

Immunization Program Steps for Anticipatory Management and Relocation of Short-Dated COVID-19 Vaccine Before Expiration or Wastage

Protocol Implementation Date: 5/10/2021

Purpose:

Standardize necessary steps to prevent or minimize COVID-19 vaccine wastage and ensure stewardship of this critical public resource by:

1. Outlining the expected procedures for state and regional Immunization Program staff to proactively identify, manage, and relocate short-dated COVID-19 vaccine from a vaccine provider unable to administer the vaccine before expiration.
2. Outlining how to identify a provider that would be willing and able to receive and administer the short-dated vaccine before the expiration date

Scope:

This protocol applies to those who are responding to the continued vaccine inventory needs of COVID-19 vaccine providers throughout the state of Louisiana. Specifically, Regional Consultant Immunization Supervisors, COVID-19 Vaccine Specialists and COVID-19 Vaccine Ambassadors as needed, and if available.

Procedures:

Routine monitoring and anticipatory management activities:

***To complete the following, a COVID-19 Vaccine Dose Expiration Dashboard will be created and updated daily using the designated LINKS report. At a minimum, the data will include:**

Region, provider facility name, provider facility address, phone number, point of contact, vaccine manufacturer, number of doses, lot number, expiration dates for 7, 14 and 21 days. The dashboard will be color coded to reflect expiring doses under 21 days and when they have expired.

1. **Dose Expiration Master Excel File:** Utilizing the smart excel file that populates the COVID-19 Vaccine Dose Expiration Dashboard, the designated team member will update key information as outlined below.
 - a. **Tab 1:** Region, provider facility name, address, phone number, point of contact, vaccine manufacturer, amount, lot number, expiration dates. Additional columns will include: Responsible party, Vaccine status. The designated person will manually update these columns and will ensure that all vaccine expiration dates are accurate via the vaccine manufacturer website.
 - b. **Tab 2:** The designated person in each region will maintain a stand-by list of all providers and status of ability to accept expiring vaccine and what type of vaccine

This document will be reviewed daily and will automatically update daily. Expiration dates of 21 days or less will be addressed as follows:

- a. **Doses Set to Expire within 21 days of current date:**

Once a week, the Regional Immunization Consultant Supervisor or COVID-19 Vaccine Specialist will review the Dose Expiration document and identify which providers have doses set to expire within the next 21 days, from the day the report is generated.

** Providers may also directly contact the state about wanting to transfer COVID-19 vaccine doses that are set to expire, and in these cases, all providers should be referred to the Region Immunization Consultant Supervisor for next steps and direct communications.*

i. **Contact provider within 24 hours:** The designated team member shall ensure contact is made with the provider site within 24 hours of the site being identified as having doses set to expire within 21 days (through assessment of the weekly vaccine dose expiration report that is generated in LINKS).

ii. **Update provider plan:** The designated team member shall ensure the contacted provider has plans to administer all identified short-dated doses. If they state they have plans to administer all doses, this information is documented on the Dose Expiration document status and the provider's information will be reviewed again on the 14-day report.

b. Doses Set to Expire within 14 Days of current date:

Once a week, the Regional Immunization Consultant Supervisor or COVID-19 Vaccine Specialist will review the Dose Expiration document and identify which providers have doses set to expire within the next 21 days, from the day the report is generated.

The primary purpose of this report is to identify how quickly providers that had been contacted during the previous week are administering doses and if needed, the designated team member shall re-contact the provider site within 24 hours to reassess their plans to administer all doses before expiration.

c. Doses Set to Expire within 7 Days of current date:

The designated team member shall review dose expiration document twice weekly for all COVID-19 providers in their region with inventory on-hand, to identify which providers that have doses set to expire within the next 7 days from the day the report is reviewed.

The primary purpose of this report is to identify how quickly providers that were contacted during the previous or current week are administering doses and if needed, the designated team member shall re-contact the provider site within 24 hours to reassess their plans to administer all doses before expiration.

2. Relocation of vaccine:

If the provider states they will be unable to administer all short-dated vaccines, the designated team member shall first attempt to relocate/transfer the short-dated vaccine to a provider within their own region (refer to provider stand-by list, as needed).

a. Ensuring readiness for a potential transfer

The designated team member shall maintain an ongoing/updated COVID-19 vaccine provider stand-by list that includes any provider site that would be currently willing to accept short-dated vaccines within the region. The types of vaccine product the stand-by providers would be willing to receive should be noted in the maintained listing.

b. If successful in locating a provider that is willing to accept the short-dated vaccine

- i. Coordinate the transport of the short-dated vaccine. The vaccine shall be transported to the provider willing to accept the shipment via one of the following methods
 - Self, or their designee

- Louisiana National Guard (LANG) Team
- ii. Contact all sites involved in the Short-dated vaccine transfer in advance of the relocation activity. This relocation should be attempted within 24 hours from the time the vaccine transfer was confirmed as needed.
 - Ensure that the transfer of vaccine in LINKS is properly completed and documented on shared Dose Expiration document. When doses are successfully transferred this may be updated via the appropriate method (paper form, app, etc.).
- c. **If NOT successful in locating a provider within Region willing to accept the short-dated vaccines**
 - i. The designated team member shall contact all other Regional Immunization Consultant Supervisors and/or COVID-19 Vaccine Specialists in other public health regions based on proximity to inquire about providers that would be willing to accept the short-dated vaccines.
 - ii. Any Regional Immunization Consultant Supervisor who is contacted by another Regional Supervisor to assist in finding a provider willing to accept the short-dated vaccine, should first refer to their own provider stand-by list, and make appropriate attempts at finding a provider in their region that would possibly accept the short-dated vaccine (from the originating region). These attempts to secure a willing provider site should be conducted within 24 hours from the time the originating request for assistance was received.
 - iii. If the designated team member who received the original notification is unsuccessful in locating a provider willing to accept the short-dated vaccine both within their own region, or in other regions of the state through the help of other consultants, they should contact Adrienne Mercadel in IZ Program's Central Office to ensure there is not a pending vaccine order within the state for the type of vaccine set to expire.
 - iv. If no provider is available to receive the doses, then the expiring vaccine will remain at the original provider site until it reaches expiration date. After the expiration date, the doses can be shipped to central office per the normal VFC vaccine wastage protocol.

3. Reporting and required actions:

Each region will have the ability to review the Dose Expiration Dashboard and filter for their own region. They may review overall color-coded expiration under 21 days by parish and/or provider, review number of doses and status of provider ability to distribute or transfer.

- >100 doses of vaccine expiring within 21 days
- >50 doses of vaccine expiring within 14 days
- >30 doses of vaccine expiring within 7 days.

This dashboard will be shared with the Immunization Program, respective Regional Medical Director, BRCO and BID Directors, CPH Deputy Assistant Secretary, and OPH Assistant Secretary.

Definitions:

Short-dated COVID-19 vaccine: Vaccine in any quantity that a provider possesses that they are certain they will not be able to administer 21 days or less before the expiration date.

Special Directive: It will be at the Regional Immunization Consultant Supervisor's discretion on whether there is action taken on the relocation of <30 short-dated vaccine doses. For incidents where >30 short-dated vaccine doses are identified and the provider is unable to administer them, then the above protocol steps should be

taken. In addition, during the vaccine ordering process, information related to providers that have not been able to routinely administer all doses will be monitored to ensure that the requests match the current vaccine demand in the area.