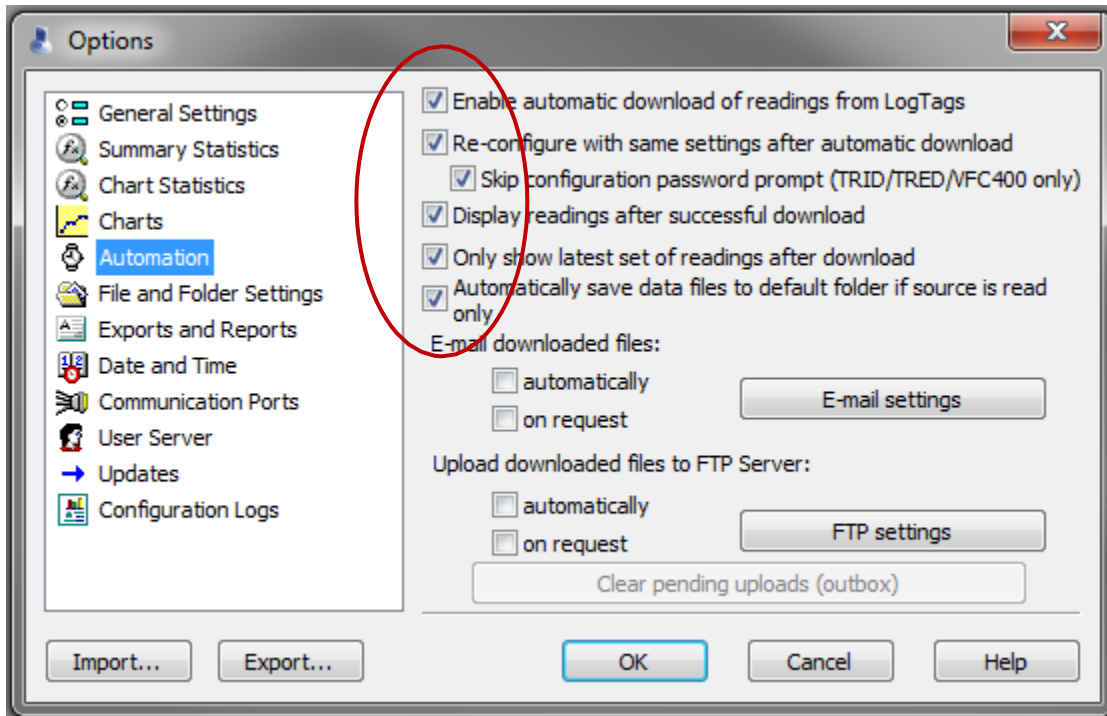
GENERAL SETTINGS



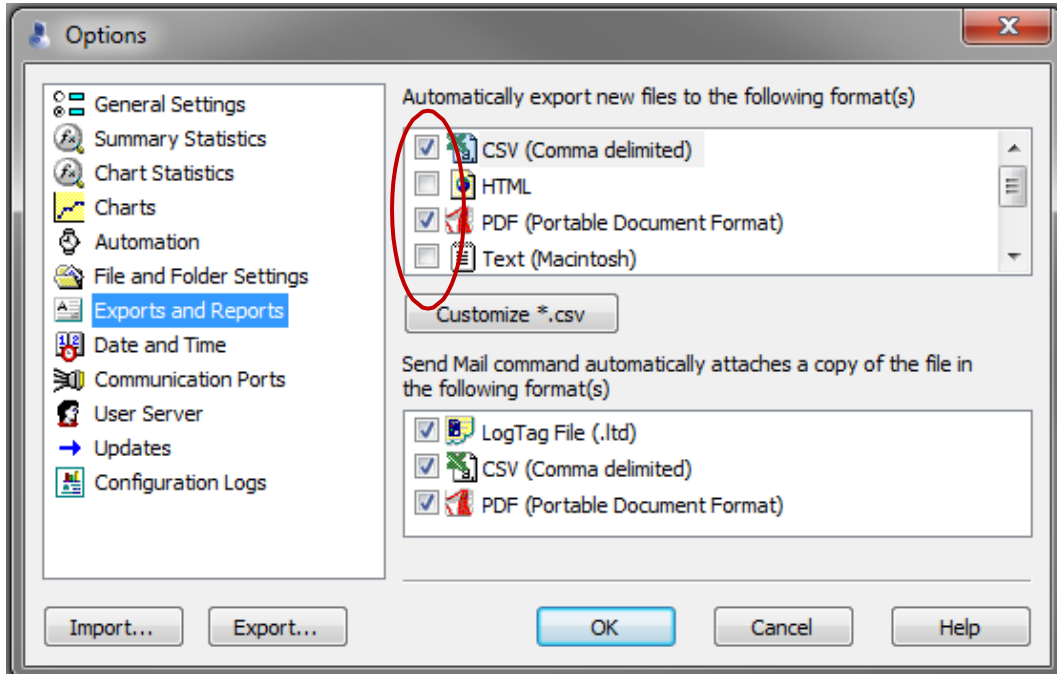
AUTOMATION

Please note that on this screen you may not see the third box (“Skip configuration password prompt”)

This is **not a problem**; all other boxes should still be checked.



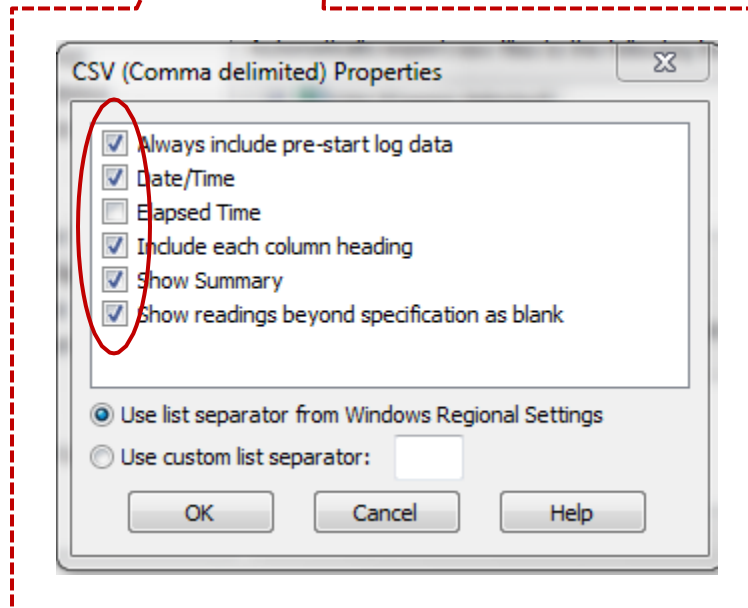
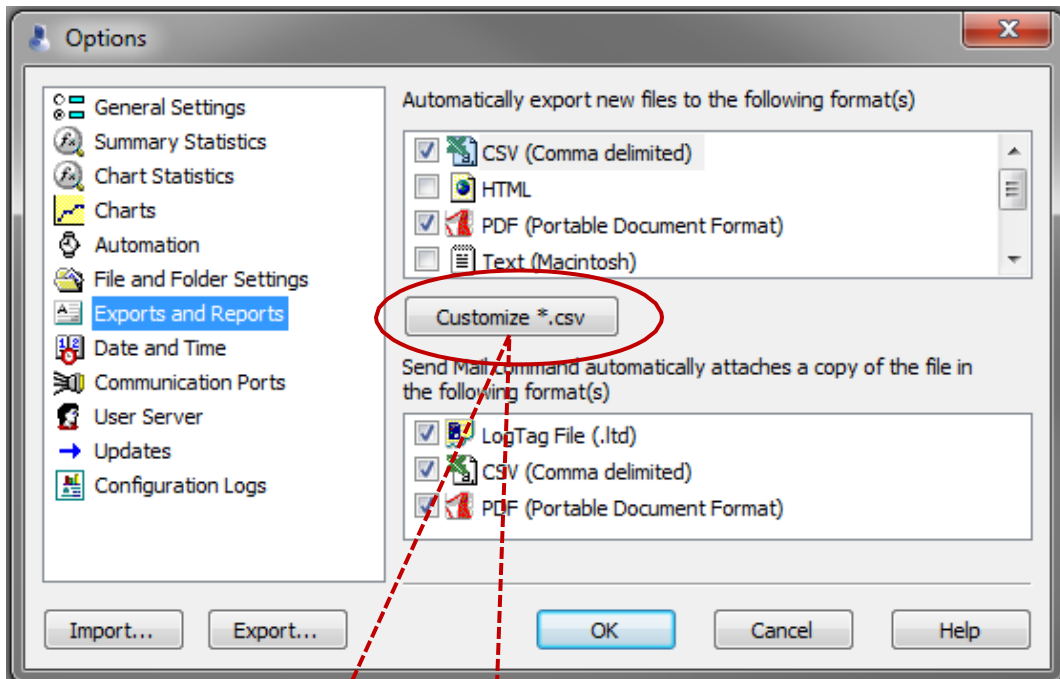
EXPORTS and REPORTS



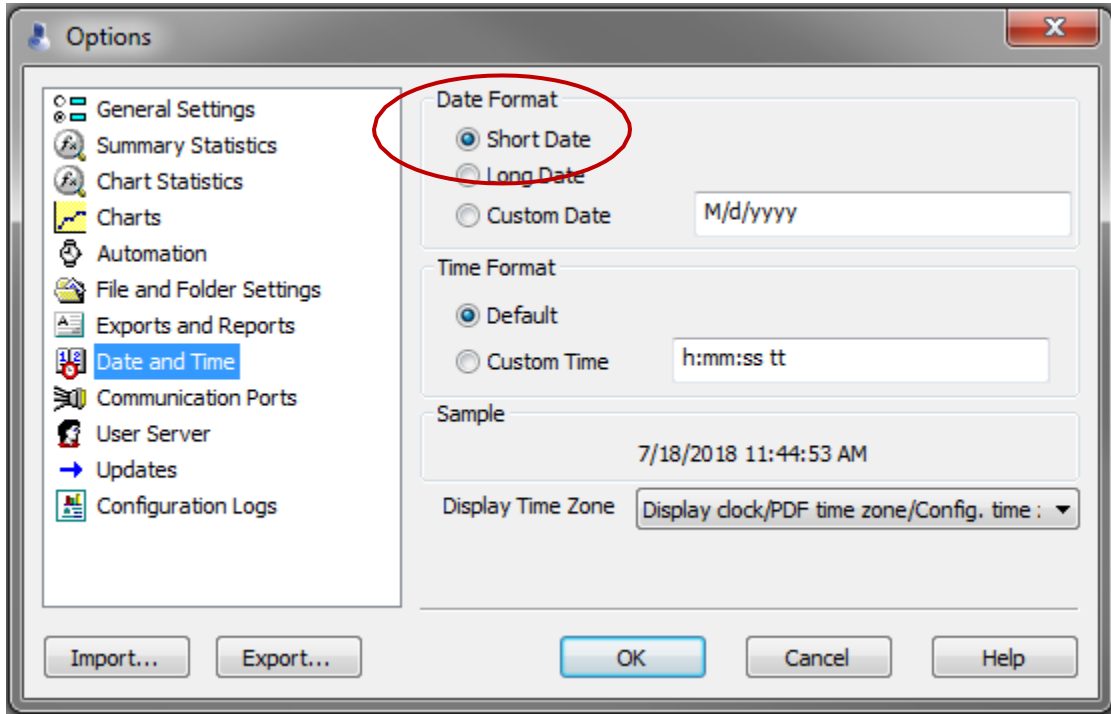
When you have changed the settings for **Exports and Reports** shown above, the .pdf and the .csv files will save to your computer automatically when you dock your data logger (be sure to allow the data upload process to complete).

EXPORTS and REPORTS (cont.)

Click on the “Customize *.csv” button and the Properties window (shown below) will open. Make sure all the boxes are checked as shown.



DATE and TIME



When you have finished matching all your settings to those shown here,
be sure to click **OK** to save them

Ordering and Receiving COVID-19 Vaccine in NMSIIS

Submitting a COVID-19 Vaccine Order in NMSIIS

All COVID-19 Vaccine orders will be submitted to the New Mexico Immunization Program via NMSIIS

If your facility is a Vaccines for Children (VFC) and/or Adult (317) provider that also orders other vaccines through NMSIIS, all orders for COVID-19 vaccines should be made as **separate transactions** from these orders.

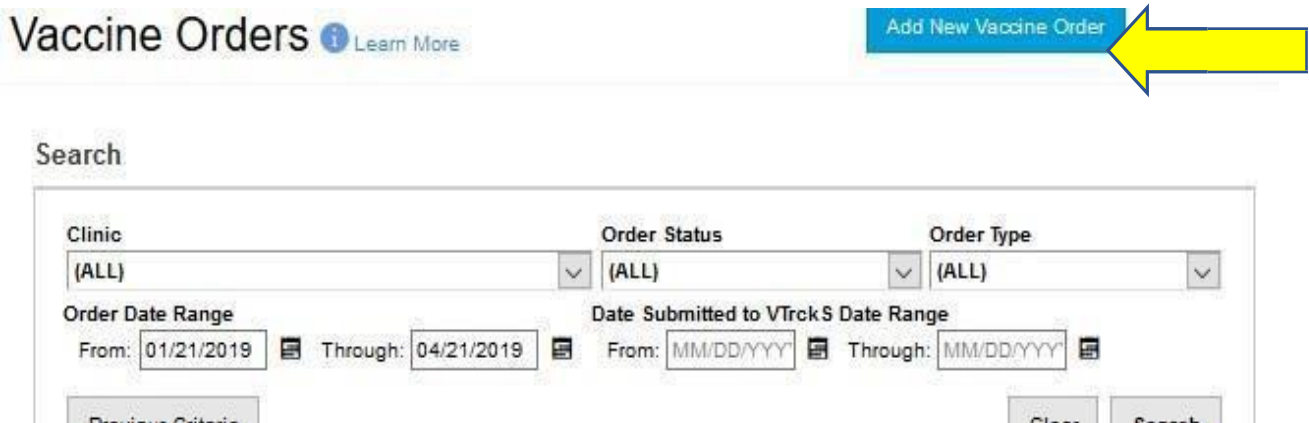
Ordering and Receiving COVID-19 Vaccine

Submitting a COVID-19 Vaccine Order in NMSIIS



Step 1. In the blue panel to the left, navigate to the Inventory module and click the (+) sign to expand the menu. Then click the (+) sign next to “Vaccines” to expand that menu. Then select “Vaccine Orders.”

Step 2. In the upper right corner of the “Vaccine Orders” screen that displays, select “Add New Vaccine Order”



Step 3. The Vaccine Order screen will display. When you initiate the order, it will give you the option to select if it is a COVID-19 order. Select your clinic from the drop-down menu. After checking the COVID-19 order box and clicking the blue “next” button, you’ll be asked to certify that the clinic and shipping information shown is correct.

Vaccine Order [Learn More](#) Cancel Next

Add - Select Clinic

Clinic *
POISON IVY CLINIC

Will this be an Influenza order? Will this be a COVID-19 order?

Confirm Shipping Info

Clinic: POISON IVY CLINIC (NM1009)

Primary Shipping Contact

Name: ELIZABETH CISNEROS
Phone: 505-476-3672
Fax:
Email: ELIZABETH.CISNEROS@STATE.NM.US

Shipping Address

1600 N MAIN
PO BOX 456
DIXON, NM 87527

Delivery Information

	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	09:00	12:00	14:00	17:00
Tuesday	09:00	12:00	14:00	17:00
Wednesday	09:00	12:00	14:00	17:00
Thursday	09:00	12:00	14:00	17:00
Friday	09:00	12:30	14:00	17:00
Saturday				
Sunday				

Special Instructions: NO SPECIAL INSTRUCTIONS

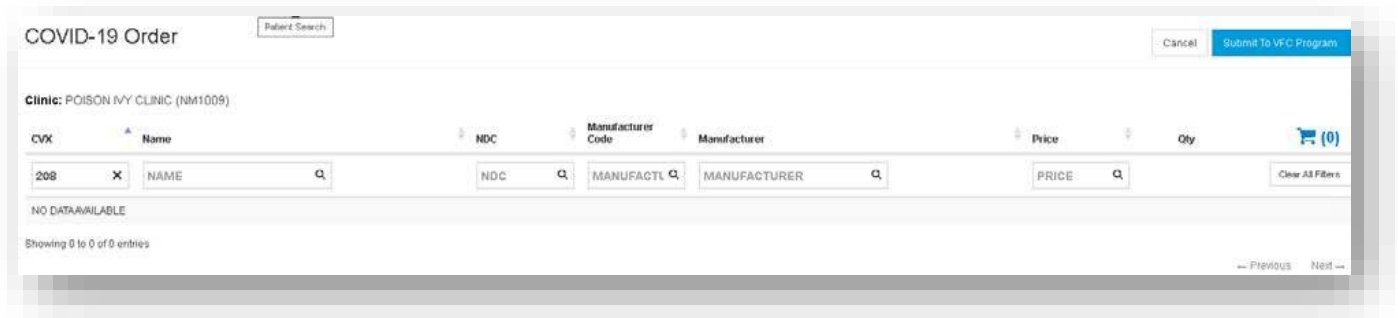
I have reviewed the above shipping information and I certify the information is correct.

Cancel Next

Step 4. Your clinic’s shipping address, delivery hours, and shipping contact information will display. Once you have confirmed that the information is correct, check the box next to “I have reviewed the above shipping information and I certify the information is correct” and click **Next**. If any of the shipping information is incorrect, please update it with the correct information in NMSIIS *before*

placing your order.

Step 5. The COVID-19 Order screen view will now be displayed



This is what the order page will look like – Once complete, please review your order to ensure there are no errors; you may also add text in the “Clinic Comments” field

NOTE for vaccine being delivered from the DOH Depot: *The vaccine Transport Team WILL make direct phone contact approximately 30 minutes before arrival.*

If you are placing an order for Pfizer vaccine you **MUST** enter the name and cell phone number of two staff who can be contacted by the Transport Team to coordinate the vaccine delivery and assist with the transfer of vaccine when it arrives

When processing your order for shipment or delivery, we will assume that the normal 48-72-hour turnaround time is preferred and expected. **Please let us know if you have different timing needs with information in the comments and we will do our best to accommodate them.**

After entering the vaccine order information, you’ll submit to the program by clicking the blue button in the top right

Receiving COVID-19 Vaccines into your On-Hand Inventory in NMSIIS

All COVID-19 Vaccine must be received into your inventory in NMSIIS to facilitate the administration, tracking, reporting, and reconciliation of each dose, as required by the CDC.

The receipt of vaccine into inventory is done in two different ways and depends on the type of vaccine being received.

- For guidance on the receipt of Ultra-low Temperature (ULT) COVID-19 vaccine, see [Receiving a vaccine *transfer* in NMSIIS](#)
- For guidance on the receipt of refrigerated or frozen COVID-19 vaccine, see [Receiving a vaccine *shipment* in NMSIIS](#)

Receiving a vaccine *shipment* in NMSIIS

1. In the blue panel at the left side of the NMSIIS home page, navigate to **Inventory** and select the (+) sign to expand your module view. Then click on the Vaccines plus sign to expand your view further and select **On-Hand**.
2. On the On-Hand inventory page that appears, click on the blue link with a yellow triangle stating, "There are # Pending VTrcks Shipments".
3. The Pending VTrcks Shipments will display. Click **Received** for each vaccine lot received.
4. A vaccine inventory screen will display with relevant fields pre-populated. Click **Create**.
5. The vaccine shipment will then be loaded in your inventory on the On-Hand screen.

Receiving a vaccine *transfer* in NMSIIS

Reminder: your site must have a completed COVID Redistribution Agreement to receive transferred vaccine

Follow these steps if another VFC location has transferred vaccine **to** your site:

1. Go to Inventory On-Hand, click on [blue hyperlink](#)

On-Hand Inventory





There are 4 Pending Inventory Transfers.

2. Locate the vaccine and click on **Received**

Vaccine Inventory Transfer [Learn More](#)

Pending Incoming Inventory Transfers

Vaccine	Doses	NDC	Transfer Date	Lot	Funding Source	Mfg	Source Location	
Receiving Location: INV: BEHR: SANDOVAL PUBLIC HEALTH OFFICE								
Influenza Quad Inj P (Fluarix w/ad p free)	15	58160-0907-52	10/31/2017	TL54R	317 ADULT	SKB	INV: BEHR: NORTH VALLEY PUBLIC HEALTH OFFICE	 <input type="button" value="Received"/>
Influenza Quad P-Free (Flulaval)	10	19515-0912-52	10/31/2017	7SJ25	VFC	SKB	INV: BEHR: NORTH VALLEY PUBLIC HEALTH OFFICE	 <input type="button" value="Received"/>

Please note: the transfer will not be complete until the **receiving** site follows the steps above

COVID-19 Vaccine Inventory Management and Reporting Requirements

Data Reporting Requirements to NMSIIS (New Mexico Statewide Immunization Information System)

Patient demographic and vaccine data is required to be reported to New Mexico’s IIS (Immunization Information System), every 24 hours. Data can be reported in one of the following ways:

1. Manual data entry: Providers enter the patient and administered vaccine information directly into the IIS
2. Automated data exchange: Provider enters the patient and administered vaccine information into their Electronic Medical Record/Electronic Health Record and the data is then uploaded into the state’s IIS.

For information on how to begin reporting to NMSIIS, please see our training and data exchange pages on the NMDOH website:

NMSIIS Training: <https://www.nmhealth.org/about/phd/idb/imp/siis/train/>

NMSIIS Data Exchange: <https://www.nmhealth.org/about/phd/idb/imp/siis/dte/>

For reporting COVID-19 Vaccine data to the IIS, please see the table below for a complete list of required data elements.

Required Vaccine Administration Data Elements

<i>Vaccinating Facility and Health Care Provider Related</i>	<i>Patient/Vaccine Recipient Related</i>
Administered at location/facility name/ID	Recipient name (First, Middle, Last)
Administered at location type	Recipient date of birth
Administration address (Street - 2 lines, city, county, state, zip)	Recipient address (street, city, county, state, zip)
Sending organization	Recipient sex
Vaccine administering provider suffix	Recipient race (patient identified/multiple options)
VTrckS Provider PIN	Recipient ethnicity
<i>Vaccine Related Data Elements</i>	Vaccine administration site (on the body)
MVX (manufacturer)	Vaccine route of administration
CVX (product)	Recipient ID
Lot number (UoU or UoS - UoU is preferred)	Administration date
Vaccine expiration date	Vaccine series complete
Vaccine NDC	Dose number

Optional Vaccine Administration Data Elements

<i>Patient/Vaccine Recipient Related</i>
Comorbidity status (Y/N)
Recipient missed vaccination appointment (Y/N)
Serology results
Vaccination Refusal (Y/N)

Daily Reporting in VaccineFinder

The daily reporting of all inventory must be done in VaccineFinder

Additional information about VaccineFinder can be found in the Appendices

Within 24 hours of administering a dose of COVID-19 Vaccine and adjuvant (if applicable), Organization must record in the vaccine recipient's record and report required information to the relevant state, local, or territorial public health authority. Details of required information (collectively, Vaccine-Administration Data) for reporting can be found on CDC's website. Here are some important links:

- CDC COVID-19 Vaccination Provider Support, Data and Reporting: <https://www.cdc.gov/vaccines/covid-19/vaccination-provider-support.html>
- VaccineFinder COVID-19 Vaccine Provider Information website (includes video trainings): <https://vaccinefinder.org/covid-provider-resources>
 - Direct links to training videos:
 - Provider Setup and Inventory: <https://vimeo.com/481324512>
 - Jurisdiction Reporting Inventory: <https://vimeo.com/481324268>
- Onboarding emails will come from: vaccinefinder@auth.castlighthhealth.com
- Technical support team: vaccinefinder@castlighthhealth.com

Weekly Inventory Reconciliation

Organization must report the number of doses of COVID-19 Vaccine and adjuvants that were unused, spoiled, expired, or wasted as required by the relevant jurisdiction.

This is accomplished through a weekly reconciliation of your site's COVID-19 vaccine inventory in NMSIIS. The step-by-step instructions for completing a weekly reconciliation of your COVID-19 inventory follows.

NEW MEXICO
DEPARTMENT OF
HEALTH

NEW MEXICO IMMUNIZATION INFORMATION SYSTEM (NMSIIS)

INVENTORY GUIDE
Reconciliation Process

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Overview

This document outlines the steps an end user must take to complete their reconciliations in NMSIIS.

Complete a Reconciliation

Reconciliation Search Page

- Navigate to the **Inventory Module**, select **Vaccines** and select **Reconciliation**.
- The *Vaccine Inventory Reconciliation Search Criteria* page will be displayed.
 - A blue info bar will be displayed above the Search Criteria with the following text:
 - Info: When searching for reconciliations, the **Begin Date Range** applies only to legacy reconciliations. The **End/Physical Count Date Range** will return legacy reconciliations based on the legacy **End Date** and new reconciliations based on the new **Physical Count Date**.

Vaccine Inventory Reconciliation [Learn More](#) [Add Reconciliation](#)

Search Criteria

Info: When searching for reconciliations, the **Begin Date Range** applies only to legacy reconciliations. The **End/Physical Count Date Range** will return legacy reconciliations based on the legacy **End Date** and new reconciliations based on the new **Physical Count Date**.

Inventory Location: (ALL) Inventory Location Status: (ALL) Reconciliation Status: (ALL)

Begin Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

End/Physical Count Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

Sort by:
 Audit Date (descending) Inventory Location, Begin Date (descending)

[Previous Criteria](#) [Clear](#) [Search](#)

- Tip: To quickly view a list of all reconciliations, do not enter any **Date Range** criteria and select **Search**.

Reconciliation Create Page

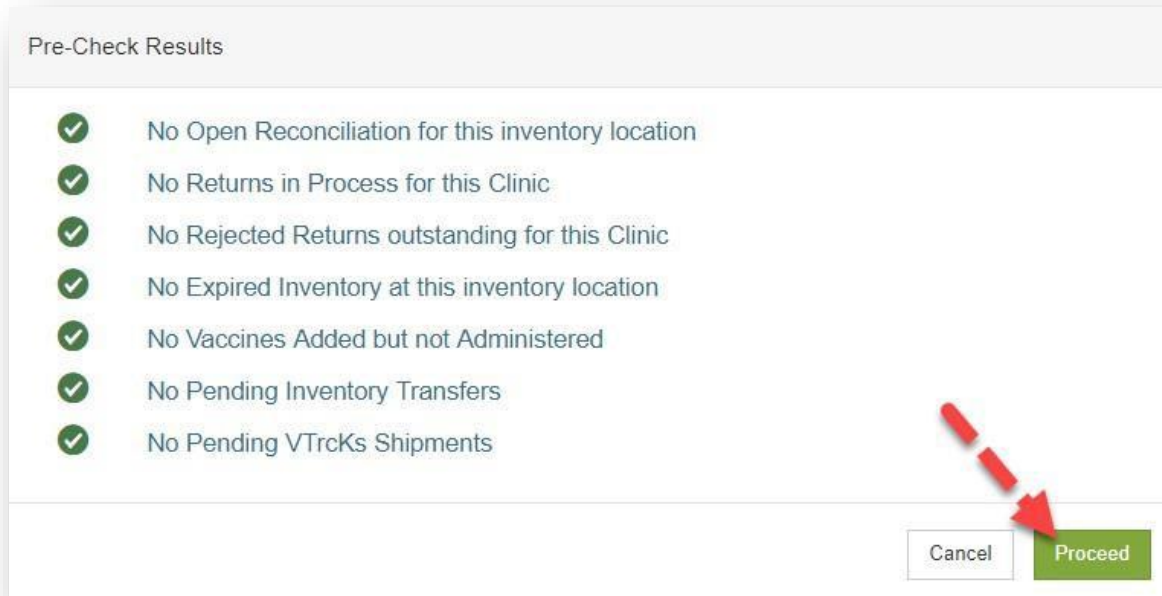
- Navigate to the **Inventory Module**, select **Vaccines**, and select **Reconciliation**.
- The *Vaccine Inventory Reconciliation Search Criteria* page will be displayed.

- Select **Add Reconciliation**.

- The system will navigate to the *Vaccine Inventory Reconciliation* page to select an Inventory Location.
- From the dropdown list, select the **Inventory Location** that will be reconciled.

- After selecting the **Inventory Location** that will be reconciled, the *Pre-Check Results* modal will appear.
- For the selected **Inventory Location**, the *Pre-Check Results* modal will display the results from the following 7 pre-checks:
 - Open Reconciliations
 - Returns in Process
 - Outstanding Rejected Returns
 - Expired Inventory
 - Vaccines Added but not Administered

- Pending Inventory Transfers
- Pending VTrcks Shipments
- Once all pre-checks pass (denoted by the green check mark icon ✓), select **Proceed**.
 - Note: The option to select **Proceed** will not appear until all pre-checks have passed.



- Note: Pre-Check specifications are located in the [Pre-Check Specifications](#) section of this user guide.
- After selecting **Proceed**, the system will navigate to the next page, requiring entry of the following fields:
 - Description
 - Enter a description that best describes the reconciliation.
 - Authorized By
 - From the drop-down list, Select the name of the user that is completing the reconciliation.
 - Selecting the user icon next to the field will insert the currently logged in user's name.
 - Count Date
 - Enter the date that the count occurred.
 - The date cannot be a future date.
 - The date must be after the previous reconciliation count date.
 - Count Time
 - Input the time that the count occurred.
 - This cannot be a future time.

- After the required data has been entered, select **Create**, located in the upperright corner of the *Vaccine Inventory Reconciliation* page.

- After selecting **Create**, the *Inventory Reconciliation* will be created with a *Status* of OPEN.

Inventory by Doses Reconciliation Count

- Now that the inventory reconciliation has been created, the system will expand the *Vaccine Inventory Reconciliation* page to show the *Inventory by Doses* section of the page.

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
317 1. Hep B, adult (Engerix B (1 mL x 10 syr)) SKB • 58160-0821-52 • HPBAD4094 • 06/30/2021	Σ		-30		Action ?
CHIP 2. DTaP-IPV (Quadracel (10 x 1 dose vial)) PMC • 49281-0562-10 • DTAPIPV369 • 12/31/2018	Σ		-4		Action ?
3. Hep A, ped/adol, 2D (Vaqta (0.5 mL x 10 vials)) MSD • 00006-4831-41 • VAQ0510 • 07/31/2020	Σ		-19		Action ?

Description

- Each inventory item for the specified **Count Date** and **Time** period will be displayed with the following:
 - Assigned row number

- Vaccine (Brand)
- Manufacturer
- NDC
- Lot Number
- Expiration Date

Inventory by Doses

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
317					
1. Hep B, adult (Engerix B (1 mL x 10 syr)) SKB • 58160-0821-52 • HPBAD4094 • 06/30/2021	Σ	<input type="text"/>	-30		Action ▾ ?
CHIP					
2. DTaP-IPV (Quadtracel (10 x 1 dose vial)) PMC • 49281-0562-10 • DTAPIV369 • 12/31/2018	Σ	<input type="text"/>	-4		Action ▾ ?
3. Hep A, ped/adol, 2D (Vaqta (0.5 mL x 10 vials)) MSD • 00006-4831-41 • VAQ0510 • 07/31/2020	Σ	<input type="text"/>	-19		Action ▾ ?

- Note: Gray sub header bars will separate listed inventory items by **Funding Source**.

Summary

- A summary icon (denoted by the black capital Greek sigma icon **Σ**) will display for each inventory item.

Inventory by Doses

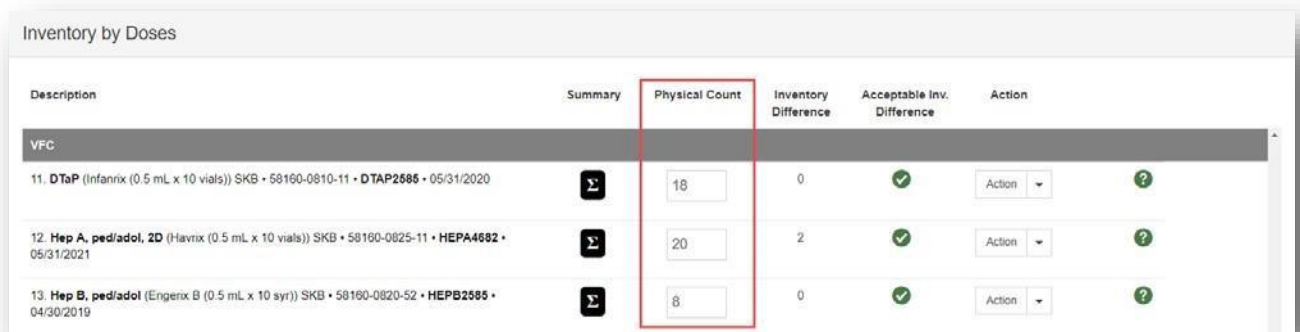
Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action																														
CHIP																																			
2. DTaP-IPV (Quadtracel (10 x 1 dose vial)) PMC • 49281-0562-10 • DTAPIV369 • 12/31/2018	Σ	<input type="text"/>	-4		Action ▾ ?																														
<div style="border: 1px solid red; padding: 5px;"> <p>Inventory Item Summary</p> <table border="1"> <thead> <tr> <th></th> <th>Last Count</th> <th>Inventory Received</th> <th>Inventory Administered</th> <th>Inventory Transferred</th> <th>Inventory Ret/Exp/Recalled</th> <th>Inventory Wasted</th> <th>Inventory Unaccounted</th> <th>On-Hand Quantity</th> <th>Auto Adjustments</th> </tr> </thead> <tbody> <tr> <td>Since Last Count</td> <td></td> <td>10</td> <td></td> <td></td> <td></td> <td>-1</td> <td></td> <td>9</td> <td></td> </tr> <tr> <td>Since Item Created</td> <td></td> <td>10</td> <td></td> <td></td> <td></td> <td>-1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>							Last Count	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Ret/Exp/Recalled	Inventory Wasted	Inventory Unaccounted	On-Hand Quantity	Auto Adjustments	Since Last Count		10				-1		9		Since Item Created		10				-1			
	Last Count	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Ret/Exp/Recalled	Inventory Wasted	Inventory Unaccounted	On-Hand Quantity	Auto Adjustments																										
Since Last Count		10				-1		9																											
Since Item Created		10				-1																													
5. Polio-IPV (IPOL (5.0 mL vial - 10 doses)) PMC • 49281-0860-10 • IPV3471 • 07/31/2019	Σ	<input type="text"/>	-9		Action ▾ ?																														

- Hover over the summary icon to reveal the *Inventory Item Summary* pop-up that contains the following:
 - Last Count
 - Inventory Received

- Inventory Administered
- Inventory Transferred
- Inventory Returned, Expired, and/or Recalled
- Inventory Wasted
- Inventory Unaccounted For
- On-hand Quantity
- Auto Adjustments

Physical Count

- Input the number of physical doses counted for each inventory item listed in the open *Vaccine Inventory Location*.



The screenshot shows a table titled "Inventory by Doses" with the following columns: Description, Summary, Physical Count, Inventory Difference, Acceptable Inv. Difference, and Action. The "Physical Count" column is highlighted with a red box. The table contains three rows of vaccine data:

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
VFC					
11. DTaP (Infanrix (0.5 mL x 10 vials)) SKB • 58160-0810-11 • DTAP2685 • 05/31/2020	Σ	18	0	✓	Action
12. Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 vials)) SKB • 58160-0825-11 • HEPA4682 • 05/31/2021	Σ	20	2	✓	Action
13. Hep B, ped/adol (Engerix B (0.5 mL x 10 syri)) SKB • 58160-0820-52 • HEPB2585 • 04/30/2019	Σ	8	0	✓	Action

- The *Physical Count* cannot be a negative number; it must be a zero or a positive number.
- To assist with the *Physical Count*, the **Count Sheet** report is available.
 - Select the **Links** button located in the upper right corner of the *Vaccine Inventory Reconciliation* page.

Vaccine Inventory Reconciliation ? i Cancel Links

Inventory Location: MEMPHIS FAMILY MED

Description: * DECEMBER Authorized By: FRANKLIN, ARETHA (RN) Status: * CLOSED

Count Date: * 12/19/2018 Count Time: * 12:15 PM Last Count Date/Time: 11/30/2018 12:00:00 AM Last Order Date: 11/30/2018

Inventory by Doses

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
317					
1. Hep B, adult (Engerix B (1 mL x 10 syr)) SKB • 58160-0821-52 • HPBAD4094 - 06/30/2021	Σ	30	0	✓	Action

- From the dropdown menu, select **Count Sheet**.
- The **Count Sheet** report will open in a pop-up window as a PDF.
- Print the **Count Sheet** and take it to the storage unit to document the physical counts.
- Input the documented physical counts in the *Physical Count* column of the reconciliation.

Inventory Difference

- Once a *Physical Count* has been entered and the **Update** button has been selected, the *Inventory Difference* (a read-only field) will calculate the difference between the number of starting on-hand doses, all transactions from the *Summary*, and the currently entered *Physical Count*.

Inventory by Doses

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
VFC					
11 DTaP (Infanrix (0.5 mL x 10 vials)) SKB • 58160-0810-11 • DTAP2585 • 05/31/2020	Σ	22	4	✓	Action
12 Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 vials)) SKB • 58160-0825-11 • HEPA4682 • 05/31/2021	Σ	16	-2	✓	Action
13 Hep B, ped/adol (Engerix B (0.5 mL x 10 syr)) SKB • 58160-0820-52 • HEPB2585 • 04/30/2019	Σ	8	0	✓	Action

- The *Inventory Difference* can be a negative or positive number.

Acceptable Inventory Difference

- If the *Inventory Difference* is under the allowable threshold set by the local jurisdiction, a green check mark icon will appear (✔), meaning the *Acceptable Inventory Difference* has been met.
- If the *Inventory Difference* is over the allowable threshold set by the local jurisdiction, a red stop icon will appear (⊘), meaning the *Acceptable Inventory Difference* has not been met.

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
VFC					
11. DTaP (Infanrix (0.5 mL x 10 vials)) SKB • 58160-0810-11 • DTAP2685 • 05/31/2020	Σ	10	-8	⊘	Action
12. Hep A, pedi/adol, 2D (Havrix (0.5 mL x 10 vials)) SKB • 58160-0825-11 • HEPA4682 • 05/31/2021	Σ	16	-2	✔	Action
13. Hep B, pedi/adol (Engerix B (0.5 mL x 10 syr)) SKB • 58160-0820-52 • HEPB2685 • 04/30/2019	Σ	8	0	✔	Action

- The *Acceptable Inventory Difference* has to be met prior to finalizing and closing the reconciliation. NMSIIS will not allow the reconciliation to be finalized and closed with an Inventory Difference on any lines.

To find the source of the Inventory Difference, review all transactions for the line in question:

- Select **Action** to complete the following task:
 - **Transactions** – To review the complete history of all transactions for the selected inventory item.
 - Select **Transactions**.

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
VFC					
11. DTaP (Infanrix (0.5 mL x 10 vials)) SKB • 58160-0810-11 • DTAP2685 • 05/31/2020	Σ	10	-8	⊘	Action
12. Hep A, pedi/adol, 2D (Havrix (0.5 mL x 10 vials)) SKB • 58160-0825-11 • HEPA4682 • 05/31/2021	Σ	16	-2	✔	Action

- A *Transaction Inquiry* modal will appear

VFC • DTaP (Infranix (0.5 mL x 10 vials)) SKB • 58160-0810-11 • DTAP2585 • 05/31/2020

Transaction Inquiry

Cancel

Filter Options

Date Range

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Transaction Type: [Dropdown]

Adjustment Reason: [Dropdown]

Reconciliation Bucket: [Dropdown]

Search

Transaction Date	Transaction Type	Adjustment Reason	Quantity	Created By	Created Date
DATE	TYPE	REASON	QTY	NAME	DATE
12/13/2018, 11:50 AM	VACCINATION		-1	ARETHA FRANKLIN	12/13/2018, 11:50 AM

- The following filter options can be used to search, sort, and manage the transactions for the selected inventory item.
 - Start Date
 - End Date
 - Transaction Type
 - Adjustment Reason
 - Reconciliation Bucket
- **Transactions** can be used to determine and reconcile inaccuracies for the selected inventory item.

If it is found that the inventory difference is being caused by wastage that has not been entered, this can be entered without navigating away from the Vaccine Inventory Reconciliation screen. Select *Create Inventory Adjustment* on the *Action* dropdown for the appropriate line:

Vaccine Inventory Reconciliation

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
PEDIATRIC BLEND					
1. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • 1235 • 04/28/2019	Σ	8	-1	⊘	Action
2. DTaP-HepB-IPV (Pedia) (Pediarix (0.5 mL x 10 syr)) SKB • 58160-0811-52 • 123456 • 08/05/2020	Σ	7	-1	⊘	Action
3. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 syr)) SKB • 58160-0812-52 • 1237789 • 02/26/2020	Σ	5	0	✓	Action

The Vaccine Inventory Adjustment screen will open:

Vaccine Inventory Adjustment

Date/Time * 01/31/2019 09:50 AM

Inventory Location INV: DEFAULT ORGANIZATION (FOR NMSIIS TESTING)

Vaccine | Mfg | NDC DTAP (DAPTACEL) | PMC | 49281-0286-10

Lot Number 1235

Expiration Date * 04/28/2019

Funding Source PEDIATRIC BLEND

Doses On-Hand 9

Reason * PED BLEND- BROKEN VIAL/SYRINGE

Modification * SUBTRACT

Doses Adjusted *

Container ID

Comments *

Here you will follow the guidance for correctly entering vaccine wastage found in the COVID Vaccine Provider Guide – see page 10

Close the Reconciliation

Please Note: Once a Reconciliation has been closed it cannot be re-opened.


- Once all the inventory items have been accounted for and there are no remaining inventory differences, the reconciliation is ready to be closed.
- To close the reconciliation, click the down arrow of the split action **Update** button in the upper right corner of the screen. Because Reconciliations cannot be re-opened to make corrections. Please ensure there are no unresolved inventory issues or questions and that the inventory physical count matches the exact quantities in the on-hand inventory before proceeding.
- If there are unresolvable issues or you are unsure that the Reconciliation is ready to be closed, Do Not proceed and contact the Immunization Help Desk. There is no negative impact to leaving a Reconciliation open while seeking issue resolution through help desk.

- Select **Close Reconciliation**.
 - The **Close Reconciliation** modal will appear with a confirmation message.
 - To go back and not proceed with closing the reconciliation, select **Cancel**.
 - To continue, select **OK**.

Close Reconciliation ✕

You are about to close this reconciliation. Automatic inventory adjustments will be created for the appropriate line items and once closed, you will not be able to re-open.





Do you want to continue?



- After selecting **OK**, the system will return to the *Vaccine Inventory Reconciliation* page and it will be noted that the **Status** of the reconciliation is **Closed**.


Vaccine Inventory Reconciliation Cancel Links ▾

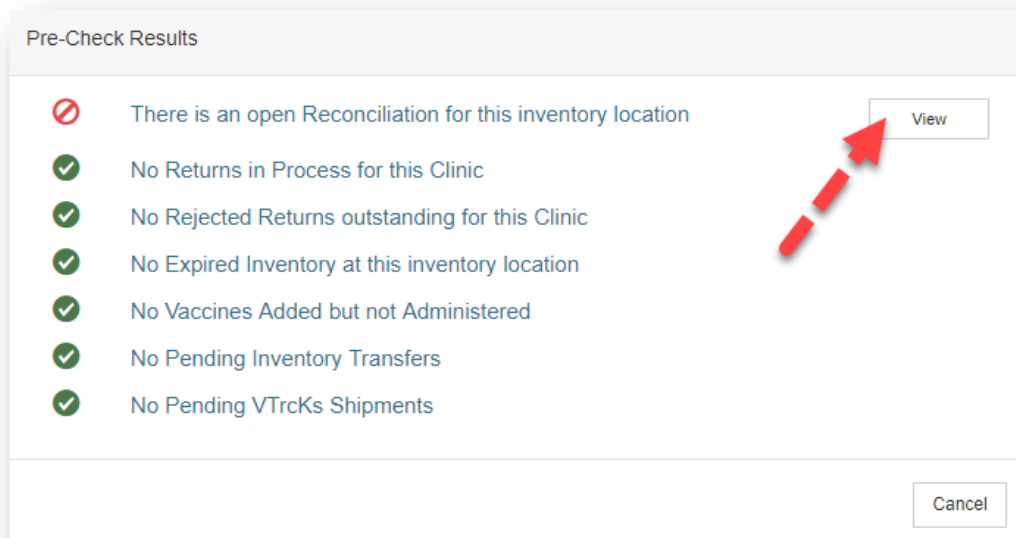
Inventory Location: MEMPHIS FAMILY MED

Description: *	Authorized By:	Status: *
DECEMBER	FRANKLIN, ARETHA (RN) 	CLOSED
Count Date: *	Count Time: *	Last Count Date/Time:
12/19/2018 	12:15 PM 	11/30/2018 12:00:00 AM
		Last Order Date:
		11/30/2018 

Pre-Check Specifications

Open Reconciliations

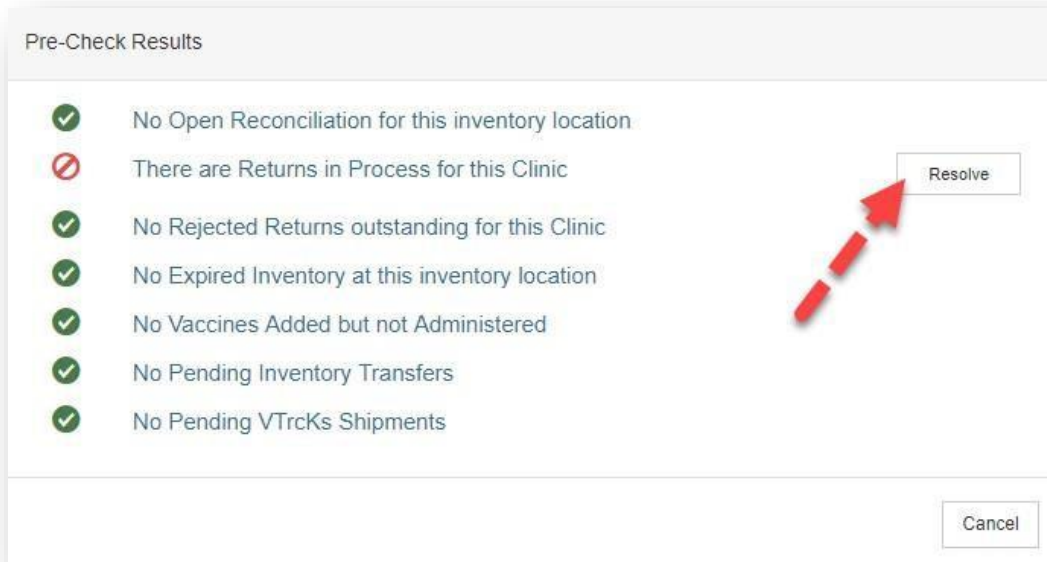
- If the selected **Inventory Location** does have an open reconciliation, a red stopicon () will display along with a **View** button.
 - Select the **View** button to navigate to the open reconciliation.



- All previously open reconciliations have to be updated and closed before proceeding with the creation of the new reconciliation.
- Selecting **Cancel** on the *Pre-Check Results* modal will navigate back to the *Vaccine Inventory Reconciliation* page.
- If the selected **Inventory Location** does not have an open reconciliation, a green check mark icon (✓) will display.

Returns in Process

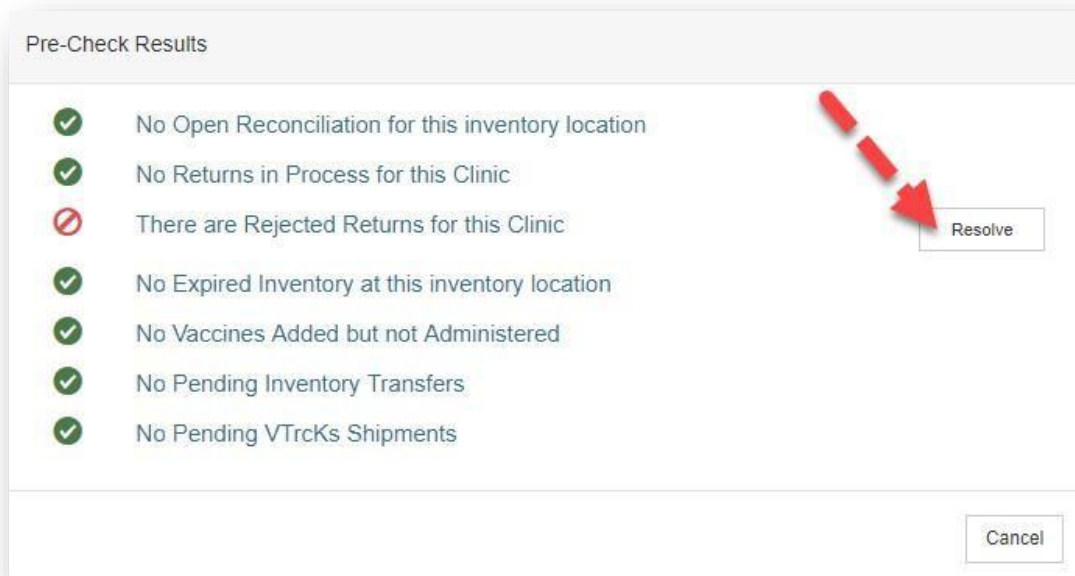
- If the selected **Inventory Location** does have a return with a status of **In Work**, a red stop icon (⊘) will display along with a **Resolve** button.
 - Select the **Resolve** button to navigate to the *Vaccine Returns* page.



- All returns must be submitted before proceeding with the creation of the new reconciliation.
- Selecting **Cancel** on the *Pre-Check Results* modal will navigate back to the *Vaccine Inventory Reconciliation* page.
- If the selected **Inventory Location** does not have a return with a status of **In Work** or **Submitted for Approval**, a green check mark icon (✔) will display.

Outstanding Rejected Returns

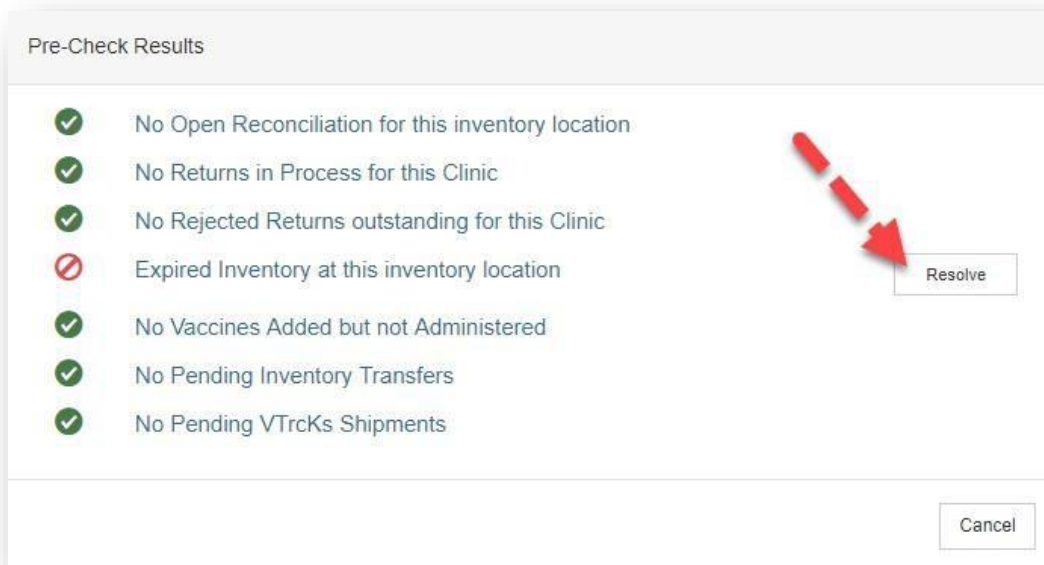
- If the selected **Inventory Location** does have a return with a status of **Rejected**, a red stop icon (⊘) will display along with a **Resolve** button.
 - Select the **Resolve** button to navigate to the *Vaccine Returns* page.



- All rejected returns must be deleted before proceeding with the creation of the new reconciliation.
 - All IN-WORK returns must be either submitted to the Vaccines for Children Program or deleted prior to creating a new Reconciliation.
 - Selecting **Cancel** on the *Pre-Check Results* modal will navigate back to the *Vaccine Inventory Reconciliation* page.
- If the selected **Inventory Location** does not have a return with a status of **In-Work Rejected**, a green check mark icon (✔) will display.

Expired Inventory

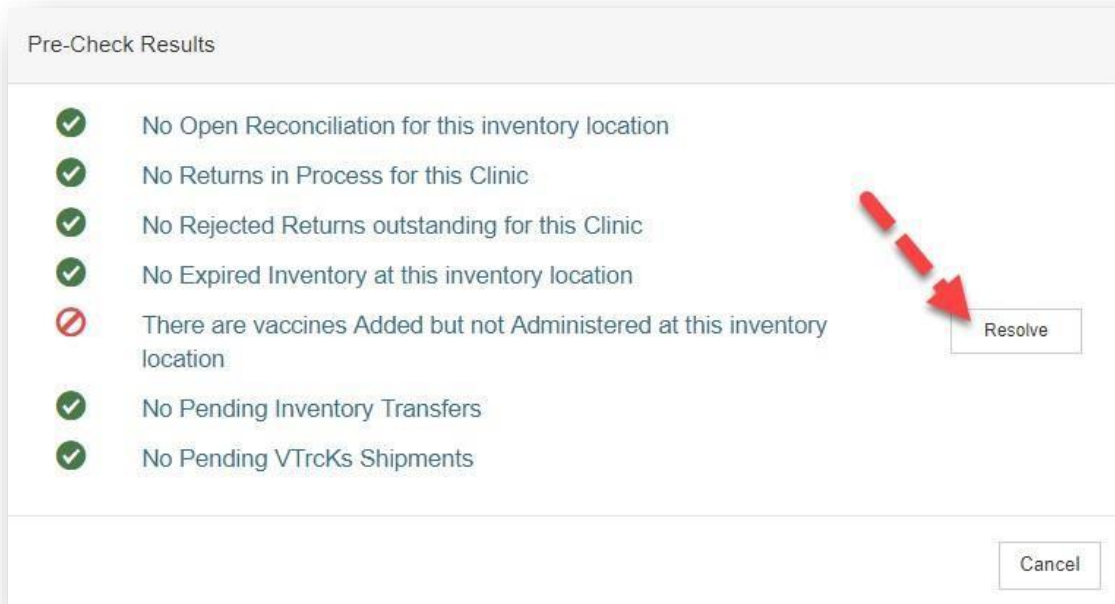
- If the selected **Inventory Location** does have inventory on hand with an expiration date prior to the current day's date, a red stop icon (⊘) will display along with a **Resolve** button.
- The expired inventory must be identified in the On-Hand Inventory screen – remember to change the Status drop-down to “Depleted/Expired” to display expired vaccines – before proceeding; when you have identified the expired vaccine
 - Select the **Resolve** button to navigate to the *Vaccine Returns* page.



- Here you can create a return for the identified expired doses; all inventory with an expiration date prior to the current day's date must be resolved before proceeding with the creation of the new reconciliation.
- Selecting **Cancel** on the *Pre-Check Results* modal will navigate back to the *Vaccine Inventory Reconciliation* page.
- If the selected **Inventory Location** does not have inventory on hand with an expiration date prior to the current day's date, a green check mark icon (✓) will display.

Vaccine Added but not Administered

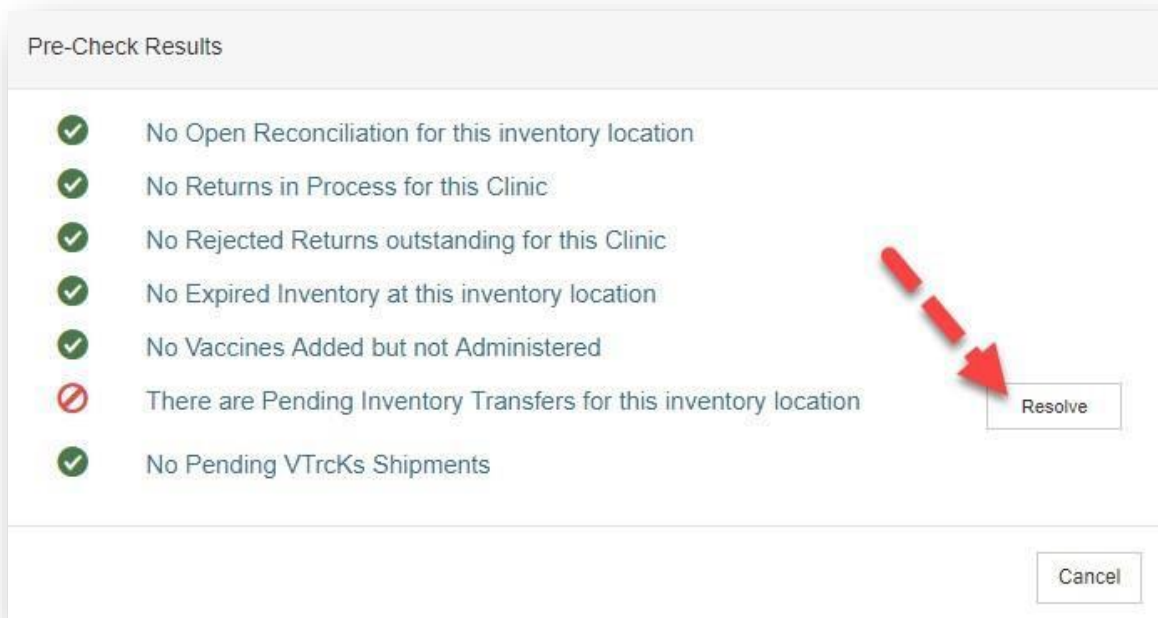
- If the selected **Inventory Location** does have vaccinations that have been added but not administered, a red stop icon (⊘) will display along with a **Resolve** button.
 - Select the **Resolve** button to navigate to the *Vaccines Added but not Administered* report page.



- All vaccines must be administered or deleted before proceeding with the creation of the new reconciliation.
 - Selecting **Cancel** on the *Pre-Check Results* modal will navigate back to the *Vaccine Inventory Reconciliation* page.
- If the selected **Inventory Location** does not have vaccinations that have been added but not administered, a green check mark icon (✓) will display.

Pending Inventory Transfers

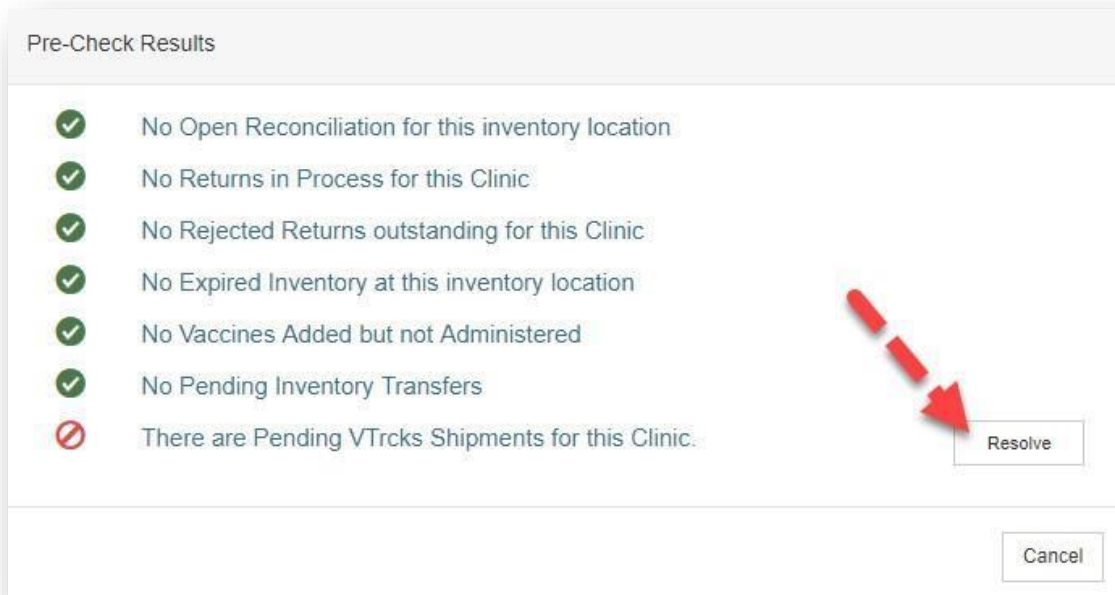
- If the selected **Inventory Location** does have pending incoming inventory transfers, a red stop icon (⊘) will display along with a **Resolve** button.
 - Select the **Resolve** button to navigate to the *Vaccine Inventory Transfer* page.



- All incoming pending inventory transfers must be accepted before proceeding with the creation of the new reconciliation.
 - Selecting **Cancel** on the *Pre-Check Results* modal will navigate back to the *Vaccine Inventory Reconciliation* page.
- If the selected **Inventory Location** does not have pending incoming inventory transfers, a green check mark icon (✓) will display.

Pending VTrckS Shipments

- If the selected **Inventory Location** does have pending VTrckS shipments, a red stop icon (⊘) will display along with a **Resolve** button.
 - Select the **Resolve** button to navigate to the *Pending VTrckS* page.



- All pending VTrckS shipments must be received or dismissed before proceeding with the creation of the new reconciliation.
- Selecting **Cancel** on the *Pre-Check Results* modal will navigate back to the *Vaccine Inventory Reconciliation* page.
- If the selected **Inventory Location** does not have pending VTrckS shipments, a green check mark icon (✓) will display.

Expired, Spoiled, or Wasted Vaccines

Expired Vaccines

As a general rule, the criteria for expired vaccine is the dose or doses are in the original vial, syringe, or other delivery device and beyond the expiration date on the package; this includes modified expiration date e.g., ultra-low temp vaccine transferred to refrigerated storage

It is expected that all COVID-19 Vaccine Providers will enter these returns **weekly** prior to starting their weekly COVID-19 vaccine reconciliation.

If your facility is a Vaccines for Children (VFC) or Adult Vaccine provider that also orders and returns pediatric and/or adult vaccines through NMSIIS, all returns for COVID-19 vaccines should be made in **separate transactions** from all other vaccine returns.

Spoiled Vaccines

As a general rule, the criteria for spoiled vaccine is the dose or doses are in the original vial, syringe, or other delivery device and have been exposed to conditions that compromised the viability of the vaccine (as determined by the vaccine manufacturer)

If have vaccine that may have been spoiled (e.g., due to a temperature excursion) you must submit a Troubleshooting Report (TSR) and contact the Vaccine Manufacturer for their determination of the vaccine's viability. You will follow the same return process you would for expired vaccine – including entering the appropriate *Return Reason* - for any doses that are deemed non-viable after the incident has been reviewed by the Vaccine Manufacturer and the Immunization Program has sent you a response to your completed TSR.

Wasted Vaccine

As a general rule, the criteria for wasted vaccine is the dose or doses are no longer in the original vial, syringe, or other delivery device and have been exposed to conditions that compromised the viability of the vaccine, e.g., drawn up but not administered, broken vial, etc.

If you are making an adjustment to your inventory for wastage, that process is different than the return process; please be sure to follow those instructions.

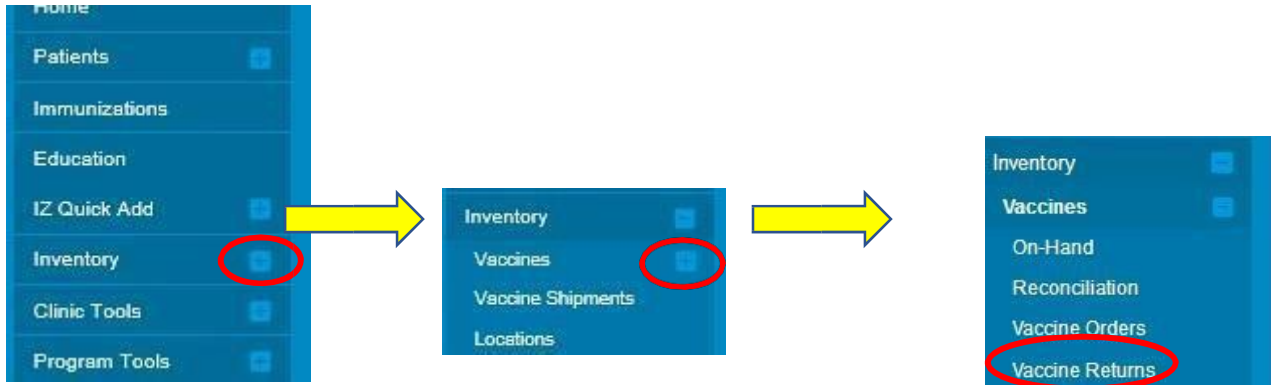
It is expected that all COVID-19 Vaccine Providers will keep an up-to-date vaccine wastage log and enter these inventory adjustments **daily**.

Handling *Expired, Spoiled, or Wasted* Vaccines in NMSIIS

Expired Vaccines

If your facility is a Vaccines for Children (VFC) or Adult Vaccine provider that also orders and returns pediatric and/or adult vaccines through NMSIIS, all returns for COVID-19 vaccines should be made in **separate transactions** from all other vaccine returns.

Step 1. In the blue panel to the left, navigate to the Inventory module and click the (+) sign to expand the menu. Then click the (+) sign next to “Vaccines” to expand that menu, then select “Vaccine Returns.”



Step 2. In the upper right corner of the “Vaccine Returns” screen that displays, select “Add New Vaccine Return.”

The screenshot shows the 'Vaccine Returns' interface. At the top, there is a header bar with 'ORGANIZATION, DEFAULT ORGANIZATION' and a search icon. Below this, the page title 'Vaccine Returns' is displayed with a 'Learn More' link. In the top right corner, the 'Add New Vaccine Return' button is circled in red. Below the header is a search section with two dropdown menus: 'Clinic' and 'Return Status', both currently set to '(ALL)'.

Step 3. Select the COVID-19 location for the clinic that is submitting the return and click **Next**.

Step 4. Once you have confirmed that the clinic information is correct, check the box next to “I have reviewed the above shipping information and I certify the information is correct” and click **Next**.

Step 5. The Vaccine Return screen is now displayed. Under Return Type, select **Return Only**.

Step 6. Select the appropriate reason – most commonly **Expired Vaccine** - as the Return Reason in the drop-down menu.

The screenshot shows the 'Vaccine Returns' form with the 'Return Reason' dropdown menu open. The menu options are: EXPIRED VACCINE, FAILURE TO STORE PROPERLY UPON RECEIPT, MECHANICAL FAILURE, NATURAL DISASTER/POWER OUTAGE, OTHER, RECALL, REFRIGERATOR TOO COLD, REFRIGERATOR TOO WARM, SPOILED, and VACCINE SPOILED IN TRANSIT(FREEZE/WARM). The 'EXPIRED VACCINE' option is highlighted in blue. Other fields in the form include: Clinic (POISON IVY CLINIC), Return Number (R05302019NM100900), Return Status (IN WORK), Return Type (RETURN ONLY), Last Approved Return Date (MM/DD/YYYY), Return Created Date (05/30/2019), Date Submitted to Program (MM/DD/YYYY), Date Submitted to VTrckS (MM/DD/YYYY), Label Shipping Method, Description, Clinic Comments, and VFC Program Comments. Buttons for 'Cancel', 'Links', and 'Create' are visible at the top right.

Step 7. In the drop-down menu for “Label Shipping Method,” select your preference (mail vs. email) for receiving shipping labels. In the “Number of Shipping Labels” box, enter the number of labels you will need to ship the vaccine return – usually 1 label for every 100 doses. The “Clinic Comments” text box is an optional but useful space to explain the need to return non-expired vaccine.

The screenshot shows the 'Vaccine Returns' form with the 'Label Shipping Method' dropdown menu open. The menu options are: EMAILED TO PROVIDER EMAIL STORED IN VTRCKS, MAIL TO PROVIDER SHIPPING ADDRESS, and PROVIDER AND DISTRIBUTOR WILL COORDINATE. The 'EMAILED TO PROVIDER EMAIL STORED IN VTRCKS' option is highlighted in blue. Other fields in the form include: Return Number (R05302019NM100900), Return Status (IN WORK), Return Type (RETURN ONLY), Return Reason (EXPIRED VACCINE), Return Created Date (05/30/2019), Date Submitted to Program (MM/DD/YYYY), Date Submitted to VTrckS (MM/DD/YYYY), Description, Number of Shipping Labels, and VFC Program Comments.

Step 8. To find the vaccine in your inventory, begin typing a name, NDC, funding source, or lot number for the vaccine that will be returned. Enter the number of doses to be returned. **Click Add Return.** Repeat this step for any additional vaccine lots to be returned.

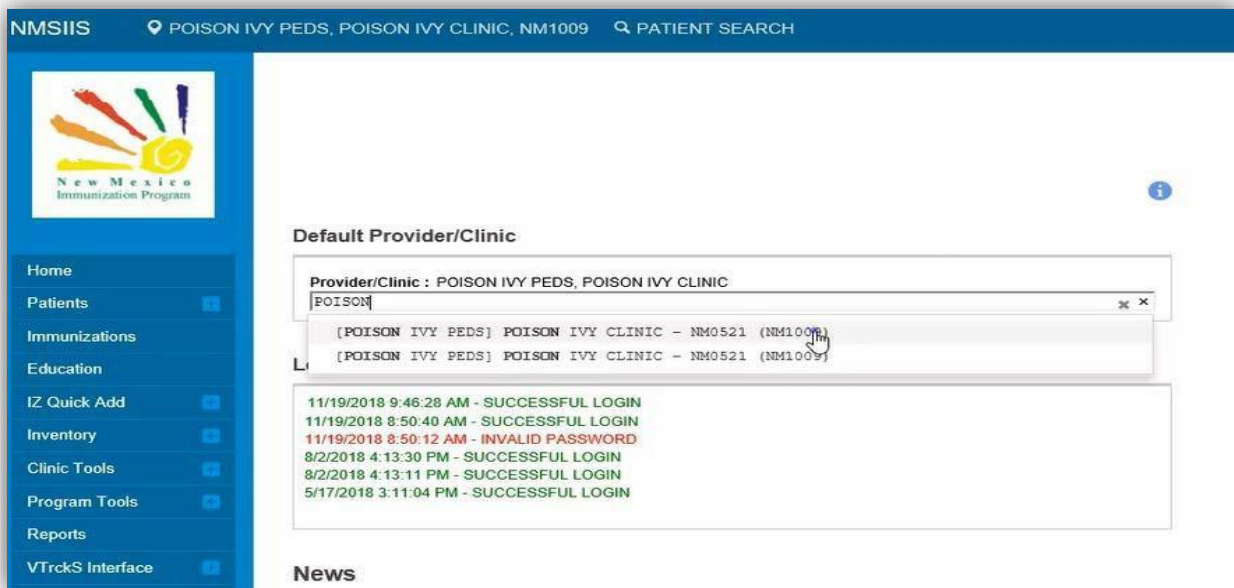
Step 9. On the right side of the screen, click on the drop-down arrow next to **Update** and click on **Submit to VFC Program**. On the right side of the screen, click on **Links**. Then click on **Vaccine Return Details**. A *Vaccine Return Detail Report* will generate. Print 2 copies, one to keep in your files and one to place in the box with the returned vaccines. When you receive the return label, place it on the box of vaccines to be returned. Place a copy of the *Vaccine Return Detail Report* in the box with the vaccines to return.

Spoiled Vaccines

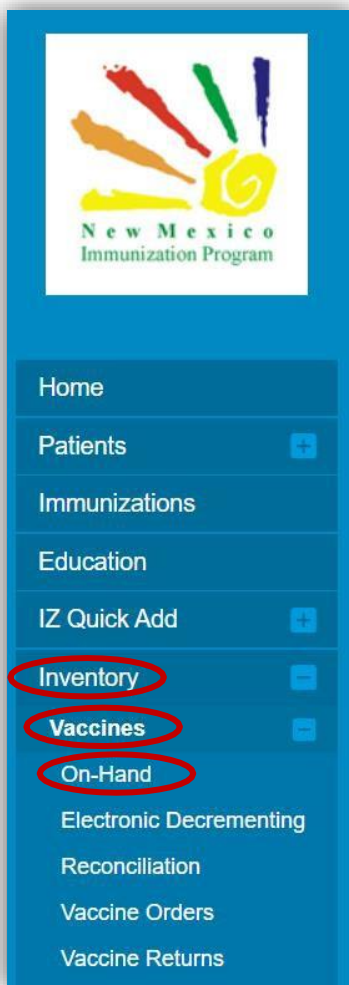
If have vaccine that may have been spoiled (e.g., due to a temperature excursion) you must submit a Troubleshooting Report (TSR) and contact the Vaccine Manufacturer for their determination of the vaccine’s viability. You will follow the same return process as above – including entering the appropriate *Return Reason* - for any doses that are deemed non-viable after the incident has been reviewed by the Vaccine Manufacturer and the Immunization Program has sent you a response to your completed TSR.

If you are making an adjustment to your inventory for wastage, that process is different, and those instructions begin on the next page.

Wasted Vaccine



Before you begin make sure you click on the correct provider and clinic on the home screen



Next click *Inventory* to expand the menu

Click *Vaccines* to expand the menu

Click on *On-Hand* to navigate to the vaccine inventory on-hand

Click on the *Inventory Location* for your clinic

Locate the vaccine with the wasted dose or doses.

Then click on *Action* drop-down for the vaccine with wasted dose or doses

Next click on *Adjustment*

The screenshot displays the 'Vaccine Inventory On-Hand' page in the NMSIIS system. The page header includes the NMSIIS logo, location information (POISON IVY PEDS, POISON IVY CLINIC, NM1009), and a patient search function. A left-hand navigation menu lists various system functions, with 'Inventory' and 'Vaccines' expanded to show 'On-Hand' options. The main content area shows a table of vaccine inventory. The table has columns for Vaccine (Brand), Mfg, NDC, Lot No, Exp Date, Funding Source, Doses On Hand, and Expiring Soon. The table is filtered to show 'POISON IVY PEDS - NM1009 (Aggregate Reporter)'. Three rows are visible: DTaP (Daptacel), H1N1 Flu 09-Nasal, and Hep B, ped/adol (Recombivax). The 'Hep B, ped/adol (Recombivax)' row has 10 doses on hand and an 'Action' dropdown menu is open, with 'Adjustment' highlighted in red.

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On Hand	Expiring Soon
POISON IVY PEDS - NM1009 (Aggregate Reporter)							
DTaP (Daptacel) (Daptacel (0.5 mL x 1 PMC via/))		49281-0286-01	123ABX	01/20/2022	PRIVATE PURCHASE	5	?
H1N1 Flu 09-Nasal ((5 applicators))	MED	66019-0200-05	MH2202	11/01/2021	PRIVATE PURCHASE	1	?
Hep B, ped/adol (Recombivax (0.5 mL x 10 syr))	MSD	00006-4093-02	444111	02/11/2022	VFC	10	?

Vaccine Inventory Adjustment i

1.	Date/Time *	<input type="text" value="05/06/2020"/> <input type="button" value="📅"/> <input type="text" value="08:40 AM"/> (HH:MM A/P)
	Inventory Location *	INV: DEFAULT ORGANIZATION (FOR NMSIIS TESTING ONLY)
	Vaccine Mfg NDC *	INFLUENZA QUAD SKB 19515-0897-11
	Lot Number *	43E4T
	Expiration Date *	<input type="text" value="10/01/2021"/> <input type="button" value="📅"/>
	Funding Source *	PEDIATRIC BLEND
	Doses On-Hand *	30
2.	Reason *	PED BLEND- BROKEN VIAL/SYRINGE ▼
3.	Modification *	SUBTRACT ▼
4.	Doses Adjusted *	<input type="text" value="1"/>
5.	Container Id	<input type="text"/>
6.	Comments *	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> WHEN GETTING READY TO DRAW UP SYRINGE THE SYRINGE FELL ONTO THE FLOOR AND BROKE; BROKEN SYRINGE HAS BEEN DISCARDED INTO THE BIOHAZARD CONTAINER </div>

1. Enter the *Date and time* for the adjustment

Note: All adjustments must be entered prior to physical count for reconciliation. By doing all adjustments prior to physical count the adjustment will fall within your reconciliation time frame.

2. On the *Reason* drop-down the only reasons that should ever be chosen for VFC vaccines are any of the first three options reading “**PED BLEND**” for the wasted vaccine. *No other options should ever be used.*

Note: The option *Private Inventory* is only for those providers who reconcile privately purchased Inventory.

3. Click on the drop-down for *Modification* and select *subtract*

4. Click on *Doses Adjusted* and type in the number of doses that were wasted

5. On your *Vaccine Inventory Adjustment* all the fields must be completed except for *Container ID* – *this field will be left blank*

6. Click in the *Comments* section and type in a detailed description of what happened to the dose or doses

Note: The Comments Field is required and will accommodate up to 250 characters

When all the fields have been completed for the Vaccine Inventory Adjustment (except for Container Id) click on *Create* at the top right-hand corner of your screen

NMSIIS DR. POISON IVY, DR POISON IVY, NM001 PATIENT SEARCH

Vaccine Inventory Adjustment *i*

Add

Date/Time * 01/01/2020 12:00 PM (HH:MM A/P)

Inventory Location * INV: DR POISON IVY

Vaccine | Mfg | NDC * HEP B, PED/ADOL | SKB | 58160-0820-52

Lot Number * T35Y2

Expiration Date * 12/30/2021

Funding Source * PEDIATRIC

Doses On-Hand * 20

Reason * PED BLEND- BROKEN VIAL/SYRINGE

Modification * SUBTRACT

Doses Adjusted * 1

Container Id

Comments * WHEN GETTING READY TO DRAW UP SYRINGE, THE SYRINGE FELL ONTO THE FLOOR AND BROKE. BROKEN SYRINGE HAS BEEN DISCARDED INTO THE BIOHAZARD CONTAINER.

Click on *Create* at the top right-hand corner of your NMSIIS screen

Policies and Procedures

Eligibility and Billing

Providers administering COVID-19 vaccines are not permitted to bill the patient for the cost of the vaccine. Vaccine administration fees may be charged to patient's insurance; however, providers must not deny administration of COVID-19 vaccine to a patient based on inability to pay this fee.

Vaccine Orders and Inventory

Providers should order quantities of vaccine they can realistically expect to use and should monitor the expiration dates of vaccines in their inventory. If your inventory includes short-dated vaccine that you do not expect to use before it expires, please contact the Immunization Program; we will attempt to transfer the doses to another provider.

Providers are expected to monitor their vaccine supply and reconcile their inventory weekly. Instructions for completing a reconciliation can be found in NMSIIS under Reports -> New Mexico Forms and Documents -> COVID Reconciliation Process 2020

Vaccine Returns

Providers should use or transfer short-dated doses to avoid allowing vaccine to expire. However, if vaccine doses in your inventory are spoiled or expired, please submit a return and a Troubleshooting Report (TSR), if needed, in NMSIIS as soon as possible. This will generate an address label which you will use to return the expired doses. Instructions on submitting a return can be found above.

Storage and Handling

All staff working with publicly funded vaccines should be trained in vaccine storage and handling protocols. Refrigerators should maintain temperatures between 2° C and 8° C (36° F and 46° F); freezers should maintain temperatures between -50° C and -15° C (-58° F and +5° F) and -80° C to -60° C (-112° F and -76° F) for Ultra-cold storage. Every vaccine storage unit must have a functioning temperature monitoring device. The New Mexico Immunization Program **strongly** recommends the use of digital data loggers (DDLs) for monitoring unit temperatures. If a DDL is not used, unit temperatures should be recorded on a temperature log at least twice daily. If a temperature excursion occurs, providers must complete an Immunization Troubleshooting Record (TSR) and contact the New Mexico Immunization Program at covid.vaccines@state.nm.us for instructions.

Emergency Vaccine Management Plan

The New Mexico Immunization Program requires that providers develop and maintain an Emergency Vaccine Management Plan. A sample, fillable Plan can be found in NMSIIS Reports. The completed Plan should be stored near the vaccine storage unit(s) and updated as needed. Returning the completed plan to the Immunization Program is not required.

Temperature Excursion Protocol. In the event of an out-of-range temperature incident, consult and follow your Emergency Vaccine Management Plan. Complete the COVID-19 Immunization Troubleshooting Record form, following all instructions on page 1 of that form and return to the Immunization Program via email covid.vaccines@state.nm.us. **Do not** return, discard, or administer vaccines until the NM Immunization Program provides further instructions.

Contact Us

Please direct questions and comments to:

New Mexico Immunization Program – COVID-19

Email: covid.vaccines@state.nm.us

NMSIIS Help Desk

1-833-882-6454

Appendices

Resources for COVID-19 Vaccine Providers

NMSIIS / Immunization Program Help Desk: 1-833-882-6454

COVID-19 Immunization Program email: covid.vaccines@state.nm.us

NMSIIS Reports: https://nmsiis.health.state.nm.us/webiznet_nm/WebCode/Reports/ListReports.aspx

Department of Health COVID-19 website: <https://cv.nmhealth.org/>

NMDOH COVID-19 hotline: 1-855-600-3453

CDC COVID-19 Vaccine Training for Healthcare Professionals: Information about the module can be found at: <https://www.cdc.gov/vaccines/covid-19/vaccination-resources.html>. The direct link to the module is at: <https://www2.cdc.gov/vaccines/ed/covid19/>.

New Mexico COVID-19 Updates: <https://www.newmexico.gov/category/health/>

Together New Mexico website: <https://www.togethernm.org/>

CDC COVID-19 website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

VaccineFinder website: <https://vaccinefinder.org/>

U.S. Food and Drug Administration: <https://www.fda.gov/emergency-preparedness-and-response/mcm-legal-regulatory-and-policy-framework/emergency-use-authorization>

VaccineFinder COVID-19 Vaccine Supply Reporting and Finder System

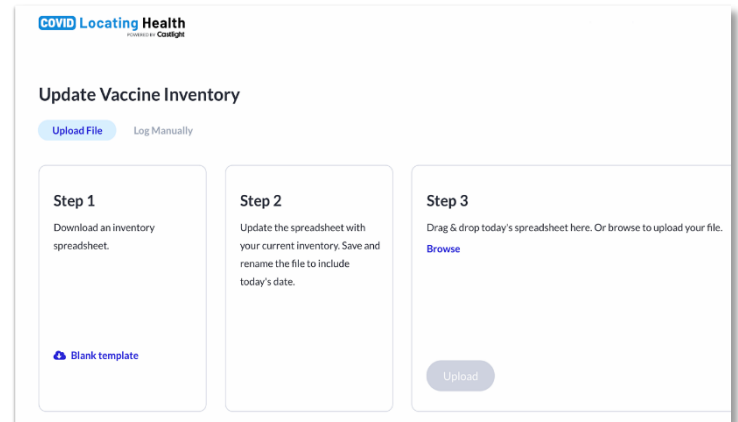
What is VaccineFinder?

The VaccineFinder¹ platform helps the public find providers who offer select vaccines in communities across the United States. VaccineFinder's data are sourced via the provider platform, Locating Health.

VaccineFinder's role in the COVID-19 response

VaccineFinder and Locating Health provider platforms will serve two roles in the COVID-19 Vaccination Program.

1. **Inventory reporting** (required for all providers): COVID-19 vaccination providers will report on-hand COVID-19 vaccine inventory each day.
2. **Increase access to COVID-19 vaccines** (optional for providers): Once there is enough supply, COVID-19 vaccination providers may choose to make their location visible on VaccineFinder, making it easier for the public to find provider locations that have COVID-19 vaccine available. CDC will be directing the public to use VaccineFinder to find locations offering COVID-19 vaccine.



The new COVID Locating Health Provider Platform will allow for easy reporting

What providers need to know

The COVID-19 Vaccination Program Provider Agreement requires providers to report vaccine supply information as directed by CDC. Organizations or provider locations receiving COVID-19 vaccine should report supply information daily to VaccineFinder using the online COVID Locating Health Provider Portal. Vaccination providers can report manually via the secure COVID Locating Health Provider Portal; or via an automated secure data transfer directly to the COVID Locating Health Platform.

When COVID-19 vaccine supply is limited, data reported will only be used for vaccine inventory information—not as a resource to help the public find vaccine. When vaccine is more widely available, providers will be notified that the VaccineFinder public-facing website will be turned on to show COVID-19 vaccination locations. This will allow the public to know where they can go to receive a COVID-19 vaccination. Providers will be able to choose whether their location is displayed on the website. For participating providers, the VaccineFinder website will show the provider's location and contact information and will indicate that the provider has vaccine available. Specific inventory information will not be available to the public.

VaccineFinder onboarding and reporting

The process below outlines onboarding and reporting for VaccineFinder via the COVID Locating Health Provider Portal. The reporting structure chosen by each organization must be maintained for the duration of the COVID-19 Vaccination Program.

1. COVID-19 vaccination providers must be registered in CDC's Vaccine Tracking System (VTrckS). Providers registered in VTrckS will receive an email from the COVID Locating Health Provider Portal with instructions for completing the enrollment process. This email will be sent to the provider organization's email address submitted in the provider enrollment form.
2. Organizations will determine whether they will report daily on-hand inventory on behalf of all their provider locations (e.g., a clinic headquarters office reporting on behalf of satellite clinics), or whether individual provider locations are responsible for reporting this information. Once a determination is made, it must be maintained for the duration of the COVID-19 Vaccination Program.

¹ VaccineFinder (www.vaccinefinder.org) is maintained by HealthMap (<https://healthmap.org>) in partnership with CDC and Castlight Health.



- Provider locations designated as inventory reporting entities by their organizations will receive instructions for completing the COVID Locating Health Provider Portal enrollment process.
- 3. Organizations enrolled in the COVID Locating Health Provider Portal can view their approved provider location details and update inventory within the portal. Provider locations identified as inventory reporting entities will enroll to access their COVID Locating Health Provider Portal account and report daily COVID-19 vaccine inventory.
- 4. Additional details on steps for onboarding will be available on November 16, 2020.

Existing VaccineFinder accounts: What if I already report data for routine vaccines via my existing Locating Health account? Can I just use that account?

All COVID-19 vaccination providers will need to create a new account in the COVID Locating Health Provider Portal specifically for COVID-19 vaccine information.

- There will initially be two Locating Health Provider Portals (plans are in place to integrate these provider portals into one platform in the coming months):
 - **Locating Health Provider Portal** for reporting seasonal and routine vaccine availability
 - **COVID Locating Health Provider Portal** for required daily reporting of on-hand COVID-19 vaccine inventory quantities
- **If you are reporting manually:**
 - Organizations will continue to access the existing Locating Health Provider Portal to update availability of influenza and other routine vaccines and medications.
 - Organizations will log into the new COVID Locating Health Provider Portal to submit daily COVID-19 vaccine inventory reports for each participating provider location (online form or batch upload).
- **If you are using automated reporting:**
 - Organizations will continue to send data files to VaccineFinder to update availability of influenza vaccines and routine adult and child vaccines and medications at their provider locations.
 - For COVID-19 reporting, organizations will add COVID-19 vaccination providers and COVID-19 vaccine quantities to their existing data file and send to VaccineFinder via the usual process.

How the public uses VaccineFinder

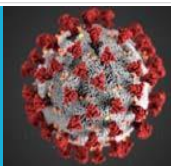
VaccineFinder’s goal is to make it easy for people to find a nearby location where they can be vaccinated. For 11 years, the VaccineFinder website has helped people find clinics that offer seasonal influenza and routine adult and child vaccinations. Once COVID-19 vaccines are widely available, VaccineFinder will help people find locations where they can receive COVID-19 vaccine. At the [website](#), a person may enter their ZIP code and search for a provider that has a specific vaccine in their area. VaccineFinder displays mapped results of locations and vaccine availability.

To register your location in VaccineFinder:

For COVID-19 vaccination, you must coordinate with your organization or jurisdiction’s immunization program.

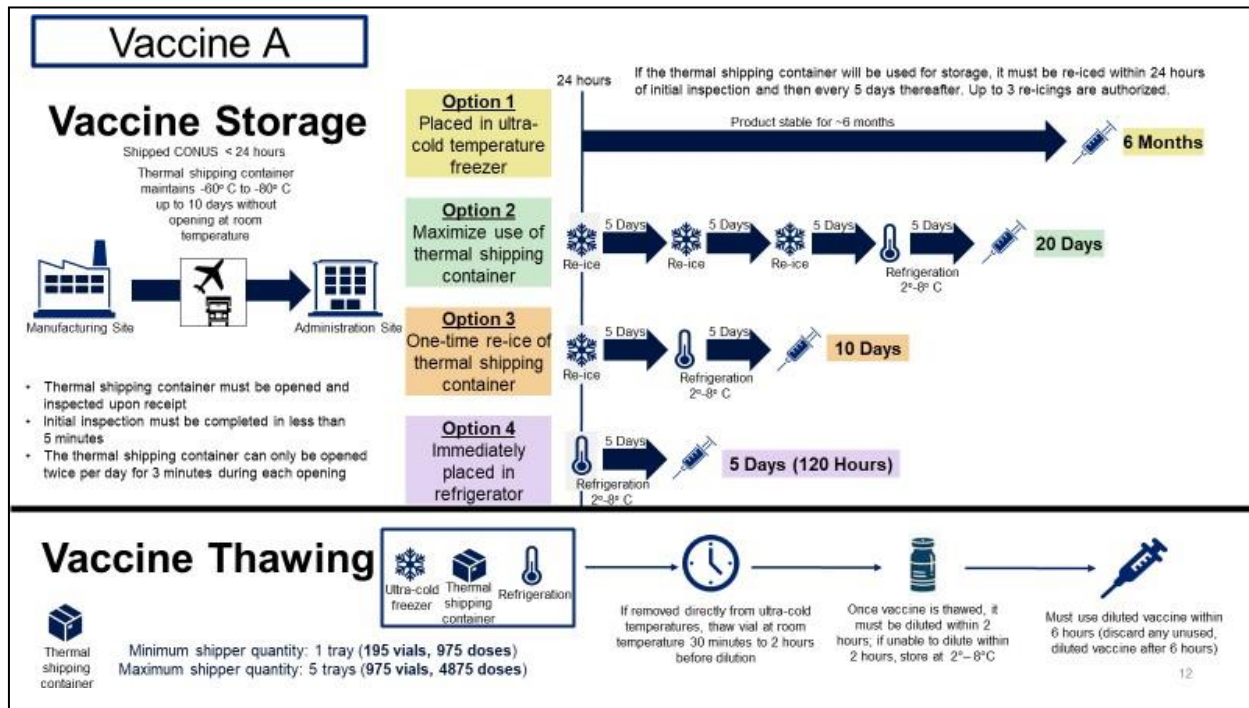
For routine vaccinations, register at <https://locating.health/register>.

CDC COVID-19 Vaccine Product Information



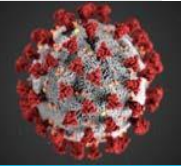
The following materials are being provided to inform planning activities

Vaccine A Storage and Handling Guide





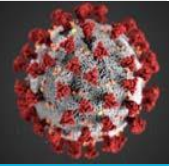
Vaccine A vaccination provider site archetypes for shipment timing and site planning

Vaccination provider site		Ordering assumptions			Operating assumptions				
		Order size	Storage conditions	Patient flow	Number of immunizers	Patients per immunizer	Hours per day	Vaccines per day	Shipment model
	A – large outpatient center (mass vx)	1 tray (975 doses)	Thermal box with dry ice, 2-8C fridge, for product estimated at site (5 days)	~500/day	10 immunizers	6 patients/hour (~10 min/Vx)	8 hours	480 vaccinations	1 tray; 2-3 times per week
	B – hospital or outpatient center	1 tray (975 doses)	Ultra-cold freezer, Thermal box with dry ice, 2-8C fridge, for product estimated at site (5 days)	Variable	4 immunizers	6 patients/hour (~10 min/Vx)	8 hours	192 vaccinations	1 tray; every week
	C – large hospital with affiliated outpatient center	5 trays (4,875 doses)	Ultra-cold freezer, Thermal box with dry ice, 2-8C fridge, for product estimated at site (5 days)	Variable	7 immunizers (hospital outpatient clinic)	6 patients/hour (~10 min/Vx)	8 hours	340 vaccinations	1 tray; 1-2 times a week
	D – outdoor parking lot vaccination hub at large retail pharmacy	1 tray (975 doses)	2-8C fridge, for product estimated at site (5 days)	~200/day	5 immunizers	6 patients/hour (~10 min/Vx)	N/A	240 vaccinations	1 tray; every week
	E – mobile vaccination in targeted geographic areas	5 trays (4,875 doses)	2-8C fridge, for product estimated in mobile unit (5 days)	Variable	3 immunizers	6 patients/hour (~10 min/Vx)	Not specified	150 vaccinations	1 tray; every week

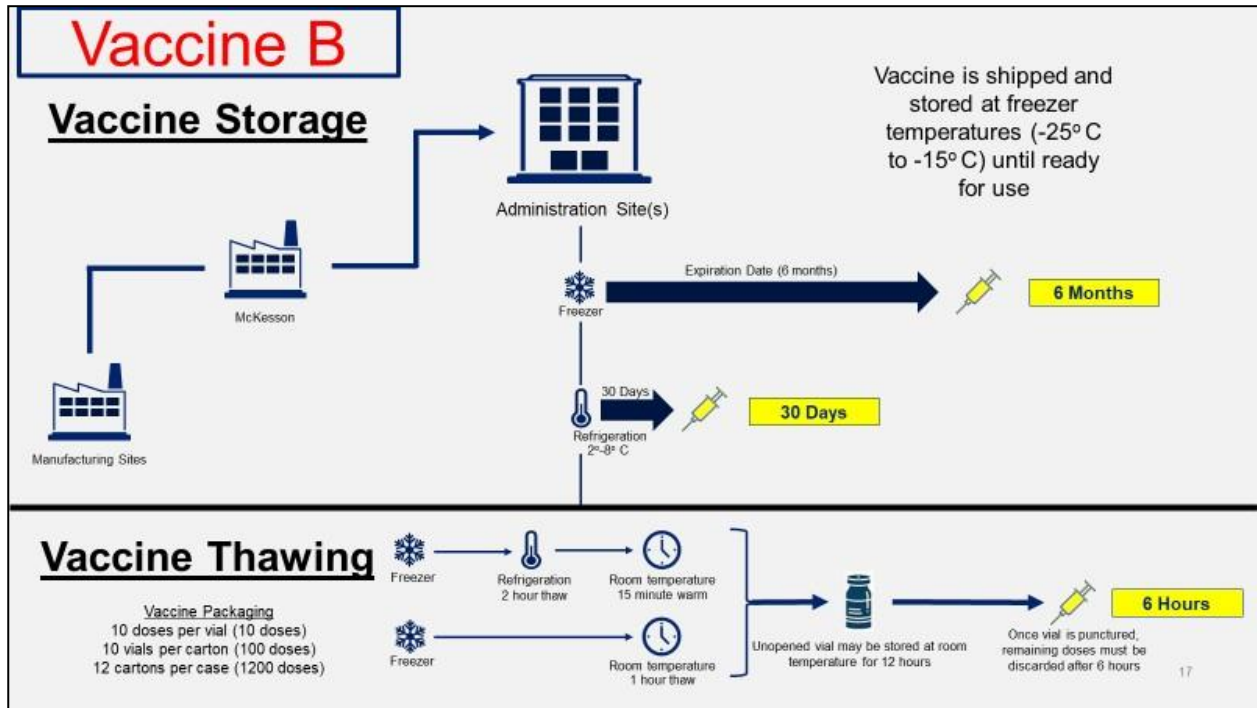


Site Types for Vaccine A Product

Vaccination provider site	Order size	Storage conditions	Patient flow	Number of immunizers	Patients per HCP	Hours per day	Vaccines per day	Shipment model
 F – large indoor spaces not used during pandemic (convention hall)	5 trays (4,875 doses)	Thermal box with dry ice, 2-8C fridge, for product estimated at site (5 days)	Variable	10 immunizers	6 patients/hour (~10 min/VX)	8 hours	480 vaccinations	2-3 trays; every week
 G – Drive-through vaccination clinic	3 trays (2,925 doses)	Thermal box with dry ice, 2-8C fridge, for product estimated at site (5 days)	Variable	10 immunizers	6 patients/hour (~10 min/VX)	8 hours	480 vaccinations (by 7 days)	2-3 trays; very week



Vaccine B Storage and Handling Guide





Direct-Ship Vaccine and Ancillary Kit

Pfizer Vaccine (Direct Ship)

Manufacturer	Pfizer
NDC # in VTrckS	59267-1000-02
Tray dimensions	229mm x 229mm x 40mm (approximately 9in x 9in x 1.5in)
Minimum order size and increment	975 doses
Presentation	5-dose multidose vial/195 MDV per tray
Items automatically added to your VTrckS order when you select this vaccine	Combined ancillary supply kit for administration and mixing (includes 0.9% preservative-free normal saline diluent)
Age indications	TBD
Vaccination schedule	2-dose series separated by at least 21 days
On-site vaccine storage	<ul style="list-style-type: none"> • -80°C to -60°C (-112°F and -76°F) in ultracold storage unit • -80°C to -60°C (-112°F and -76°F) in the original thermal shipping container with dry ice recharges. Please allow for forthcoming information on the maximum time for storage in these conditions. • 2° C to 8°C (36° F to 46°F) in a storage unit for up to 5 days (120 hours)
Additional information	<ul style="list-style-type: none"> • Vaccine will be shipped in a container that includes dry ice. Thermal shipping container dimensions are 400mm x 400mm x 560 mm (approximately 15 3/4in x 15 3/4in x 22in). • A thermal shipping container holds up to 5 cartons/trays. • If using the thermal shipping container to store vaccine, add dry ice pellets (9 mm to 16 mm) within 24 hours of delivery and every 5 days or as needed to maintain temperatures. • Unless a provider opts out, dry ice will be delivered within 24 hours of vaccine delivery to refill the thermal shipping container for the first re-ice only. Additional dry ice will not be provided. Locate a dry ice source if planning to use the shipping container to store vaccine for more than 5 days. • Do not use or store dry ice or liquid nitrogen (LN₂) in confined areas, walk-in refrigerators, environmental chambers or rooms without ventilation. A leak in such an area could cause an oxygen-deficient atmosphere. • A full shipping container with vaccine and dry ice weighs approximately 80 pounds.

Pfizer: <https://www.pfizer.com/>

Combined Ancillary Supply Kit for Administration and Mixing (Direct Ship)

Kit description	Combined kit with small syringes for vaccine administration, mixing supplies, and diluent		
NDC # in VTrckS	11111-0006-02 (Adult)		
Kit dimensions/weight	24 in x 20 in x 24 in/40 lbs		
Minimum order size and increment	Kit to support administration of 975 doses (plus overage), including 0.9% preservative-free normal saline diluent		
Accompanies 0.3mL-dose vaccines	Pfizer		
Order Intention	Initially only adult kits will be available, when authorized for use in younger populations, pediatric and mixed (pediatric and adult) will be available for ordering.		
Contents	<p>Adult Kit*</p> <ul style="list-style-type: none"> • 829 needles (22-25G X 1") • 200 needles (22-25G X 1.5") • 205 mixing needles (21-25G X1.5") • 1024 syringes (1mL) • 205 syringes (3mL or 5mL) • 2458 alcohol pads • 1000 vaccination record cards • 10 needle gauge and length charts • 20 face shields • 40 surgical masks • 200 Diluent vials 	<p>Pediatric Kit*</p> <ul style="list-style-type: none"> • 1024 needles (25G X 1") • 205 mixing needles (21-25G X1.5") • 1024 syringes (1mL) • 205 syringes (3mL or 5mL) • 2458 alcohol pads • 1000 vaccination record cards • 10 needle gauge and length charts • 20 face shields • 40 surgical masks • 200 Diluent vials 	<p>Mixed Kit*</p> <ul style="list-style-type: none"> • 926 needles (25G X 1") • 100 needles (22-25G X1.5") • 205 mixing needles (21-25G X1.5") • 1024 syringes (1mL) • 205 syringes (3mL or 5mL) • 2458 alcohol pads • 1000 vaccination record cards • 10 needle gauge and length charts • 20 face shields • 40 surgical masks • 200 Diluent vials
Additional information	<ul style="list-style-type: none"> • Products and brands for kit components may vary. • All needles for vaccine administration are safety needles. • Mixing needles are conventional. • Due to the limited supply of needles and syringes, specification of preferences for needles or syringes is not feasible. • Kit and pallet configuration <ul style="list-style-type: none"> ○ 1 kit = 975 vaccinations (plus overage) ○ 1 pallet = 8 kits (supports 7,800 vaccinations, plus overage) <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>For more information about ancillary kit components: COVID-19 Vaccine Ancillary Supply Kit Guidance</p>		

*The total number of needles in each adult, pediatric, and mixed combined ancillary supply kit for administration and mixing will vary (adult-1,029; pediatric-1,024; mixed-1,026). The difference in total number is related to increasing the kit build efficiency.

Dry Ice Kit (Direct Ship)

Kit description	Dry ice kit with starter materials
NDC # in VTrckS	11111-0007-03
Kit dimensions/weight	TBD
Minimum order size and increment	Kit to support initial dry ice recharge of one thermal shipping container
Accompanies ultracold vaccine	Pfizer
Contents	<ul style="list-style-type: none">• Dry ice (weight and pellet size requested from the Strategic National Stockpile)• Gloves for working with dry ice(1 pair)• Face shield (1)• Ice scoop (1)• OSHA dry ice safety card (1)
Additional information	<ul style="list-style-type: none">• Products and brands for kit components may vary. <p>-</p>

Centrally Distributed Vaccines and Ancillary Kits*


Vaccines (Centrally Distributed)

Manufacturer	Moderna
NDC # in VTrckS	80777-0273-99
Carton dimensions	53mm x 53mm x 137mm (approximately 2in x 2in x 5 3/8in)
Minimum order size and increment	100 doses
Presentation	10-dose multidose vial/10 MDV per carton
Items automatically added to your VTrckS order when you select this product	Ancillary supply administration kit: standard syringe
Vaccination schedule	2-dose series separated by at least 28 days
Age indications	TBD
On-site vaccine storage	<ul style="list-style-type: none"> • -25°C to -15°C (-13°F to 5°F) in vaccine storage unit • 2° to 8°C (36° to 46°F) in vaccine storage unit for up to 30 days if the vial is not entered. • Freezer temperature settings will require adjustment if storing this vaccine and varicella-containing vaccines in the same unit. The temperature range for this vaccine is limited compared to varicella-containing vaccines.

*Pfizer's COVID-19 vaccine is not centrally distributed; it is distributed directly from the manufacturer. Please refer to the next section for information on Pfizer COVID-19 vaccine.

Moderna: <https://www.modernatx.com/>

Ancillary Supply Administration Kit: Standard Syringe (Centrally Distributed)

Kit description	Standard syringe kit for vaccine administration		
NDC # in VTrcks	11111-0001-01 (Adult)		
Kit dimensions/weight	14 in x 13 in x 9 in/3.5 lbs (standard ancillary adult kit)		
Minimum order size and increment	Kit to support administration of 100 doses (plus overage)		
Accompanies 0.5mL-dose vaccines	Moderna		
Order Intention	Initially only adult kits will be available, when authorized for use in younger populations, pediatric and mixed (pediatric and adult) will be available for ordering.		
Contents	<p>Adult Kit</p> <ul style="list-style-type: none"> 85 needles (22-25G x 1") 20 needles (22-25G x 1.5") 105 syringes (1mL or 3mL) 210 alcohol pads 100 vaccination record cards 1 needle gauge and length chart 2 face shields 4 surgical masks 	<p>Pediatric Kit</p> <ul style="list-style-type: none"> 105 needles (25G x 1") 105 syringes (1mL or 3mL) 210 alcohol pads 100 vaccination record cards 1 needle gauge and length chart 2 face shields 4 surgical masks 	<p>Mixed Kit</p> <ul style="list-style-type: none"> 95 needles (25G x 1") 10 needles (22-25G x 1.5") 105 syringes (1mL or 3mL) 210 alcohol pads 100 vaccination record cards 1 needle gauge and length chart 2 face shields 4 surgical masks
Additional information	<ul style="list-style-type: none"> Products and brands for kit components may vary. All needles for vaccine administration are safety needles. Due to the limited supply of needles and syringes, specification of preferences for needles or syringes is not feasible. Kit and pallet configuration <ul style="list-style-type: none"> 1 kit = 100 vaccinations (plus overage) 1 pallet = 36 kits (supports 3,600 vaccinations, plus overage) 		
			
	<p>For more information about ancillary kits components: COVID-19 Vaccine Ancillary Supply Kit Guidance</p>		

