

# COVID-19 Vaccine Ordering & Inventory Management

December 2021

# COVID-19 Vaccine Distribution

- Vaccine supply
  - The New York City (NYC) Department of Health and Mental Hygiene COVID-19 Vaccination Program prioritizes equitable access to COVID-19 vaccines and vaccination services. There is currently sufficient COVID-19 vaccine supply available.
  - All doses are now considered universal doses, which means that each dose in a vial can be used for a first dose or a second dose. Beginning the week of May 24th, second doses will **NOT** be automatically distributed to providers.
- In addition to vaccine supply considerations, subsequent shipments of vaccine will be based on capacity to administer vaccine and proper reporting of all vaccine doses administered to the Citywide Immunization Registry (CIR).

# COVID-19 Vaccine Inventory Management (VIM) Overview

- Vaccine ordering and inventory reconciliation in CIR
- Managing vaccine transfers
- Managing COVID-19 vaccine temperature excursions & wastage reporting
- VIM reports

# New Vaccine Ordering Process in CIR

- **Prebook** the total amount of doses (first, second, third and booster) your facility will need for all staff and patients based on current COVID-19 vaccine recommendations
- Submit a **current order amount** for COVID-19 vaccine your facility can administer in one-to-two-week period
  - Providers no longer have a weekly deadline to order
  - orders are not guaranteed and will be filled based on NYS COVID-19 vaccine priority guidelines and vaccine availability.
- **Reconcile** COVID-19 vaccine inventory
  - Enter on-hand inventory
  - CIR Expected Inventory should match on-hand inventory

# Ordering COVID-19 Vaccine & Inventory Reconciliation

# COVID-19 Vaccine Ordering and Management

- Log-on to the CIR Online Registry [www.nyc.gov/health/cir](http://www.nyc.gov/health/cir) and navigate to the VIM/COVID icon and the 'Order COVID-19 Vaccine' tab
- First, review information entered during Covid-19 Vaccination Program enrollment
- Any changes should be made directly within the VPAS enrollment system

**Please note: You are only able to order vaccine for New York City sites who have an approved Section A and B VPAS application and are enrolled in NYC's COVID-19 vaccination program.**

The screenshot displays the NYC CIR Online Registry interface. At the top, there is a navigation bar with tabs for PATIENTS (Search, MyList, Reports, Add/Edit) and PRACTICE (Tools, Recall, Adv. Event, VIM/COVID, Set Up, QuickAdd, Help, LogOut). The VIM/COVID tab is selected. Below this, a secondary navigation bar includes 'Vaccine Inventory Management', 'COVID-19 Vaccination Program' (highlighted), 'Reports', 'Other VFC Form', '2022 VFC Re-enrollment', and 'Standing Orders Aggregate Form'. Under the 'COVID-19 Vaccination Program' tab, there are sub-tabs: 'COVID-19 Program Enrollment', 'Order COVID-19 Vaccine' (highlighted with a red arrow), 'Transfer COVID-19 Vaccine (In-Network)', and 'COVID-19 Vaccine Summary Report'. A red arrow also points to the 'Other VFC Form' tab. The main content area contains a message about monitoring and modifying COVID-19 vaccine orders, followed by a section titled 'Shipping/Storage Information'. This section includes provider details for JOHN SMITH at 42-09 28th Street, Fifth Floor, CN 21, Long Island City NY 11101. It also lists shipping hours and a table for COVID-19 Vaccine Storage Capacity.

**Shipping/Storage Information**

Provider Name: JOHN SMITH  
Address: 42-09 28th Street, Fifth Floor, CN 21  
City/State/ZIP: Long Island City NY 11101  
Phone: 347-396-2400  
Fax: 347-396-2559  
E-mail: cir@health.nyc.gov  
Shipping Hours:

	First Open Interval	Second Open Interval
Monday:	10:00-11:30	12:30-16:30
Tuesday:	10:00-11:30	12:30-16:30
Wednesday:	10:00-11:30	12:30-16:30
Thursday:	10:00-11:30	12:30-16:30
Friday:	10:00-11:30	12:30-16:30

**COVID-19 Vaccine Storage Capacity:**

Storage Type	Estimated Number of 10-Dose Multidose Vials (MDVs)
Refrigerated (2° to 8°C):	30
Frozen (-15° to -25°C):	30
Ultra-Frozen (-60° to -80°C):	(no capacity)

**Storage Unit Details:**

1. Follett/FZR5P-00-00 performance plus/Freezer (-15° to -25°C)

# Place your COVID-19 Vaccine Pre-book Request

**Online Registry**

**PATIENTS** Search MyList Reports Add/Edit **PRACTICE** Tools Recall Adv. Event MM/COVID Set Up **Adult** ?

Vaccine Inventory Management **COVID-19 Vaccination Program** Reports Other VFC Forms 2021 VFC Re-enroll

COVID-19 Program Enrollment **Order COVID-19 Vaccine** Transfer COVID-19 Vaccine

To cancel all remaining pre-book balances, please click the 'Cancel All Remaining Pre-Book' button. [Cancel All Remaining Pre-Book](#)

COVID-19 Vaccine Order **Revise Your COVID-19 Pre-Book** Shipping History

**Pre-Booked COVID-19 Vaccines**

To revise your order of COVID-19 vaccine pre-book, please follow the steps below:

1. In the "Amount of Revision" column please enter the number of doses you would like to add or subtract from your pre-book.
2. Click the Add or Subtract sign (+/-) depending on if you would like to increase or decrease your pre-booked amount.  
(Note: Under the "Revised Pre-Book" column you will see the total amount of COVID-19 vaccine requested, **including** what has already been shipped to your site.)
3. Single-click the "Submit" button.

COVID-19 Vaccine	Pre-Booked COVID-19 Vaccine	Amount of revision	Add	or	Subtract	Revised Pre-Book
<b>Adult COVID-19 Vaccine</b>						
Moderna COVID-19 Vaccine	<input type="text" value="0"/>	<input type="text" value="0"/>	+		-	<input type="text" value="0"/>
Janssen COVID-19 Vaccine	<input type="text" value="0"/>	<input type="text" value="0"/>	+		-	<input type="text" value="0"/>
Pfizer COVID-19, tris-suc, 12y+	<input type="text" value="0"/>	<input type="text" value="0"/>	+		-	<input type="text" value="0"/>
<b>Pediatric COVID-19 Vaccine</b>						
Pfizer COVID-19, 5-11 yrs	<input type="text" value="0"/>	<input type="text" value="0"/>	+		-	<input type="text" value="0"/>
<b>Total</b>	<b>0</b>					<input type="text" value="0"/>

(click 'Submit' button below to make changes)

- If this is your first-time ordering, enter your initial COVID-19 vaccine Pre-book amounts
  - **Pre-Book Doses Requested** should reflect the total number of doses needed **overall** for all staff persons and patients.
  - This amount may be updated at any time.

# Place your Current Order Amount

To cancel all remaining pre-book balances, please click the 'Cancel All Remaining Pre-Book' button.

Cancel All Remaining Pre-Book

COVID-19 Vaccine Order

Revise Your COVID-19  
Pre-Book

Shipping History

This order is for the week of 01/03/2022.

Enter an amount in the 'Current Order Amount' column based on the number of vaccinations you are able to administer at your facility for the upcoming week; but please note that even though an order has been placed, your facility may not receive vaccine due to limited vaccine supply.

If you did not receive vaccine for the current week, please note that your order will no longer roll over. Please click on the 'Reconcile Inventory' link to account for your on-hand doses before placing an order for the upcoming week.

Please be advised that Moderna COVID-19 vaccine can only be ordered from the CDC in 100 dose increments.

COVID-19 Vaccine	Total Pre-Booked COVID-19 Vaccine	Amount Already Shipped	Remaining Pre-Book	Current Order Amount
Adult COVID-19 Vaccine				
Moderna COVID-19 Vaccine	0	0	0	<input type="text" value="0"/>
Janssen COVID-19 Vaccine	0	0	0	<input type="text" value="0"/>
Pfizer COVID-19, tris-suc, 12y+	0	0	0	<input type="text" value="0"/>
Pediatric COVID-19 Vaccine				
Pfizer COVID-19, 5-11 yrs	0	0	0	<input type="text" value="0"/>
<a href="#">Reconcile Inventory</a>				
Total	0	0	0	

- Enter your Current Order amounts
  - Current Order Amount** should reflect the number of vaccinations your site is able to administer in a one-to-two-week period.
  - Order the appropriate amount of COVID-19 vaccine necessary for **first, second, third and booster** doses.
  - If you did not receive vaccine for the current week, please note that your order will NO longer roll over. Please click on the **Reconcile Inventory** link to account for your on-hand doses before placing an order for the upcoming week.

# Reconcile COVID-19 Vaccine Inventory II

LOTS in **RED** are expired.      Legend      LOTS in **BLUE** will expire within 30 days.      Differences shaded in **GREEN** indicate that all inventory for that lot is accounted for.

Can't find your lot? **CLICK HERE:** [Find & Add Lot +](#)

Vaccine Type	Brand / Mfr	Lot# / Exp.Date	Presentation	CIR Total Expected Inventory	Adjust CIR Expected Inventory by Dose					
					On-Hand Inventory Per Dose Allocation	Total Difference	Adjust Direction	Adjust Quantity	Adjustment Reason	Add / Remove Reason
SARS-COV-2	COVID-19, Ad26, 0.5 mL dose (Janssen)   Janssen Products, LP	042A21A 12/31/2069	5-dose MDV; 10-pack	0		0	Select...   v		Select...   v	+
SARS-COV-2	COVID-19, Ad26, 0.5 mL dose (Janssen)   Janssen Products, LP	1802068 12/31/2069	5-dose MDV; 10-pack	5		5	Select...   v		Select...   v	+
SARS-COV-2	COVID-19, Ad26, 0.5 mL dose (Janssen)   Janssen Products, LP	1805018 12/31/2069	5-dose MDV; 10-pack	0		0	Select...   v		Select...   v	+
SARS-COV-2	COVID-19, Ad26, 0.5 mL dose (Janssen)   Janssen Products, LP	1805022 12/31/2069	10-dose MDV; 10-pack	0		0	Select...   v		Select...   v	+
SARS-COV-2	COVID-19, Ad26, 0.5 mL dose (Janssen)   Janssen Products, LP	205121A 12/1/2069	5-dose MDV; 10-pack	20		20	Select...   v		Select...   v	+

Current **CIR Expected Inventory Total**: 3295  
 Current **On-Hand Inventory Total**: 0  
**Difference**: 3295 (100.00%)

[Cancel](#) [Reset](#) [Save And Continue](#)

Your current inventory is 0.00% reconciled. The CIR requires that you reconcile 100% before proceeding. By submitting this inventory count, you confirm that you have physically counted on-hand federally funded COVID-19 vaccine inventory and the count you are submitting is accurate and complete.

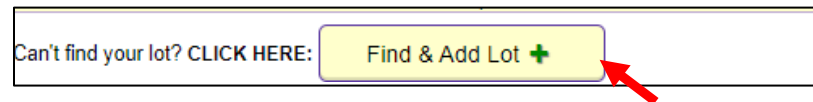
- Enter your **On-hand Inventory** for each COVID-19 lot at your site by dose.
- Enter a **'0'** if you have no vaccine doses to enter
- Your **CIR Total Expected Inventory** should match your on-hand inventory
  - To balance your inventory, enter the **Adjust Direction**, then **Adjust Quantity**, and then select an **Adjustment Reason**
    - This will update your CIR Expected Inventory
  - To add additional adjustment reasons, use the "+" and "-" icons from the *Add/Remove Reason* column
- Please fill in **ALL** entry fields before pressing the **Save and Continue** button

# Adjustment Reasons for COVID-19 Vaccine

- **Transfer COVID Vaccine**
  - To account for vaccine transfers outside of your network
- **Unaccounted for in Provider Inventory (e.g. Extra Doses or Fewer Doses in Vial)**
  - Providers may be able to get different amounts of vaccine doses out of the Pfizer and Moderna vaccine vials

# Find and Add Lots

- If you do not see one or more of your vaccine lots, click the **Find & Add Lot button** located above the dashboard to search for and add them to your list
- In the box that appears, select the **brand, lot, and the number of doses** you would like to add
- If the lot currently exists in your list, a message will appear in the dashboard stating: *“This lot already exists on the Adjust Inventory screen.”*
- If you have added a lot to your list, it will be added and highlighted in yellow



Find and Add Lot for COVID-19 Vaccine Inventory

1. Find a lot by making your selections below.  
2. Enter the quantity of doses in your inventory for the lot.  
3. Click the 'Add' button.  
4. Click 'Reset' to clear selections or entries. Click 'Close' to return to the COVID-19 Vaccine Inventory Reconciliation screen.

Note: If you are unable to find the lot number you are looking for, please call the CIR Hotline at 347-396-2400 for assistance.

Type	Brand / Manufacturer	Lot Number/ Exp. Date	Presentation	Quantity
SARS-COV-2	COVID-19, mRNA, 0.5 mL dose (Moderna)   MOD	011J20A 12/31/2...	10-dose MD...	100

Close Reset Add

# Place a COVID-19 Vaccine Order

- Enter the number of doses you will need for the week in the **Current Order Amount** column
- If you are finished, click the submit button to place your order.
- Once you submit your request, it cannot be edited or canceled in the CIR
  - If you need to cancel or amend your order, please email us at [COVIDVax@health.nyc.gov](mailto:COVIDVax@health.nyc.gov) and use the subject line: AMEND COVID ORDER

**This order is for the week of 01/03/2022.**  
Enter an amount in the 'Current Order Amount' column based on the number of vaccinations you are able to administer at your facility for the upcoming week; but please note that even though an order has been placed, your facility may not receive vaccine due to limited vaccine supply.

If you did not receive vaccine for the current week, please note that your order will no longer roll over. Please click on the 'Reconcile Inventory' link to account for your on-hand doses before placing an order for the upcoming week.

• Please be advised that Moderna COVID-19 vaccine can only be ordered from the CDC in 100 dose increments.

COVID-19 Vaccine	Total Pre-Booked COVID-19 Vaccine	Amount Already Shipped	Remaining Pre-Book	Current Order Amount
<b>Adult COVID-19 Vaccine</b>				
Moderna COVID-19 Vaccine	0	0	0	<input type="text" value="0"/>
Janssen COVID-19 Vaccine	0	0	0	<input type="text" value="0"/>
Pfizer COVID-19, tris-suc, 12y+	0	0	0	<input type="text" value="0"/>
<b>Pediatric COVID-19 Vaccine</b>				
Pfizer COVID-19, 5-11 yrs	0	0	0	<input type="text" value="0"/>
<b>Total</b>				
	0	0	0	

[Reconcile Inventory](#)

Order Date	COVID-19 Vaccine	Prior Orders Order Amount	Shipped Amount	Status	
12/03/2021	Janssen COVID-19 Vaccine	100		In Progress	<a href="#">Cancel</a>
11/12/2021	Pfizer COVID-19, 5-11 yrs	200		In Progress	<a href="#">Cancel</a>
10/17/2021	Pfizer COVID-19, 5-11 yrs	300		In Progress	<a href="#">Cancel</a>
09/23/2021	Janssen COVID-19 Vaccine	100		In Progress	<a href="#">Cancel</a>

Note:  
Orders for the Pfizer COVID-19, tris-suc, 12y+ vaccine must be in increments of 300.  
Orders for the Moderna COVID-19 vaccine must be in increments of 100.  
Orders for the Janssen COVID-19 vaccine must be in increments of 100.  
Orders for the Pfizer COVID-19, 5-11 yrs vaccine must be in increments of 100.

I would like to receive dry ice with my COVID-19 vaccine order

[Cancel](#) [Submit](#)  
(Please click once to submit.)

# Tracking COVID-19 Vaccine Orders

COVID-19 Vaccine Order

Revise Your COVID-19 Pre-Book

Shipping History

Enter an amount in the 'Current Order Amount' column based on the number of vaccinations you are able to administer at your facility for the upcoming week; but please note that even though an order has been placed, your facility may not receive vaccine due to limited vaccine supply. If you did not receive vaccine for the current week, your request will roll over to the following week.

COVID-19 Vaccine	Total Pre-Booked COVID-19 Vaccine	Amount Already Shipped	Remaining Pre-Book	Current Order Amount
Moderna COVID-19 Vaccine	300	0	300	Attention: An order was placed on 02/02/2021 8:56pm by Jean Kirupaharan. Another order can be placed on or after 02/07/2021.
Pfizer COVID-19 Vaccine	3,900	0	3,900	
Total	4,200	0	4,200	

[Reconcile Inventory](#)

Order Date	COVID-19 Vaccine	Order Amount	Prior Orders Shipped Amount	Status
02/02/2021	Moderna COVID-19 Vaccine	100		Pending
02/02/2021	Pfizer COVID-19 Vaccine	1,950		Pending
01/28/2021	Moderna COVID-19 Vaccine	100		No vaccine shipment for the week of: 02/01/2021
01/28/2021	Pfizer COVID-19 Vaccine	975		No vaccine shipment for the week of: 02/01/2021

**Ordering Tips**

- Please add a 'Pre-Book' amount based on the total amount of vaccine you will need for all staff and patients.
- COVID-19 orders are not guaranteed and will be filled based on NYS COVID-19 vaccine priority guidelines and vaccine availability.

**Inventory Reconciliation Tips**

- To identify any inventory errors or discrepancies, run a [transaction report](#).
- Contact your EMR to make sure the vaccine code and vaccine lot number are being accurately reported to CIR.
- Email [COVIDVax@health.nyc.gov](mailto:COVIDVax@health.nyc.gov) for additional assistance.

- Determine if you will receive an order by reviewing the 'Prior Orders' section of the ordering screen
- Review Order Date, Vaccine Type, Order Amount, Shipped Amount and Status
- Statuses: Pending, Order Shipped, No vaccine shipment for the week of: XX/XX/2021

# Revise Your Prebooked COVID-19 request

- To revise your COVID-19 pre-book order, click on the **Revise Your COVID-19 Pre-Book** tab
- Enter the number of doses you would like to increase or decrease your pre-book by in the **Amount of revision** column
  - Press the **Add** or **Subtract** button
- Revised Pre-Book column will reflect the adjustment
- Click the **Submit** button to update your pre-book
- A confirmation email will be sent to your site reflecting the edited pre-booked amount.

COVID-19 Vaccine Order	<b>Revise Your COVID-19 Pre-Book</b>	Shipping History
------------------------	--------------------------------------	------------------

COVID-19 Vaccine	Pre-Booked COVID-19 Vaccine	Amount of revision	Add	or	Subtract	Revised Pre-Book
Moderna COVID-19 Vaccine	<input type="text" value="1,300"/>	<input type="text" value="0"/>	<input type="button" value="+"/>		<input type="button" value="-"/>	= <input type="text" value="1,300"/>
Pfizer COVID-19 Vaccine	<input type="text" value="9,750"/>	<input type="text" value="0"/>	<input type="button" value="+"/>		<input type="button" value="-"/>	= <input type="text" value="9,750"/>
Total	11,050					<input type="text" value="11,050"/>

(click 'Submit' button below to make changes)

Cancel  Submit 

(Please click once to submit.)

# Managing COVID-19 Vaccine Inventory Transfers

# Vaccine Redistribution & Transfers

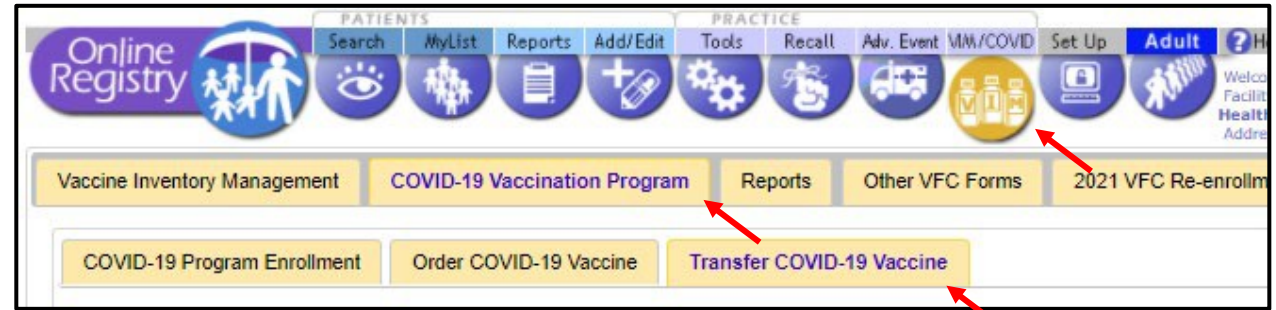
- Vaccine redistribution is the process by which vaccine is physically moved and possession is transferred from the enrolled provider that first received the vaccine shipment to another enrolled provider, who will store and administer the doses
- Movement of vaccine outside of NYC is not permitted without prior authorization. Vaccine redistributions must first be approved by the New York State (NYS) Department of Health before being documented in the CIR. Forms can be found here:

[https://immunize.nyc/provider-client/web/pdf/Redistribution\\_QA\\_Request\\_Form\\_CDC\\_Agreement\\_1.1.21\\_2309.pdf](https://immunize.nyc/provider-client/web/pdf/Redistribution_QA_Request_Form_CDC_Agreement_1.1.21_2309.pdf)

- Once approved, this redistribution from within your network or from other sources must be managed in the CIR Online Registry

# VIM Transfer Module (in network)

- Navigate to the VIM/COVID icon and select the “Transfer COVID-19” sub-tab
- Select the site within your organization that you are transferring vaccines to
  - Enter the doses of vaccines to transfer
  - Once all fields are completed click ‘Submit’.
- A confirmation email is sent to the vaccine coordinators at both locations detailing the transfer
- Your inventory is decreased and the inventory for the receiving facility is increased automatically



Transfer Information					
From Facility:	1305C03 (Maimonides Medical Center-Newkirk Family Health Center)				
Transfer To Facility:	<input type="text" value="(select Facility)"/>				
Date Transfer Initiated:	12/21/2020				
COVID-19 Vaccine to Transfer					
Vaccine Type	Brand / Mfr	Lot # / Exp Date	Presentation	CIR Expected Inventory	Transfer Quantity (doses)
SARS-COV-2	COVID-19, mRNA, 0.3 mL dose (Pfizer)   PFIZER	EH9899 12/31/2069	MDV; 195-pack	159	<input type="text" value="0"/>
Total:					0
<b>* Required</b>					
Notes: Transfer quantities for the Pfizer COVID-19 vaccine must be in increments of 5. Transfer quantities for the Moderna COVID-19 vaccine must be in increments of 10.					
					<input type="button" value="Submit"/>
(Please click once to submit.)					

**Please note: You are only able to transfer vaccine between New York City sites enrolled in the COVID-19 vaccination program under the same Section A in the VPAS application**

# Transferring Vaccine Out of Network

**Vaccine Inventory Management** **COVID-19 Vaccination Program**

Order VFC Vaccine Order Influenza Vaccine **Adjust Inventory**

Public Inventory Private Inventory

**PUBLIC INVENTORY**

Legend  
LOTS in **RED** are expired LOTS in **BLUE** will expire within 30 days.

Can't find your lot? CLICK HERE: [Find & Add Lot](#)

Vaccine Type	Brand / Mfr	Lot# / Exp.Date	Presentation	CIR Expected Inventory	Adjust Direction	Adjust Quantity	Adjustment Reason	Add / Remove Reason
SARS-COV-2	COVID-19, mRNA, 0.5...	039K20A 12/31/2069	MDV; 10-pack	100	Decrease(-)		-- Select an Option --	
SARS-COV-2	COVID-19, mRNA, 0.5...	039K20-2A 12/31/2069	MDV; 10-pack	20			-- Select an Option --	
SARS-COV-2	COVID-19, mRNA, 0.5...	012L20A 12/31/2069	10-dose MDV; 10-pack	50			Amount Received Different from Invoice	
SARS-COV-2	COVID-19, mRNA, 0.5...	011L20A 12/31/2069	MDV; 10-pack	80			Correction of Invalid Entry/Error	
SARS-COV-2	COVID-19, mRNA, 0.5...	011J20A 12/31/2069	MDV; 10-pack	99			EMR reporting issue	
SARS-COV-2	COVID-19, mRNA, 0.5...	010M20A 12/31/2069	10-dose MDV; 10-pack	450			Other	
SARS-COV-2	COVID-19, mRNA, 0.3...	EN5318 05/31/2021	5-dose MDV; 195-pack	60			Replace Private dose	
SARS-COV-2	COVID-19, mRNA, 0.3...	EH9899 12/31/2069	MDV; 195-pack	99			Transfer COVID-19 vaccine	
PCV	Pprevnar 13 Wyeth-Ayerst	CR8692 06/30/2022	0.5ml SYR; 10-Pack	49			Unaccounted for in Provider Inventory (e.g., Extra Doses or Fewer Doses in vial)	
MMRV	ProQuad Merck	S017251 12/01/2020	SDV; 10-Pack	30				
MMR	M-M-R II Merck	R030813 10/24/2020	SDV; 10-Pack	5				
MENB	Bexsero Smithkline	ABXA92AB 02/28/2022	0.5ml SYR; 10-Pack	59				

- Navigate to the VIM/COVID icon and select the **Adjust Inventory** tab
- For the transferred lot, enter:
  - Adjust Direction: **Decrease**
  - Enter **Adjust Quantity**
  - Adjustment Reason: **Transfer COVID-19 Vaccine**
- Press **Save**
- The receiving site must use the Find and Add lot function to add the transferred vaccine to their inventory upon receipt of vaccine

# Managing COVID-19 Vaccine Temperature Excursions & Wastage Reporting

# Temperature Excursions

- Vaccines must be properly stored to maintain in-range temperatures. Temperatures below or above the required ranges are considered excursions
- Should an excursion occur:
  - Quarantine the affected vaccines in the refrigerator/freezer and label it as “Do Not Use”
  - Take an inventory of what was inside the refrigerator or freezer unit at the time of the excursions
  - Contact the vaccine manufacturer to determine the viability of the vaccine
  - Inform them how long the vaccine was exposed to the temperatures below or above the range
  - Ask them for supporting documentation. This can be as simple as an email stating the vaccine can or cannot continue to be used
  - Complete a [Temperature Excursion Incident Report](#) (TEIR) and submit it to [pqaunit@health.nyc.gov](mailto:pqaunit@health.nyc.gov) or via eFax at 347-396-8841
- If the manufacturer determines that vaccines are spoiled and should not be used, all vaccines details must be listed on the TEIR and reported in VIM using the **Vaccine Returns/Wastage** tab

# TEMPERATURE EXCURSION INCIDENT REPORT

NEW YORK CITY DEPARTMENT OF HEALTH & MENTAL HYGIENE  
BUREAU OF IMMUNIZATION • COVID-19 VACCINATION PROGRAM  
347-396-2404 (Phone) • 347-396-8841 (Fax) • [PQAUnit@health.nyc.gov](mailto:PQAUnit@health.nyc.gov)

In the event of a temperature excursion, contact the vaccine manufacturers, complete and submit this form to the New York City Department of Health and Mental Hygiene, Bureau of Immunization, Provider Quality Assurance Unit via email or fax. This report serves as a record of the incident, the steps taken to determine vaccine viability, and the disposition of the affected vaccines. Keep this report for your records.

Refer to CDC's [Product Info by U.S. Vaccine](https://www.cdc.gov/vaccines/imz/downloads/COVID-19-Vaccine-Storage-Requirements.pdf) webpage for the latest information on COVID Vaccine storage and temperature requirements.

Manufacturer	Contact Info	Vaccine
Janssen	1-800-526-7736/1-800-565-4008 <a href="http://www.janssenmd.com/janssen-covid19-vaccine">www.janssenmd.com/janssen-covid19-vaccine</a>	Sars-COV-2 (Janssen)
Moderna	1-866-663-3762 <a href="http://www.modernatx.com">www.modernatx.com</a> <a href="mailto:excursions@modernatx.com">excursions@modernatx.com</a>	Sars-COV-2 (Moderna)
Pfizer	1-800-505-4426 <a href="http://www.pfizer.com">www.pfizer.com</a>	Sars-COV-2 (Pfizer BioNtech)

Facility Name: \_\_\_\_\_ PIN #: \_\_\_\_\_ Date Reported: \_\_\_\_\_  
Reported by (first & last name): \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Date of Excursion: \_\_\_\_\_ Time of Excursion: \_\_\_\_\_ Order ID (if applicable): \_\_\_\_\_

## IMMEDIATE ACTION TAKEN

- Were the Vaccine Coordinator or Back-up Vaccine Coordinator notified of the excursion?  
☐ YES ☐ NO
- What was the excursion temperature inside the affected storage unit(s) at the time the problem was discovered?  
☐ Refrigerator Temperature: \_\_\_\_\_ °C or \_\_\_\_\_ °F  
☐ Freezer Temperature: \_\_\_\_\_ °C or \_\_\_\_\_ °F  
☐ Ultra-Cold Freezer Temperature: \_\_\_\_\_ °C or \_\_\_\_\_ °F
- How long were the vaccines exposed to inappropriate storage temperatures? Please record the total amount of time or cumulative time outside of range for each unit.  
☐ Refrigerator: \_\_\_\_\_ Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes  
☐ Freezer: \_\_\_\_\_ Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes  
☐ Ultra-Cold Freezer: \_\_\_\_\_ Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes
- What was the room temperature surrounding the affected unit at the time of the excursion? \_\_\_\_\_
- Were water bottles in the refrigerator at the time of the event? ☐ YES ☐ NO  
Were frozen coolant packs in the freezer at the time of the event? ☐ YES ☐ NO
- Was an inventory of the vaccines within the affected storage unit conducted? ☐ YES ☐ NO



# TEMPERATURE EXCURSION INCIDENT REPORT

NEW YORK CITY DEPARTMENT OF HEALTH & MENTAL HYGIENE  
BUREAU OF IMMUNIZATION • COVID-19 VACCINATION PROGRAM  
347-396-2404 (Phone) • 347-396-8841 (Fax) • [PQAUnit@health.nyc.gov](mailto:PQAUnit@health.nyc.gov)

- Vaccines in the affected storage unit quarantined within the unit and labeled "DO NOT USE" pending manufacturer's input? ☐ YES ☐ NO  
*\*If your vaccine storage unit(s) cannot be reset to maintain the appropriate storage conditions, follow the **EMERGENCY PLAN** as described within the VFC Vaccine Management Plan.*
- Has the vaccine manufacturer been contacted for further guidance? ☐ YES ☐ NO

## CAUSE OF EXCURSION:

- ☐ Power Outage Unit(s) not plugged in or not turned on
- ☐ Prolonged opening of refrigerator /freezer door
- ☐ Temperature Monitoring device moved/misplaced
- ☐ Unit's temperature control knob setting is incorrect
- ☐ Poor air circulation inside and outside the unit(s)
- ☐ Operational problems with the storage unit(s)
- ☐ Other: \_\_\_\_\_

## Type & Brand Name of Storage Unit Affected by Excursion:

- ☐ Small Stand-Alone Refrigerator
- ☐ Small Stand-Alone Chest Freezer
- ☐ Stand-Alone Freezer
- ☐ Regular Stand-Alone Refrigerator
- ☐ Regular Stand-Alone Chest Freezer
- ☐ Pharmaceutical Grade (Stand-Alone Freezer)
- ☐ Pharmaceutical Grade (Stand-Alone Refrigerator)
- ☐ Pharmaceutical Grade (Combined Refrigerator & Freezer)
- ☐ Small Household Refrigerator & Freezer (Refrigerator Only)
- ☐ Regular Household Refrigerator & Freezer (Refrigerator Only)
- ☐ Large Household Refrigerator & Freezer (Refrigerator Only)
- ☐ Pharmaceutical Grade (Ultra-Cold Freezer)

Storage Unit Brand Name: \_\_\_\_\_ Model/Serial #: \_\_\_\_\_

Thermometer Brand Name: \_\_\_\_\_ Model/Serial #: \_\_\_\_\_

## COVID-19 Vaccines, Manufacturer & Lot Number(s) affected due to temperature excursion:

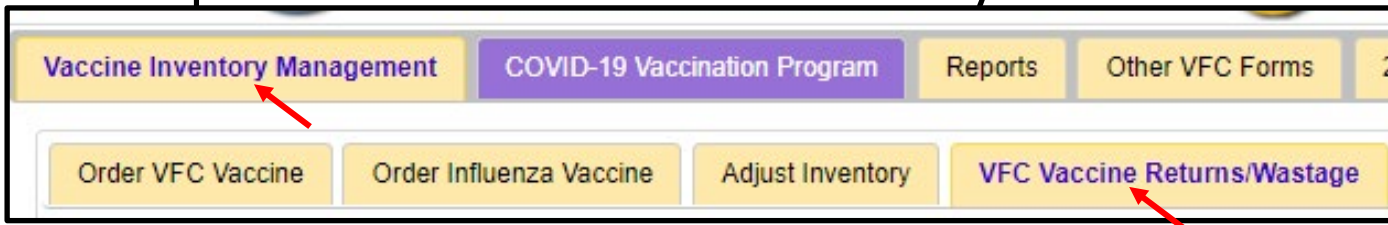
Vaccine (Manufacturer)	Vaccine Type	Lot Number(s)	Lot Expiration Date	New Expiration Date (if applicable)	Number of Doses
<input type="checkbox"/> SARS-COV-2* (Pfizer BioNtech)	COVID-19				
<input type="checkbox"/> SARS-COV-2* (Moderna)	COVID-19				
<input type="checkbox"/> SARS-COV-2* (Janssen)	COVID-19				

Describe the incident and corrective actions taken:



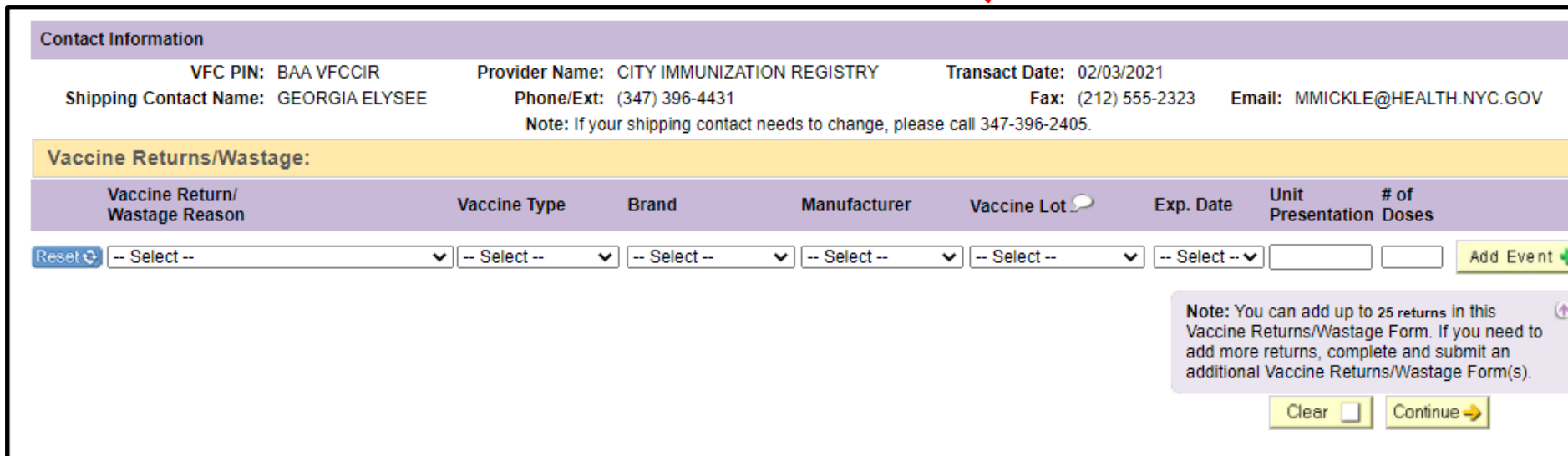
# Reporting COVID-19 Vaccine Wastage

- Navigate to the **VIM/COVID** icon and select the **Vaccine Inventory Management** tab, **VFC Vaccine Returns and Wastage** sub-tab
- Fill out the fields displayed
- Click **Continue** to confirm entry(ies) and click “Submit”
- Dispose of the wasted vaccine as you would other unused medication



Vaccine Inventory Management COVID-19 Vaccination Program Reports Other VFC Forms 2

Order VFC Vaccine Order Influenza Vaccine Adjust Inventory VFC Vaccine Returns/Wastage



Contact Information

VFC PIN: BAA VFCCIR Provider Name: CITY IMMUNIZATION REGISTRY Transact Date: 02/03/2021  
Shipping Contact Name: GEORGIA ELYSEE Phone/Ext: (347) 396-4431 Fax: (212) 555-2323 Email: MMICKLE@HEALTH.NYC.GOV  
Note: If your shipping contact needs to change, please call 347-396-2405.

Vaccine Returns/Wastage:

Vaccine Return/ Wastage Reason	Vaccine Type	Brand	Manufacturer	Vaccine Lot	Exp. Date	Unit Presentation	# of Doses
Reset -- Select --	-- Select --	-- Select --	-- Select --	-- Select --	-- Select --		

Add Event +

Note: You can add up to 25 returns in this Vaccine Returns/Wastage Form. If you need to add more returns, complete and submit an additional Vaccine Returns/Wastage Form(s).

Clear Continue

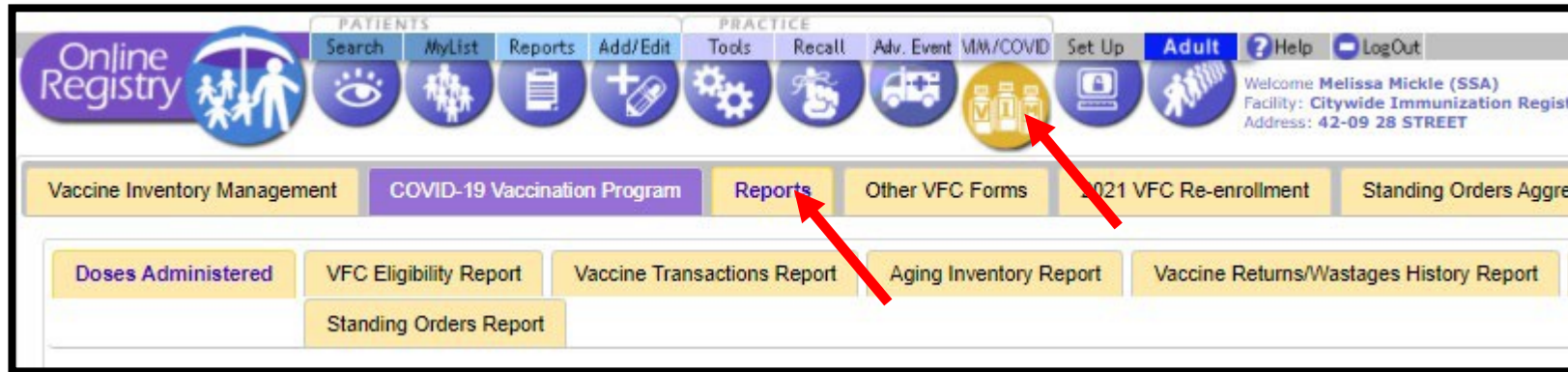
## Wastage Reasons

- Broken Vial/Syringe
- Vaccine drawn into syringe but not administered
- Opened multi-dose vial
- Expired vaccine

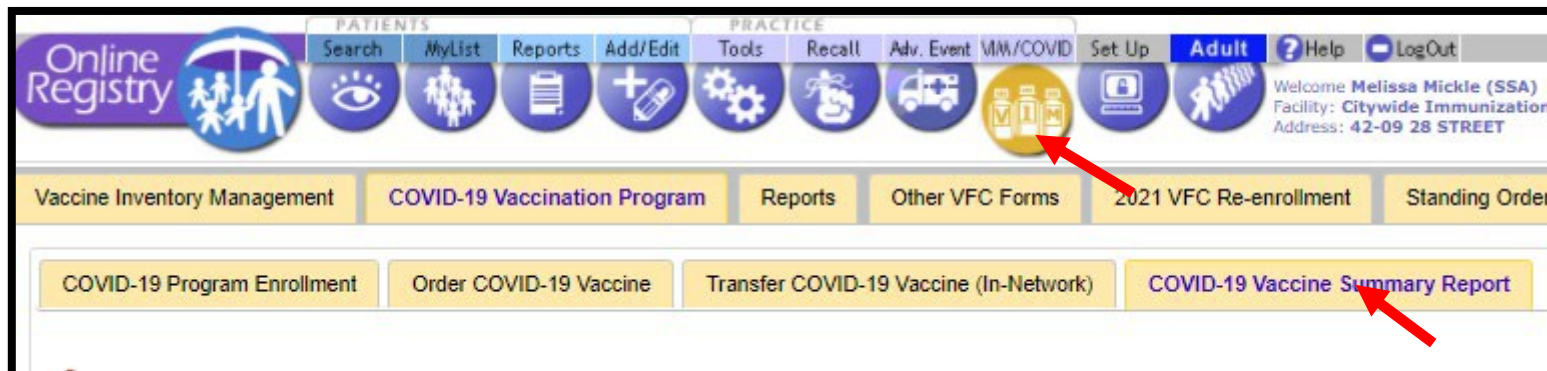
# VIM Reports

# VIM Reports

- VIM transaction report

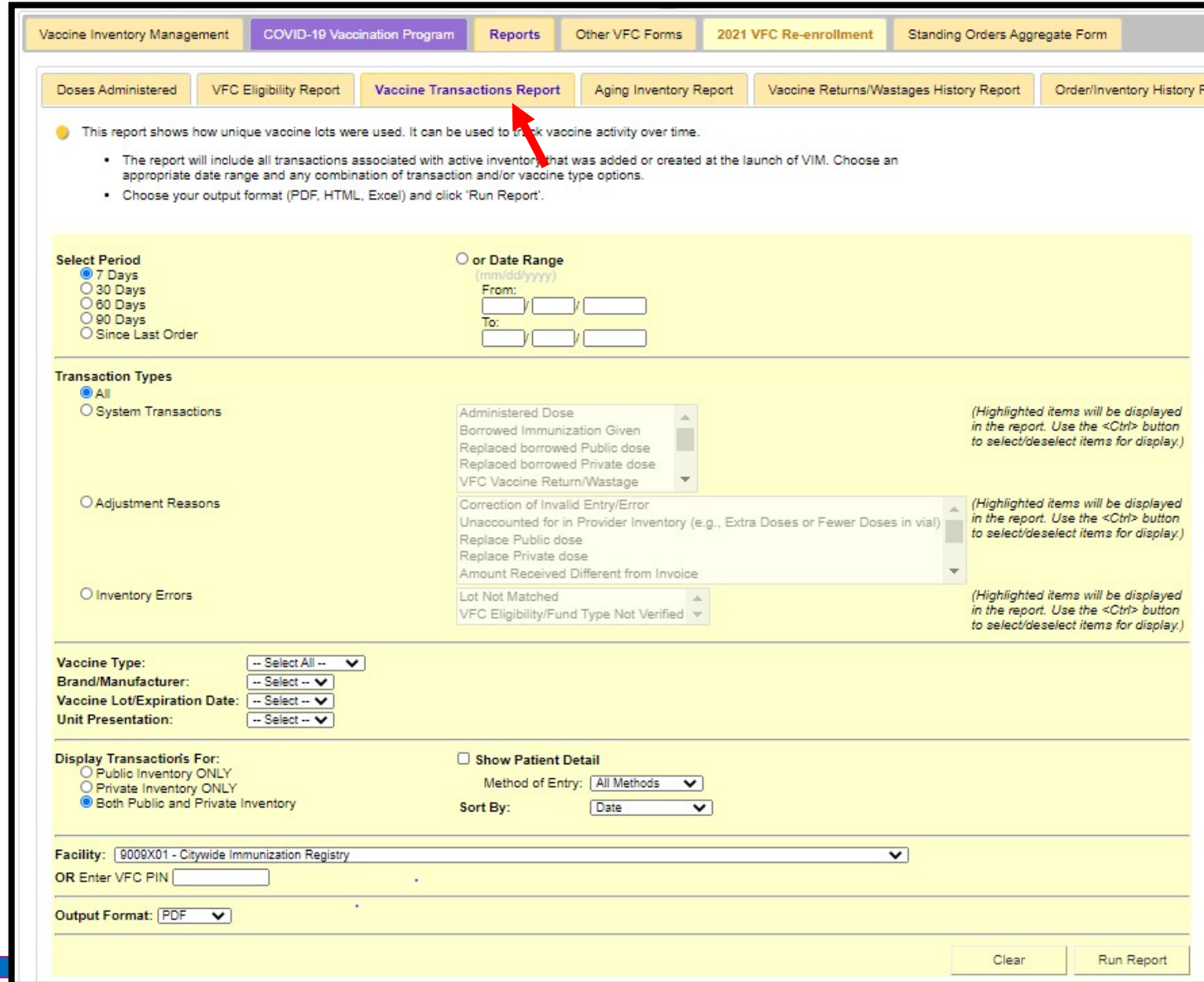


- COVID-19 summary report



# Vaccine Transactions Report

- Use this report to find out how unique vaccine lots were used
- Can specify a wide range of dates and parameters:
  - Transactions
    - Administered doses
    - Transferred doses
    - Lot added to inventory
  - Adjustment reasons
    - EMR issues
    - Unaccounted for in Provider Inventory (used to document extra doses drawn from vial)
- Specify vaccine type and lot
- Can display patient level detail for administered doses



Vaccine Inventory Management COVID-19 Vaccination Program **Reports** Other VFC Forms 2021 VFC Re-enrollment Standing Orders Aggregate Form

Doses Administered VFC Eligibility Report **Vaccine Transactions Report** Aging Inventory Report Vaccine Returns/Wastages History Report Order/Inventory History Report

This report shows how unique vaccine lots were used. It can be used to track vaccine activity over time.

- The report will include all transactions associated with active inventory that was added or created at the launch of VIM. Choose an appropriate date range and any combination of transaction and/or vaccine type options.
- Choose your output format (PDF, HTML, Excel) and click 'Run Report'.

**Select Period**

☒ 7 Days  
☐ 30 Days  
☐ 60 Days  
☐ 90 Days  
☐ Since Last Order

**or Date Range**  
(mm/dd/yyyy)  
From: / /   
To: / /

**Transaction Types**

☒ All  
☐ System Transactions

☐ Adjustment Reasons

☐ Inventory Errors

Administered Dose  
Borrowed Immunization Given  
Replaced borrowed Public dose  
Replaced borrowed Private dose  
VFC Vaccine Return/Wastage

Correction of Invalid Entry/Error  
Unaccounted for in Provider Inventory (e.g., Extra Doses or Fewer Doses in vial)  
Replace Public dose  
Replace Private dose  
Amount Received Different from Invoice

Lot Not Matched  
VFC Eligibility/Fund Type Not Verified

(Highlighted items will be displayed in the report. Use the <Ctrl> button to select/deselect items for display.)

(Highlighted items will be displayed in the report. Use the <Ctrl> button to select/deselect items for display.)

(Highlighted items will be displayed in the report. Use the <Ctrl> button to select/deselect items for display.)

Vaccine Type: -- Select All --  
Brand/Manufacturer: -- Select --  
Vaccine Lot/Expiration Date: -- Select --  
Unit Presentation: -- Select --

Display Transactions For:  
☐ Public Inventory ONLY  
☐ Private Inventory ONLY  
☒ Both Public and Private Inventory

☐ Show Patient Detail  
Method of Entry: All Methods  
Sort By: Date

Facility: 9009X01 - Citywide Immunization Registry  
OR Enter VFC PIN:

Output Format: PDF

Clear Run Report

# COVID-19 Summary Reports

**Online Registry**

**PATIENTS** | **PRACTICE**

Search | MyList | Reports | Add/Edit | Tools | Recall | Adv. Event | VIM/COVID | Set Up | **Adult** | ? Help | LogOut

Welcome **Melissa Mickle (SSA)**  
Facility: **Citywide Immunization Regis**  
Address: **42-09 28 STREET**

Vaccine Inventory Management | **COVID-19 Vaccination Program** | Reports | Forms, VIM Guides | 2021 VFC Re-enrollment | Standing Orders Ag

COVID-19 Program Enrollment | Order COVID-19 Vaccine | Transfer COVID-19 Vaccine (In-Network) | **COVID-19 Vaccine Summary Report**

- **COVID-19 Vaccine Shipped Report** 📄  
Summarizes doses shipped to your site by shipment date, brand and dose sequence (first or second dose)
- **COVID-19 Vaccine Administered Report** 📄  
Summarizes doses administered to patients at your site by administration date, brand, and dose sequence (first or second dose)

# COVID19 Vaccine Shipped Report

- Summarizes doses shipped to your site by shipment date, brand and dose sequence



## COVID-19 Vaccine Shipment Report

*Citywide Immunization Registry*

42-09 28 STREET, 5th Floor  
Queens, NY 11101

FacilityCode 9009X01  
VFC PIN VFCCIR

Date Shipped	Vaccine Type	Doses
11/16/21	Pfizer COVID-19, 5-11 yrs	100
11/20/21	Pfizer COVID-19, 5-11 yrs	100
12/07/21	Pfizer COVID-19, 5-11 yrs	100
12/14/21	Pfizer COVID-19, 5-11 yrs	100

Totals	
Vaccine	Doses
Pfizer COVID-19, 5-11 yrs	400

# COVID-19 Vaccine Administered Report

- Summarizes doses administered to patients at your site by administration date, brand, and dose sequence
- COVID-19 mRNA NOS=Not Otherwise Specified
  - Non-specific vaccine code for mRNA COVID-19 vaccine
  - This should not be used regularly, if your system is reporting this way please correct in your EMR



## COVID-19 Daily Doses Administered Report

Citywide Immunization Registry

42-09 28 STREET, 5th floor  
Queens, NY 11101

FacilityCode 9009X01  
VFC PIN VFCCR

Adm in Date	Moderna COVID-19 Vaccine			Pfizer COVID-19, 12+ yrs			AstraZeneca COVID-19 Vaccine			Novavax COVID-19 Vaccine			Janssen COVID-19 Vaccine		COVID-19, mRNA NOS			Pfizer COVID-19, tris-suc, 12y+			Pfizer COVID-19, 5-11 yrs			COVID-19, non-US vaccine, NOS		
	1 <sup>st</sup> Dose	2 <sup>nd</sup> Dose	3 <sup>rd</sup> Dose /Booster	1 <sup>st</sup> Dose	2 <sup>nd</sup> Dose	3 <sup>rd</sup> Dose /Booster	1 <sup>st</sup> Dose	2 <sup>nd</sup> Dose	3 <sup>rd</sup> Dose /Booster	1 <sup>st</sup> Dose	2 <sup>nd</sup> Dose	3 <sup>rd</sup> Dose /Booster	1 <sup>st</sup> Dose	2 <sup>nd</sup> Dose /Booster	1 <sup>st</sup> Dose	2 <sup>nd</sup> Dose	3 <sup>rd</sup> Dose /Booster	1 <sup>st</sup> Dose	2 <sup>nd</sup> Dose	3 <sup>rd</sup> Dose /Booster	1 <sup>st</sup> Dose	2 <sup>nd</sup> Dose	3 <sup>rd</sup> Dose /Booster	1 <sup>st</sup> Dose	2 <sup>nd</sup> Dose	3 <sup>rd</sup> Dose /Booster
02/25/09	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10/10/20	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/06/20	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12/03/20	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12/22/20	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12/23/20	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12/24/20	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12/27/20	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12/29/20	3	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12/31/20	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01/01/21	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01/05/21	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01/06/21	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01/07/21	3	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01/08/21	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01/09/21	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*Doses that appear as COVID-19, mRNA, NOS were reported to the CIR successfully, but the brand of vaccine was not specified.

# Problems Reconciling Inventory

- Are you ordering and reporting from the same facility code?
  - Inventory may need to be transferred to the inventory of the reporting facility
  - CIR facility code remapping may be needed, contact us
- Have all inventory transactions been documented?
  - Administered doses
  - Wastage incidents
  - Transfers
- Run a VIM transaction report
  - Are you reporting the correct vaccine code?
  - Is your EMR sending the correct lot number?

# Thank you

- Questions?
  - Email [COVIDVax@health.nyc.gov](mailto:COVIDVax@health.nyc.gov)