Repositioning Vaccines: Guidance for Satellite, Temporary, and Off-Site Clinics

California COVID-19 Vaccination Program

Repositioning is the transport of doses for administration at another setting when unused doses will be returned to the original facility at the end of the day. Satellite, temporary and off-site clinics are authorized to reposition (transport) vaccines without prior authorization because ownership is not changing hands. However, these situations require additional oversight and enhanced storage and handling practices. Use the following guidance and resources when planning.

**Vaccine Orders**
Vaccines should be shipped to the location where it will be administered to minimize potential breaks in the cold chain. For large off-site events that can administer the minimum order, vaccines must be shipped to arrive at least the day before the event—not the day of. The clinic must be able to store vaccines according to guidance in CDC’s [Vaccine Storage and Handling Toolkit](#).

For mobile clinics and PODs and other temporary sites that lack a shipping address, vaccines must be received at the primary location and transported according to recommendations.

**Planning for Pfizer Vaccine: Mobile Site**
Example: Rural Mobile Clinic with a Fridge Receiving Vaccine from a ULTF Hub

This is a site with highly variable vaccine recipient volume which offers the locality flexibility to reach pockets of target phase 1 populations in rural areas or communities. It allows for proactive and reactive response to increase in vaccine recipient demand, for example with outbreaks.

**Considerations**
- Can be set up support walk-ins
- Refrigerator in mobile site may also be useful for multiday vaccination efforts
- Mobile site will need to be equipped to power at least a mini-fridge, but ideally a ULTF while vials are on board
- Will need to account for vaccination prep and patient eligibility verification on site or before arrival
Capacity Considerations

Planning for Pfizer Vaccine: Drive Through Site with a ULTF

Examples: Rural Drive Through Site with a ULTF – Open to Broader Community Vaccination; Urban Medium Hospital with a Drive-Through Receiving Vaccine from a ULTF Hub – Open to Broader First Responder Vaccination.

This is a medium to high volume site which offers the flexibility to reach moderately dense or rural communities. It allows for proactive and reactive response to increase in vaccine recipient demand and accommodates social distancing guidelines.

Considerations

- Can be equipped to support walk-ins
- Refrigerator on site may also be useful for multiday vaccination efforts
- Sites should consider safety factors associated with vaccine recipient monitoring and operation of motor vehicles
- Will need to account for vaccination prep and patient eligibility verification on site or before arrival
- Will require enough space to allow for the 30-minute observation period post vaccine administration
Capacity Considerations

<table>
<thead>
<tr>
<th>Key Planning Inputs</th>
<th>Input Considerations</th>
</tr>
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<tbody>
<tr>
<td>Target Population Size</td>
<td>Can remain flexible in how many doses are administered per day and can adapt to daily volume changes</td>
</tr>
<tr>
<td>Scheduling Strategy</td>
<td></td>
</tr>
<tr>
<td>Primary Storage Option</td>
<td>UHTF + Mini-Fridge</td>
</tr>
<tr>
<td>Number of Full-time Immunizers</td>
<td></td>
</tr>
<tr>
<td>Reconstitution Strategy</td>
<td></td>
</tr>
<tr>
<td>Vaccine Recipients per hour (per immunizer)</td>
<td>6</td>
</tr>
<tr>
<td>Expected Vaccine Recipients Served Per Day</td>
<td>Vaccine recipients per hour (per immunizer) multiplied by the Number of Full-time Immunizers multiplied by the Hours of Operation</td>
</tr>
<tr>
<td>Number of Vials Needed Per Day</td>
<td>Each vial contains 5 doses; Expected Vaccine Recipients Served Per Day divided by 5</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td></td>
</tr>
<tr>
<td>Days of the Week in Operation</td>
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**Vaccine Inventory**

Transport only doses needed to meet the anticipated number of COVID-19 vaccine recipients and the ability of the vaccination provider to store, handle, and transport the vaccine appropriately. This is essential to minimize vaccine waste and spoilage.

**Transport**

The total time for transport alone or transport plus clinic workday should be a maximum of 8 hours (e.g., if transport to an off-site clinic is 1 hour each way, the clinic may run for up to 6 hours).

**Pfizer Vaccine**

Thermal shipper should not be opened more than **2 times a day** and shouldn’t be opened for more than **3 minutes at a time**. To minimize the number of times the Pfizer thermal shipper is opened each day, remove the vials that you plan to use during clinic that day and place them into refrigerated storage or transport containers. Refrigerated doses must be used or discarded with 5 days (120 hours) of transfer to refrigerated temperatures. (Follow guidance in Transporting Pfizer COVID-19 Vaccine job aid.)

**Moderna Vaccine**

Vaccine being transported at temperatures others than frozen (-15 to -25°C) should begin with the vaccine in the frozen state if at all possible. If you must transport vaccine that has already been thawed, follow these general principles in [Transporting Moderna Vaccine](#).
Transport System Recommendations

Vaccines may be transported using a portable vaccine refrigerator with a data logger placed with the vaccines. (If a portable vaccine refrigerator is not available, use qualified containers and pack out.)

<table>
<thead>
<tr>
<th></th>
<th>Emergency Transport</th>
<th>Transport for Off-Site Clinic, Satellite Facility, or Relocation of Stock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable Vaccine Refrigerator or Freezer</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Qualified Container and Packout</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Conditioned Water Bottle Transport System†</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Manufacturer’s Original Shipping Container</td>
<td>Yes (last resort only)</td>
<td>No</td>
</tr>
<tr>
<td>Food/Beverage Coolers</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Qualified container & pack-out are specifically designed for use when packing vaccines for transport. They are passive containers that do not require a power source and are “qualified” through laboratory testing under controlled conditions to ensure they achieve and maintain desired temperatures for a set amount of time. For example, PCM refrigerated or frozen vaccine transport container.

Soft-sided containers specifically engineered for vaccine transport are acceptable. Do not use commercially available soft-sided food or beverage coolers because most are poorly insulated and likely to be affected by room or outdoor temperatures.

Coolants for Transport

Phase change materials (PCMs) at 4°C to 5°C (39°F to 41°F) can also be purchased to maintain proper temperatures. Follow the manufacturer’s instructions for use to reduce the risk of out-of-range temperatures during transport. Do not use frozen gel packs or coolant packs from original vaccine shipments to pack refrigerated vaccines. (Guidance to follow for Moderna vaccine.)

Data Loggers

Each transport container must be monitored with a data logger to ensure vaccines are not exposed to out-of-range temperatures that may impact vaccine viability.

Transporting Opened Multidose Vials

If absolutely necessary, a partially used vial may be transported to or from an off-site/satellite facility operated by the same provider—as long as the cold chain is properly maintained. However, a partially used vial cannot be transferred from one provider to another or across state lines.
Transporting Diluents & Ancillary Supplies

Transport equal amounts of vaccines, diluents, and ancillary supplies (including vaccination record cards and PPE) for each receiving location.

Transport diluents with their corresponding vaccines so there are always equal amounts of vaccines and diluents for reconstitution. Follow the manufacturer’s guidance for specific temperature requirements. If diluents stored at room temperature (20° C to 25° C [68° F to 77° F]) are going to be transported with refrigerated vaccines, they should be refrigerated in advance for as long as possible so they do not raise the container temperature when placed with refrigerated vaccines.

Never freeze diluents—not even during transport. Place an insulating barrier like bubble wrap between the diluents and conditioned water bottles or phase change materials.

Vaccine Transport Log

Bring two copies of the Vaccine Transport Log: (1) Record inventory and temperatures prior to departure and upon arrival. At the end of the day, (2) record remaining inventory and temperatures prior to departure and upon return to the primary location. (See Resources below.)

Preparation & Planning

Prepare transport containers following guidelines in CDC’s Vaccine Storage and Handling Toolkit before removing vaccines from storage units.

Assemble transport supplies and set up data loggers first. Complete as much of the COVID-19 Vaccine Transport Log as you can. Once vaccines are packed, ensure the data logger is recording temperatures. Insert completed vaccine transport log into transport container before sealing.

Pack diluents and ancillary supplies including PPE separately.

Transporting Refrigerated and Frozen vaccines

For detailed instructions, refer to CDC’s Vaccine Storage and Handling Toolkit. (For additional details, refer to Transporting Pfizer Vaccine and Transporting Moderna Vaccine.)

**Storage & Handling**

Upon arrival at the vaccination site, store vaccines according to EUA fact sheets (see cvd vaccine.com). Additional guidance can be found in the COVID-19 Addendum to CDC’s Vaccine Storage and Handling Toolkit.

**Vaccine Administration**

Prepare, thaw, and administer vaccines according to product EUA fact sheets (see cvd vaccine.com). For additional guidance, refer to CDC’s Vaccine Storage and Handling Toolkit.
Pfizer Vaccine

- Closed-lid vial trays (containing 195 vials) removed from ultracold storage (< -60°C) may be at room temperature (< 25°C) for up to 5 minutes for transfer between ultra-low temperature environments.
- Open-lid vial trays (or vial trays containing fewer than 195 vials) removed from ultracold storage (< -60°C) may be at room temperature (< 25°C) for up to 3 minutes for transfer between ultra-low temperature environments, or to remove vials for thawing or use.
- After vial trays are returned to ultracold storage following room temperature exposure, they must remain in frozen storage for at least 2 hours before they can be removed again.
- **Thawing begins quickly; once a vial is removed from a vial tray at room temperature, it should be thawed for use; do not return to frozen storage.**
- Do not open vial trays or remove vials until you are ready for thawing or use.

### Temperature Monitoring
COVID-19 vaccines are sensitive to light and temperatures. Temperature data must be reviewed and documented according to guidance in the COVID-19 Addendum to CDC’s [Vaccine Storage and Handling Toolkit](https://www.cdc.gov/vaccines/hcp/atosu-toolkit/distribution-toolkit.html).

### Hourly Temperature Log
Check and record temperatures hourly on the Hourly Temperature Log. (See resources below.)

### At the End of the Clinic
Record temperatures at the end of the clinic day. Assess temperature data prior to returning vaccine to fixed storage units to prevent administration of vaccines that may have been compromised.

### Reporting Temperature Excursions
If vaccines are exposed to out-of-range temperatures at any time during the clinic, the affected vaccines must be labeled “Do not use” and stored at the required temperature until vaccine manufacturers make a viability determination.

Report the temperature excursion at the end of the day following guidance in Reporting Temperature Excursions. (See Resources below.)

### Reporting Doses Administered
COVID-19 vaccination providers must document vaccine administration in their medical record systems within 24 hours of administration, and use their best efforts to report administration data to California’s Immunization Registry (CAIR) as soon as practicable and no later than 72 hours after administration.

Providers are encouraged to use PrepMod (for all three registries) and/or CAIR2/Mass Vax for off-site clinics as both are mobile-device compatible and **transit data to CAIR in real time.** (See resources below.)
PrepMod is a free application that includes inventory management, clinic setup and management, patient consent, and reporting.

**Reporting Doses on Hand**
Providers must report unused doses daily following guidance in Reporting Inventory to VaccineFinder. Unused doses transported back to the primary site at the end of the day must be reflected in the organization’s or provider location’s inventory report (depending on how reporting has been structured). (See resources below.)

**Infection Control Guidance**
CDC recommends using additional infection prevention and control practices during the COVID-19 pandemic, along with standard practices recommended as a part of routine healthcare delivery to all patients. These practices are intended to apply to all patients, not just those with suspected or confirmed SARS-CoV-2 infection (See Section 2 for additional practices that should be used when caring for patients with suspected or confirmed SARS-CoV-2 infection). Facilities should develop policies and procedures to ensure recommendations are appropriately applied in their setting (e.g., emergency department, home healthcare delivery). (See resources below.)

**Pandemic Procedures**
The COVID-19 pandemic has caused healthcare providers to change how they operate to continue to provide essential services to patients. CDC provides a collection of federal resources designed to guide vaccine planning during the COVID-19 pandemic. (See resources below.)

**Resources**
These job aids can be found on the EZIZ’s [COVID-19 Vaccine Management](https://www.cdc.gov/vaccines/COVID19/vaccine-management.html) website:

- CDC’s [Vaccine Storage and Handling Toolkit](https://www.cdc.gov/vaccines/COVID19/vaccine-management.html)
- **Transporting Pfizer Vaccine**
- **Transporting Moderna Vaccine**
- **Vaccine Transport Log**
- **Hourly Temperature Log**
- **Reporting Temperature Excursions**
- **Reporting Temperature Excursion Worksheet**
- **Reporting Doses Administered**
- **Reporting Inventory to VaccineFinder**
- **Infection Control Guidance for Healthcare Professionals about Coronavirus**
- **Interim Guidance for Routine and Influenza Immunization Services during the Pandemic**
- **Guidance for Planning Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations**
- **Checklist of Best Practices for Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations**