

REDISTRIBUTION OF VACCINE PRODUCT (Redistributing of vaccine product from one location to another is strongly discouraged due to cold chain considerations and should be extremely rare)

Vaccine redistribution is a process of which is physically moved and possession is transferred from the enrolled provider that first received vaccine shipment to another enrolled provider.

Note: the receiving location must be an enrolled COVID 19 vaccination provider with the same jurisdiction as the location distributing, New York State or New York City. Redistribution between New York City and the rest of the state is NOT permitted.

Steps for redistribution approval and documentation

1. Submission of a completed NYSDOH request to redistribute vaccine between location form. Please note this form requests a PIN number. Your PIN number can be found on you NYSIIS account, it is in the organization name and usually a 5 digit number. NYSDOH approval must be obtained before vaccine may be redistributed. Submission to redistribute DOES NOT constitute approval.
2. Submission of CDC redistribution Agreement
Please note: There is not a site for an electric submission. Please use forms attached to guidance.
3. Once approved, both the redistributing and receiving facility must complete the Vaccine transport tracking sheet (see attached)
4. Update your inventory: Both participation providers will also need to update your inventory in New York State Immunization Information System (NYSNIIS) or in Citywide Immunization registry (CIR) The RECEIVING site needs to update before administering any doses and no later than 24 hours after receiving the redistributed vaccine. The REDISTRIBUTING facility needs to update inventory within 24 hours of transaction.
5. Keep copies of all documentation pertaining to vaccine redistribution for your records.

How do I safely transport vaccine?

Please visit NYSDOH storage and Handling guidance. Site is listed on guidance page.

IN THE CASE OF AN EMERGENCY: such as equipment failure, the NYSDOH may expressly direct enrolled providers to redistribute vaccine through a direct reallocation. Prior approval is not required in these instances and a NYSDOH request for redistribution vaccine between locations form is not needed.

Most current guidance for redistributing vaccine can be found at:

<https://coronavirus.health.ny.gov/covid-19-vaccine-information-providers>