



TOMÁS J. ARAGÓN, M.D., Dr.P.H.  
Director and State Public Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



GAVIN NEWSOM  
Governor

January 22, 2021

Dear Local Health Officers and All Vaccination Providers:

Given the impact of the pandemic on hospitals and the healthcare delivery system, and the need to protect those most vulnerable to severe disease and death, California Department of Public Health (CDPH) is issuing this letter to Local Health Departments and providers who are administering vaccine to ensure timely administration of the limited supply of vaccine. CDPH's goal is to encourage speedy vaccination of Californians.

The CDPH and Local Health Officers (LHO) may recover unused COVID-19 vaccine from registered providers in the CDC COVID-19 Vaccination Program that have not used at least 65% of the Program vaccine in their possession for more than one week. Health & Saf. Code sections 120140 and 120175, authorize CDPH and LHOs, respectively, to take measures as necessary to prevent the spread of COVID-19 and may redirect the COVID-19 vaccine doses to vaccinate vulnerable populations at a faster rate.

If an LHO determines that a registered provider has not used at least 65% of the vaccine in its possession for more than one week, the LHO shall give notice of such to the provider. Within 24 hours of receipt of the notice, the registered provider must develop and submit to the LHO, for approval, a plan for administering their remaining vaccine to prioritized populations (according to the [COVID-19 vaccine prioritization phases](#)) within 96 hours of notice. In the event the provider fails to have an approved plan for administration, the LHO may recover unused vaccine from the provider during regular business hours providing no less than 24 hours notice. The LHO must inform CDPH immediately when it recovers vaccine and report the final redistribution location into CalVAX when available in early February and for the time being via the form on [eziz.org](http://eziz.org) [Report Vaccine Redistribution or Transfer \(wufoo.com\)](#) as appropriate.

Prior to recovering any unused vaccine, an LHO must have an alternate plan in place to redistribute and administer the unused vaccine doses within 96 hours of receipt of the returned unused doses. The LHO shall comply with and be responsible for all manufacturer, FDA, and CDC transport, handling, and storage requirements for the safe redistribution of the vaccine.



The LHOs should contact their Local Coordinator with any questions or to report any redistributions.

Sincerely,

A handwritten signature in blue ink that reads "Tomás Aragón". The signature is written in a cursive, flowing style.

Tomás J. Aragón, M.D., Dr.P.H.,  
Director and State Health Officer

Cc: Local Health Directors  
California Hospital Association