

## Iowa Department of Public Health COVID-19 Vaccine Redistribution Policy and Process December 7, 2020

The Iowa Department of Public Health (IDPH) will be closely monitoring and tracking all doses of COVID-19 vaccine distributed to Iowa healthcare provider organizations. The need for accurate accounting of vaccines will be greater than ever during the pandemic. COVID-19 vaccines will be shipped to public health or the healthcare provider locations where it will be administered to limit the possibility of storage and handling issues. However, due to minimum order quantities and unique storage and handling requirements for some vaccines, the redistribution of COVID-19 vaccines beyond the primary distribution location will be acceptable, but carefully monitored.

The redistribution of COVID-19 vaccines and the physical transfer of vaccine between COVID-19 vaccination providers should only occur after receiving approval from the IDPH Immunization Program. **COVID-19 vaccines may only be redistributed between IDPH approved COVID-19 Providers.** In addition, during the initial vaccination phase when COVID-19 vaccine supply is limited, redistribution of vaccine will only be permitted between healthcare provider organizations within the same county.

Vaccine cold-chain procedures in accordance with the manufacturer instructions and CDC's [Vaccine Storage and Handling Toolkit](#) must be in place and documented when transporting COVID-19 vaccines. The transferring organization must also transfer all necessary ancillary supplies in addition to the vaccine to the receiving organization.

IDPH will not provide funding for vaccine packaging materials or costs associated with the redistribution of COVID-19 vaccines.

### COVID-19 Vaccine Redistribution Process

The steps below outline the process to redistribute and transfer COVID-19 vaccine between IDPH approved COVID-19 vaccine providers.

1. The COVID-19 provider organization requesting to transfer COVID-19 vaccine must contact the location where COVID-19 vaccine will be received to ensure the location is an IDPH authorized COVID-19 provider. The transferring COVID-19 provider organization will obtain the receiving organization's COVID-19 provider identification number (PIN). Only requests to redistribute COVID-19 vaccine within the same county will be permitted during the initial vaccination phase.
2. The COVID-19 Vaccine Redistribution form must be completed in its entirety and emailed to [COVID-19Vaccine@idph.iowa.gov](mailto:COVID-19Vaccine@idph.iowa.gov). A copy of the COVID-19 vaccine redistribution form shall be retained as outlined in the COVID-19 Vaccination Program Provider Agreement for a minimum of three years.

3. IDPH Immunization Program staff will review each COVID-19 vaccine transfer request and notify the requesting provider organization within 24 hours if the transfer request has been approved or denied.
4. An IDPH Immunization Program staff member will send an email to the requesting provider organization and receiving provider organization approving or denying the request for COVID-19 vaccine redistribution.
5. IDPH Immunization Program staff will initiate the transfer of doses in the initiating organization's IRIS account, and will accept the transfer of doses in the receiving organization's IRIS account, per the IRIS COVID Vaccine Transfer Instructions. **Inventory adjustments or redistribution of COVID-19 vaccine without IDPH approval may result in the loss of COVID-19 vaccine provider status and removal of COVID-19 vaccines.**
6. The transferring organization must coordinate with the receiving organization for the physical transfer and transport of COVID-19 vaccine. COVID-19 vaccine should NOT be redistributed using a commercial carrier (United Postal Services-UPS, Federal Express, etc.)

Questions regarding COVID-19 vaccine redistribution and the transfer of COVID-19 vaccine can be directed to 1-800-831-6293 ext. 1 or [COVID19Vaccine@idph.iowa.gov](mailto:COVID19Vaccine@idph.iowa.gov).