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### **Anne Arundel County Department of Health 2021 Vaccine Transfer Policy**

In recognition that COVID-19 vaccine may need to be transferred from the Anne Arundel County Department of Health (AACDOH) to another healthcare facility for mass administration, this policy will provide an overview of the operational steps needed to complete said transfer.

The Maryland Department of Health (MDH) released the following guidelines on the transferring of vaccine doses from an 'Original Provider' in the MDH COVID Vaccine Bulletin dated May 7, 2021.

#### **Transfer of Doses from the Original Provider**

- A provider who has been allocated doses from Maryland may transfer doses to another vaccine provider. The receiving vaccine provider must have completed the CDC provider agreement and the CDC redistribution agreement.
- Providers **must** keep records of what doses have been transferred and **must** complete a [Request to Transfer Doses between Locations \(smartsheet.com\)](#). The form will ask to/from, date, type (1st or 2nd) and amount.
- If a provider transfers doses, the original provider must ensure the reporting of the doses administered by the receiving provider in ImmuNet.
- MDH will give the exact same second dose amount to the original provider, and they must ensure that the doses are administered to the same people and that those doses are reported.

#### **Receiving Transfer Requests**

In accordance with these instructions, AACDOH Bureau of Disease Prevention and Management will identify potential clinical partners who are interested in obtaining vaccine from the AACDOH for their practice or an identified event. The Bureau of Disease Prevention and Management will work with the clinical partner to:

1. Submit the '2021 COVID-19 Vaccine Transfer Request' form to the designated liaison (See 2021 COVID-19 Vaccine Transfer Request Form).

2. All requestors must have completed the CDC provider agreement and the CDC redistribution agreement.
3. All requestors must agree to report the doses administered by the receiving provider in ImmuNet within 24 hours of administration.
4. All requestors must agree to administer first doses of vaccine and return to administer second doses of vaccine if needed.

### **Weekly Allocation Meeting**

AACDOH leadership will hold a weekly meeting to review current allocations and requests. During the Allocation Meeting, decisions will be made about which practices or events will be approved for the following week. Any request that is unable to be met that week may be considered in future weeks. During the Allocation Meeting, unused vaccine at partner facilities will be reviewed and next steps discussed.

### **After Transfer Approval**

The AACDOH designated liaison will notify partners of which requests are approved and can move forward with planning, and which are not approved at that time.

The AACDOH Deputy Director for Disease Prevention and Management will:

- Enter the upcoming vaccine transfers for the week onto the AACDOH Vaccine Transfers spreadsheet with the appropriate fields completed from the request form.
- Notify the Vaccine Distribution Lead when the week's transfers are ready for scheduling delivery or pickup.
- Submit the transfer requests to MDH via the online MDH Transfer Form approximately 24 hours before the transfer is to be made (transfers will generally be scheduled weekly on Wednesday from 10:30 a.m.-11:30 a.m.).

### **Vaccine Pick-Up**

The Vaccine Distribution Lead will coordinate the pickup of the vaccine to the receiving organization by reaching out to each transfer partner Point of Contact (POC) to arrange for the vaccine pick up. All partners are expected to pick up the vaccine and transport and maintain appropriate cold chain for the vaccine per CDC and MDH guidelines. Transfers will generally be scheduled on Wednesday from 10:30a.m.-11:30a.m. ). Exceptions may be made for large transfers as approved by the AACDOH Disease Prevention and Management leadership. Upon pick-up, the requestor must sign the vaccine receipt (attached). One copy will be kept by the AACDOH Vaccine Distribution Lead; the other copy will be kept by the transfer partner. The AACDOH Vaccine Distribution Lead will upload the receipt to the Teams 'Vaccine Transfer' folder.

### **Second Doses**

AACDOH will transfer second doses of Moderna or Pfizer COVID-19 vaccine to the transfer partner approximately 3 or 4 weeks after the first dose transfers are made. This follows the vaccine delivery schedule outlined by MDH. The AACDOH Vaccine Distribution Lead will

schedule second dose pick-ups in the Teams 'Vaccine Transfer' spreadsheet and complete the MDH Transfer Form accordingly.

### **Reporting**

Every facility that accepts a transfer of any COVID-19 vaccine from the AACDOH is responsible for reporting weekly to AACDOH the number of first doses/second doses administered, number of doses wasted and remaining stock of any vaccine dispensed to the facility. (See AACDOH Vaccine Transfer Partner Weekly Reporting Template). Weekly reports should be submitted on Fridays starting one week after the initial vaccine transfer, and continue weekly until the full allocation of vaccine has been administered. AACDOH reserves the right to ask for the return of vaccine doses that are not administered by the partner facility.

### **Anti-Waste Policy**

Any COVID-19 Vaccine Provider which receives COVID-19 vaccine directly from the AACDOH must have a COVID-19 Anti-Waste Policy in place outlining how partial vials will be utilized for identified priority groups to avoid vaccine waste. Every entity that accepts a transfer of any COVID-19 vaccine must develop its own strategy for ensuring the equitable administration of any doses at risk of being wasted. If COVID-19 vaccine is at risk of being wasted due to expiration or 'spoilage', all reasonable efforts will first be made to reallocate said vaccine. If impractical, said vaccines will be administered to any unvaccinated person to avoid waste.

If the AACDOH determines that a partner may be in violation of this policy, the AACDOH will investigate and that partner may become ineligible to receive any future transfers of COVID-19 vaccine from the AACDOH.

Any facility receiving COVID-19 vaccine must report all wastage to the state at [www.marylandvfc.org](http://www.marylandvfc.org) and to the AACDOH via the Vaccine Transfer Partner Weekly Report.

**2021 COVID-19 Vaccine Transfer Request Form**  
 May 2021

To Be Completed by the Requesting Facility		
<b>1</b>	<b>Date of Submission:</b>	
<b>2</b>	<b>Requesting Facility Name:</b>	
<b>3</b>	<b>Facility COVID-19 Vaccination Lead Name:</b>	
<b>4</b>	<b>Vaccination Lead Phone Number:</b>	
<b>5</b>	<b>Vaccination Lead Email Address:</b>	
<b>6</b>	<b>MDH Vaccine PIN#</b>	
<b>7</b>	<b>Vaccine Amount Requested:</b>	
<b>8</b>	<b>Date, Address, and Description of Proposed Event:</b>	
<b>9</b>	<b>Specific Priority Population to be Vaccinated:</b>	

10	<b>Requestor Authorization</b>	<p><i>I HEREBY CERTIFY THAT THE ABOVE NAMED FACILITY WILL COMPLY WITH THE FOLLOWING:</i></p> <ul style="list-style-type: none"> <li>● <i>ABIDE BY THE AACDOH 2021 COVID-19 VACCINE TRANSFER POLICY.</i></li> <li>● <i>COMPLETE THE CDC PROVIDER AGREEMENT AND THE CDC REDISTRIBUTION AGREEMENT PRIOR TO VACCINE TRANSFER AND MAKE COPIES AVAILABLE AT THE REQUEST OF THE AACDOH.</i></li> <li>● <i>REPORT THE DOSES ADMINISTERED TO IMMUNET WITHIN 24 HOURS OF ADMINISTRATION.</i></li> <li>● <i>BE RESPONSIBLE FOR MAINTAINING COLD-CHAIN OF THE VACCINE DURING TRANSPORT AND STORAGE.</i></li> <li>● <i>BE RESPONSIBLE FOR COMPLETING AND SUBMITTING A WEEKLY REPORT TO THE AACDOH ON THE NUMBER OF DOSES ADMINISTERED.</i></li> <li>● <i>WILL ONLY ADMINISTER THE VACCINE RECEIVED FROM AACDOH IN ANNE ARUNDEL COUNTY.</i></li> <li>● <i>WILL BE RESPONSIBLE FOR ADMINISTERING FIRST DOSES AND SECOND DOSES, AS APPLICABLE.</i></li> <li>● <i>I UNDERSTAND THAT THE FACILITY MAY NOT RECEIVE THE TOTAL AMOUNT OF VACCINE REQUESTED.</i></li> </ul>
11	<b>Requestor Signature:</b>	
12	<b>AACDOH Deputy Director of Disease Prevention and Management Name &amp; Signature:</b>	

**ANNE ARUNDEL COUNTY DEPARTMENT OF HEALTH  
COVID-19 IMMUNIZATION PROGRAM**

**COVID-19 VACCINE RECEIPT**  
(Please Print)

<b>Name of Vaccine:</b>	
<b>Date Vaccine Received:</b>	
<b># of Doses Received:</b>	
<b>Lot # and Expiration Date of Doses Received:</b>	
<b>Deliverer Name: (AACDOH)</b>	
<b>Deliverer Signature:</b>	
<b>By signing this form, I, _____</b>	
<b>verify that (receiving facility) _____ has/will:</b>	
<ul style="list-style-type: none"><li>○ Abide by the AACDOH 2021 COVID-19 Vaccine Transfer Policy</li><li>○ Complete the CDC provider agreement and the CDC redistribution agreement prior to vaccine transfer and make copies available at the request of AACDOH.</li></ul>	

<ul style="list-style-type: none"> <li>○ Report the doses administered in ImmuNet within 24 hours of administration.</li> <li>○ Be responsible for maintaining the cold-chain of the vaccine during transport and storage.</li> <li>○ Be responsible for completing and submitting a weekly report to AACDOH on the number of doses administered</li> <li>○ Will be responsible for administering first doses and second doses, as applicable.</li> </ul>	
<b>Signature of Receiving Facility Representative:</b>	
<b>Receiving Facility Organization Name:</b>	
<b>Receiving Facility Organization Address:</b>	
<b>Receiving Facility Organization Telephone Number:</b>	

**AACDOH VACCINE TRANSFER WEEKLY PARTNER REPORTING  
TEMPLATE**

\*Please submit weekly reports by COB Friday via the online reporting survey:

<https://forms.gle/svR5eY8tUMvofBweA>

<b>Receiving Organizations Name:</b>			
<b>Receiving Organizations Phone Number:</b>			
<b>Report Completed By:</b>			
<b>Date of Report:</b>			
<b>Date of Vaccine Transfer:</b>			
<b># of 1<sup>st</sup> Doses Transferred:</b>			
<b># of 2<sup>nd</sup> Doses Transferred:</b>			

<b># of 1<sup>st</sup> Doses Administered to date (from AACDOH transferred doses):</b>			
<b># of 2<sup>nd</sup> Doses Administered (from AACDOH transferred doses):</b>			
<b># of Wasted/Spoiled Doses:</b>			
<b># of 1st Doses Remaining:</b>			
<b># of 2nd Doses Remaining:</b>			
<b>Do you wish to transfer any COVID-19 vaccine back to the AACDOH?</b>			