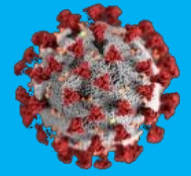


COVID-19 Vaccine Redistribution Process

- 1) Complete the COVID Provider Agreement. All sites receiving COVID vaccines must have a completed COVID Provider Agreement on file. This process is completed in [VERIP](#). A site that has only submitted intent to receive COVID vaccine has not completed the agreement process.
- 2) The redistributing facility (the site that will receive the vaccine and redistribute it) must fill out a [Supplemental CDC Redistribution Agreement](#). This is separate from the COVID Provider Agreement. Download the agreement, sign electronically using Adobe Fill & Sign and email the agreement to shannon.suber@vdh.virginia.gov.
- 3) Confirmation will be provided that the agreement was received and added to the VDH tracking system.
- 4) The redistributing facility will then submit a [VDH COVID-19 Redistribution Plan](#), listing all recipient sites (the site(s) receiving vaccine from the redistributing site), each recipient site's dose recording and reporting method, and storage and handling information. Up to 25 recipient sites may be listed on one plan. The plan is automatically emailed to Shannon Suber.
- 5) Once the redistribution agreement and plan have been received, each site will be verified. Verification includes locating a completed COVID Provider Agreement for each site and verifying dose reporting training has taken place for all recipient sites, if needed.
- 6) A confirmation will be sent to the email address listed on the Redistribution Plan to confirm receipt of the plan and the addition of recipient sites for the redistributing facility.
- 7) If sites are missing a COVID Provider Agreement and/or dose reporting training, this will be conveyed to the point of contact at the redistributing facility as well as the appropriate VIIS Trainer.
- 8) Each time your facility redistributes vaccine to other locations, you must complete the Redistribution Survey located in [VaxMaX](#). Log into [VaxMaX](#) to access the survey for your organization. Any recipient site you redistribute vaccine to, must be included on your facility's [VDH COVID-19 Redistribution Plan](#).



FAQs

1) Do I need a redistribution agreement?

A redistribution agreement is needed when a site plans to receive vaccine and send it to another location for permanent storage and administration.

2) What is the difference between vaccine transport and redistribution?

Transport vs Redistribution/Transfer

Vaccine transport refers to moving vaccine to a temporary vaccination site while maintaining the cold chain, for an event, after which the vaccine is returned back to its originating permanent storage location. Redistribution refers to packing vaccine by personnel who are familiar with qualified pack-out materials and temperature monitors, for shipment by a third-party vendor or transfer to a satellite vaccination site for permanent storage while maintaining the cold chain.

3) What if I need to add recipient sites after I submit my initial Redistribution Plan?

Additional recipient sites may be added by submitting another [VDH COVID-19 Redistribution Plan](#). Recipient sites previously submitted do not have to be included.

4) Do I need to submit the redistribution paperwork if I am redistributing less than 100 doses?

Yes. Redistribution paperwork is required to redistribute COVID vaccine regardless of the number of doses being redistributed.

5) Do I have to submit another Redistribution Agreement to add recipient sites?

No. A redistribution agreement is only needed once per location.

6) Do the recipient sites need to complete a redistribution agreement and a redistribution plan?

No. Only the site receiving the vaccine and redistributing it to recipient sites completes the redistribution paperwork. Recipient sites do not complete redistribution paperwork.

7) If another location within my organization wants to redistribute vaccine, does another redistribution agreement need to be submitted?

Yes. If another location within your organization will begin receiving and redistributing vaccines, that site will need to submit a [Supplemental CDC Redistribution Agreement](#) and [VDH COVID-19 Redistribution Plan](#). These documents are needed for each redistributing facility.

8) Is redistribution paperwork needed to have vaccines shipped directly to a provider in my community?

No. If you would like to set up direct distribution to a provider in your community, please contact your local health department.

9) Where can I find more information about COVID Vaccine Redistribution?

Additional information is available in the [VDH Transport, Redistribution, and Recovery Document](#) located on the VDH COVID-19 Vaccine [website](#).