

# Small Shipment Redistribution Program (SSRP) Overview

**Background:** Supply of the COVID-19 vaccine is now outpacing demand across the Commonwealth. In the spirit of continuing to expand access and boost vaccination rates, small providers like Primary Care Physicians and Pediatricians have the advantage of being trusted healthcare advisors to present a pathway for their patients to receive the vaccine in a comfortable and familiar space.

## OVERVIEW

The **Small Shipment Redistribution Program (SSRP)** is a voluntary network of **geographically dispersed providers** who coordinate with a **central distribution center (hub)** to order substantially smaller quantities of the vaccine than is available through direct federal shipments. Coordination is managed by the central pharmacy team and the allocation team.

**Providers must be enrolled with VDH (have a VTrckS ID) to order a redistribution shipment.**

## BENEFITS TO PROVIDERS

The SSRP allows Primary Care Physicians, Pediatricians, and independent medical practices to have access to a **constant supply of small shipments** of the COVID-19 vaccine. Program participation will enable providers to **maximize opportunistic administrations** in a trusted setting for their patients not yet vaccinated. Vaccine supply is provided by the **federal allotment** of COVID-19 doses, so they will remain free to all providers and hubs.

## OTHER DETAILS

**Target Participants:** Primary care physicians, pediatricians, independent pharmacies

**Vaccine Type:** Pfizer

**Shipment Frequency:** Every other week, or less frequently if necessary

**Minimum Quantity:** 1 vial

**Maximum Quantity:** 4 vials of the 5-11 pediatric vaccine or 15 vials of the 12+ vaccine.

**Initial Ordering process:** Providers looking to participate will make requests in the same Provider Request Portal where ordering regular VaxMaX shipments is done

**Note:** providers looking to order more than the SSRP maximum quantity must order through the normal channels.

# Small Shipment Redistribution Program (SSRP) – Distribution & Ordering

## Federal Warehouse

- Doses will be sourced from the State's federal allocation
- Distribution to the Central Distribution Centers will be federally funded

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## Central Distribution Center

- A central distribution (DC) center can accept direct shipments, break them down, and can send them directly to the sites
- A central DC will be equipped with ultra-cold freezers
- Distribution to the individual providers will be supported by the Commonwealth

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## Individual Providers

- SSRP is now fully integrated into VaxMax
- Providers will order their doses through VaxMax
- Order cadence for SSRP begins on Thursdays at 7:00 AM and closes at 5:00 PM on Fridays, the following day

## Order Mechanism:

- **Only Pfizer COVID-19 vaccines will be available for ordering**
- Individual providers will order the doses expected to cover 10 weeks of demand (duration Pfizer is good under refrigeration)
- The amount ordered per individual provider can be **between 1 and 15 vials of the 12+ vaccine or 1 to 4 vials of the under 5 - 11 vaccine**
- Vaccine will be distributed to providers under **frozen conditions** (for purple cap Pfizer) or **under refrigerated conditions** (for gray cap and orange cap Pfizer). The cooler containing a **data logger** to monitor temperature conditions is shipped via UPS Next Day Air
- Each cooler will contain a return label for return shipping of the cooler and data logger
- Ancillary kits will be broken down and shipped via UPS Ground same day as vaccine or day prior
- **Note:** this is not meant to replace the normal ordering procedures; if a provider is able to handle standard shipping quantities, providers should do so

# Small Shipment Redistribution Program (SSRP) – Timeline and Ordering Cadence

## ORDERING CADENCE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	All orders from the <b>previous week</b> have been delivered* 	Rolling Shipping & Deliveries for current week start 	Rolling Shipping & Deliveries 	Ordering window opens at <b>7am</b> . Rolling Shipping & Deliveries 	Providers to submit orders by <b>5pm</b> . Rolling Deliveries; No Shipping 	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	All orders from the <b>previous week</b> have been delivered* 	Rolling Shipping & Deliveries for current week start 	Rolling Shipping & Deliveries 	New orders start. Rolling Shipping & Deliveries 	New orders placed. Rolling Deliveries; No Shipping 	

\*Orders are typically shipped on Tuesdays, Wednesdays, and Thursdays but may be shipped on Mondays, as a last resort.

# Small Shipment Redistribution Program (SSRP) – Ordering Process

Use [VaxMax](#) to place your SSRP orders. Providers will require their VTrckS ID

**VDH VIRGINIA DEPARTMENT OF HEALTH** Vaccination Inventory Tracking  
To protect the health and promote the well-being of all people in Virginia

LHD Orders LHD Admin **Provider Portal** Redistribution Survey District Reports Provider Reports

## Provider Portal

View the status of your facility's current and past orders.

### Provider Requests

Submit requests by each Monday evening for the following week.

**Request Vaccine** Request Therapeutics

### Provider Actions

Register to Redistribute Report Redistribution Report Inventory or Delivery Error Link to Report Wastage Update Contacts

**Request Vaccine:** request COVID-19 Vaccines (all dose types)

- Note: Option will be available during the SSRP open request period beginning on Thursday 7am through Friday at 5pm ET. Provider requests will be disabled outside of this window.

- **Register to Redistribute:** register for redistribution across providers
- **Report Redistribution:** report redistributions between providers
- **Report Inventory or Delivery Error:** capture and communicate data issues or delivery errors in the reports
- **Link to Report Wastage:** link to access COVID Vaccine Wastage form