**COVID-19 Vaccine Management Plan**

**New Jersey COVID-19 Vaccination Program**

*Updated 8/2022*

It is strongly encouraged for providers to maintain a COVID-19 Vaccine Management Plan for routine and emergency situations to protect vaccines and minimize loss due to negligence. All providers should be following the [COVID-19 Provider Checklist](https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID19_provider_checklist.pdf) to ensure compliance with the New Jersey COVID-19 Vaccination Program. The Primary and Backup COVID-19 Vaccine Coordinator are responsible for implementing the plan and maintaining program compliance. The plan should be reviewed and updated annually, or more frequently if there are changes to key personnel or best practices.

Every provider enrolled in the New Jersey COVID-19 Vaccination Program is recommended to have a Vaccine Management Plan. You may utilize this template, or develop your own management plan ensuring that it contains the following information:

* Provider and vaccine coordinators’ contact information
* Provider and staff roles and responsibilities
* Staff training/documentation on vaccine management, storage, and handling
* Proper storage and handling practices
* Vaccine ordering procedures
* Shipping and receiving procedures
* Vaccine inventory management (e.g., stock rotation)
* Procedures for handling expired, spoiled, or wasted vaccine
* Procedures for monitoring expiration dates and beyond-use dates/times
* Equipment documentation (e.g., back-up location address and storage conditions)
* Temperature monitoring procedures
* Temperature excursion processes and procedures
* Submitting vaccine administration data into the New Jersey Immunization Information System (NJIIS)
* Minimum 3-year (or longer if required by state law) record retention policy for all COVID-19 related records
* Emergency procedures for equipment malfunctions, power failures, or natural disasters
* Utility company contact information
* Fridge/freezer repair contact information
* Digital data logger (DDL) manufacturer information for troubleshooting and technical assistance
* Enrolling in Vaccines.gov (formally Vaccine Finder)
* Signed by Chief Medical Officer (CMO) and both current vaccine coordinators

**Instructions:** To use this template version of the vaccine management plan, complete sections 1-11 of the subsequent pages. Once completed, keep the plan near the vaccine storage units in a readily available location for review by program staff during site visits. Review the plan periodically to verify that all content is up to date. Each time any future revisions are made, ensure that key personnel review and sign the signature log in [Section 11](#_Section_10:_Vaccine).

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## **Section 1**: Provider Information & Important Contacts

Each facility must designate a primary and backup vaccine coordinator responsible for the vaccine management plan and for maintaining program compliance. Any personnel changes to the CMO, primary vaccine coordinator, or backup vaccine coordinator will need to be communicated by email to [COVID19.provider@doh.nj.gov](mailto:COVID19.provider@doh.nj.gov).

|  |  |
| --- | --- |
| Facility/Practice Name: | COVID-19 PIN: |
| Address: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role | Name | Title | Phone # | E-Mail |
| Provider |  |  |  |  |
| Medical Director/CMO |  |  |  |  |
| Primary Vaccine  Coordinator |  |  |  |  |
| Backup Vaccine  Coordinator |  |  |  |  |

## **Section 2**: Roles & Responsibilities

PROVIDER including Chief Medical Officer and Chief Financial Officer

* Ensures compliance with the CDC COVID-19 Vaccine Provider Agreement and New Jersey COVID-19 Vaccine Provider requirements
* Oversees key practice staff to ensure New Jersey COVID-19 Vaccination Program requirements for Vaccine Management, Administration and Reporting are met.
* Ensures key practice staff who receive, handle, manage, or administer vaccine, complete required training and are familiar with manufacturer guidance for vaccine products administered.
* Ensures vaccinators are familiar with COVID-19 clinical guidance and recommendations.
* Ensures practice’s storage units and temperature monitoring devices meet program requirements.
* Designates a Primary and Backup Vaccine Coordinator responsible for vaccine management.
* Ensures that vaccine management staff are knowledgeable of requirements for temperature monitoring and vaccine storage and are trained on use of the practice’s digital data loggers.
* Updates and revises vaccine management plan at least annually and when necessary.
* Reviews program requirements and vaccine management plan & emergency protocols with staff at least annually and when necessary.
* Participates in New Jersey COVID-19 Vaccination Program compliance site visits.

VACCINE COORDINATOR

* **Primary vaccine coordinator**: This person will be responsible for ensuring that all vaccines are stored and handled correctly and should be an expert on your facility’s storage and handling standard operating procedures (SOPs).
* **Backup vaccine coordinator**: This person must meet the responsibilities listed below when the primary vaccine coordinator is not available.

Both the primary and the backup vaccine coordinators should be consistently present during normal business hours and should ensure that all responsibilities outlined below are completed in a timely manner. Responsibilities include:

* Ordering vaccines;
* Overseeing proper receipt and storage of vaccine deliveries;
* Documenting vaccine inventory information;
* Organizing vaccines within storage units;
* Setting up temperature monitoring devices (e.g., DDLs);
* Checking and recording minimum/maximum temperatures at start of each workday;
* Reviewing and analyzing temperature data, such as DDL files, at least weekly for any shifts in temperature trends;
* Rotating stock at least weekly so vaccines with the earliest expiration dates are used first;
* Removing expired vaccine from storage units;
* Responding to temperature excursions (out-of-range temperatures) and reporting them to the New Jersey COVID-19 Vaccine Program within one business day;
* Maintaining all documentation, such as patient administration data, NJIIS inventory, and temperature logs;
* Organizing vaccine-related training and ensuring staff completion of training;
* Monitoring operation of vaccine storage equipment and systems;
* Overseeing proper vaccine transport (when necessary) per SOPs;
* Overseeing emergency preparations per SOPs:
  + Tracking inclement weather conditions; and
  + Ensuring appropriate handling of vaccines during a disaster or power outage.

***Note****: Coordinator responsibilities may be completed by the coordinator or delegated to appropriate staff. Ensure the coordinator has trained the delegate(s) and documented competency for the specific task(s) assigned. Coordinators who delegate these responsibilities are required to ensure that the items are completed.*

## **Section 3**: Emergency & Support Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Service | Name | Phone or Website | E-Mail |
| Utility company |  |  |  |
| Building maintenance |  |  |  |
| Refrigerator/freezer alarm company |  |  |  |
| Refrigerator/freezer repair |  |  |  |
| Vaccine transport |  |  |  |
| Thermal shipper | Controlant  24/7 Support Hotline | <https://in.controlant.com/onsitemonitoring>  Ph: 1-855-442-6687 or 701-540-4039 | [Support@Controlant.com](mailto:Support@Controlant.com) |
| Vaccine distribution | McKesson Specialty Customer Support | [www.mckesson.com/About-McKesson/COVID-19/Vaccine-Support/](http://www.mckesson.com/About-McKesson/COVID-19/Vaccine-Support/)  Ph: 1-833-343-2703 | [COVIDVaccineSupport@McKesson.com](file:///C:\Users\user1\AppData\Roaming\Microsoft\Word\COVIDVaccineSupport@McKesson.com) |

## **Section 4**: Equipment Documentation

**Vaccine Storage Units: Locations & Maintenance**

All primary and backup vaccine storage units must meet the storage and temperature monitoring requirements outlined in the [COVID-19 Provider Checklist](https://www.nj.gov/health/cd/documents/topics/NCOV/COVID19_provider_checklist.pdf) to ensure the proper storage and handling of vaccines.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Main storage location\* | Back-up storage location\* | Centralized storage location (if applicable)\* |
| Location name |  |  |  |
| Location address |  |  |  |
| Contact name |  |  |  |
| Contact phone # |  |  |  |
| Location of completed temperature logs  *(if different from above)* |  |  |  |

*\*Back-up units must meet the same criteria as primary storage units. Refer to the CDC’s* [*Storage & Handling Toolkit*](https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html) *for full guidelines and recommendations.*

**Digital Data Logger Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DDL Name/ Serial number | Primary  (Mark an X if applicable) | Backup  (Mark an X if applicable) | Calibration expiration date | Alarm setting low  (Temp Setting) | Alarm setting high  (Temp Setting) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**Digital Data Logger Maintenance**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Company name | Contact name | Phone number |
| IT/Support |  |  |  |
| Calibration |  |  |  |

|  |  |
| --- | --- |
| **Location(s) of certificates of calibration** |  |
| **Location(s) of backup DDL** |  |

**Temperature Excursion Contacts**

If you experience a temperature excursion, notify the New Jersey COVID-19 Vaccination Program via email at [COVID19.provider@doh.nj.gov](mailto:COVID19.Provider@doh.nj.gov) and contact the following people in the order listed:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Contact name | Phone | Email |
| Staff #1 |  |  |  |
| Staff #2 |  |  |  |
| Staff #3 |  |  |  |

Outline or attach the practice’s protocol for responding to temperature excursions after the practice is closed.

## **Section 5**: Vaccine Management Emergency Plan

In the event of an emergency, such as mechanical failure, power outage, natural disaster, or human error, notify the New Jersey COVID-19 Vaccination Program via email at [COVID19.provider@doh.nj.gov](mailto:COVID19.Provider@doh.nj.gov) and contact the following people in the order listed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Contact name | Phone | Alternate phone | Email |
| Primary contact |  |  |  |  |
| Secondary contact |  |  |  |  |
| Tertiary contact |  |  |  |  |

**Does the facility have a generator?**

* Yes, specify location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No

**Transport Unit and Packout Unit Locations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Address | Phone | Alternate phone | Email |
| Location of transport unit |  |  |  |  |
| Location of packout materials |  |  |  |  |

Additional guidance on Emergency Vaccine Storage and Handling can be found in Section 7 in the[CDC Storage and Handling Toolkit](https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf).

## **Section 6**: Training and Annual Review Documentation

All staff with vaccine related responsibilities should have annual training regarding the COVID-19 vaccine management best practices. On a yearly basis, staff should review and complete the required education and trainings listed below and sign and date this page once their training/review is complete.

**Required Education and Training**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | Vaccine Management Plan | [NJDOH On-Demand COVID-19 Webinar](https://register.gotowebinar.com/register/622062316957434895) | [CDC Training and Education for COVID-19 Vaccination](https://www.cdc.gov/vaccines/covid-19/training-education/index.html) |
|  | Sign: | Sign: | Sign: |
| Date: | Date: | Date: |
|  | Sign: | Sign: | Sign: |
| Date: | Date: | Date: |
|  | Sign: | Sign: | Sign: |
| Date: | Date: | Date: |
|  | Sign: | Sign: | Sign: |
| Date: | Date: | Date: |
|  | Sign: | Sign: | Sign: |
| Date: | Date: | Date: |

**COVID-19 Vaccine Training Modules** *(List Date Reviewed)* **[OPTIONAL]**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | [Pfizer-BioNTech](https://www2.cdc.gov/vaccines/ed/covid19/pfizer/index.asp) | [Moderna](https://www2.cdc.gov/vaccines/ed/covid19/moderna/index.asp) | [Janssen](https://www2.cdc.gov/vaccines/ed/covid19/janssen/index.asp) |
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## **Section 7**: Storage and Handling Requirements

Organizations must store and handle COVID-19 vaccine under proper conditions, including maintaining cold chain conditions and chain of custody at all times in accordance with the manufacturer’s package insert and CDC guidance in the [CDC Storage and Handling Toolkit](https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf). Review the storage units and temperature monitoring requirements in the [COVID-19 Provider Checklist](https://www.nj.gov/health/cd/documents/topics/NCOV/COVID19_provider_checklist.pdf) along with the manufacturer product information to ensure all storage and handling best practices and recommendations are met. Vaccine storage units must meet CDC specifications and temperatures must be monitored using digital data loggers at all times.

**Manufacturer Information**

|  |  |  |
| --- | --- | --- |
| Pfizer-BioNTech | Website | [www.pfizer.com/products/product-detail/pfizer-biontech-covid-19-vaccine](http://www.pfizer.com/products/product-detail/pfizer-biontech-covid-19-vaccine) |
| Product Information | [www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/index.html](http://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/index.html) |
| Medical Information | 1-800-438-1985 |
| Moderna | Website | [www.modernatx.com/covid19vaccine-eua/](http://www.modernatx.com/covid19vaccine-eua/) |
| Product Information | [www.cdc.gov/vaccines/covid-19/info-by-product/moderna/index.html](https://www.cdc.gov/vaccines/covid-19/info-by-product/moderna/index.html) |
| Medical Information | 1-866-663-3762 |
| Johnson & Johnson (Janssen) | Website | [www.janssencovid19vaccine.com/hcp.html](https://www.janssencovid19vaccine.com/hcp.html) |
| Product Information | [www.cdc.gov/vaccines/covid-19/info-by-product/janssen/index.html](https://www.cdc.gov/vaccines/covid-19/info-by-product/janssen/index.html) |
| Medical Information | 1-800-565-4008 |
| Novavax | Website | <https://us.novavaxcovidvaccine.com/hcp> |
| Product Information | <https://www.cdc.gov/vaccines/covid-19/info-by-product/novavax/index.html> |
| Medical Information | 1-855-239-9174 |

**Receiving, Storing & Transporting Vaccines**

#### Receiving COVID-19 vaccine

1. Never refuse vaccine shipments.
2. Staff receiving shipments (front office, loading dock, reception, etc.) must notify thevaccine coordinatorsas soon as a vaccine shipment arrives.
3. Verify shipments & contents upon arrival for signs of damage, temperature excursions during transit, and discrepancies between packing slip (e.g., lot number, number of doses, etc.), order, and shipper contents.
4. Check the expiration dates for all vaccines at the manufacturer websites.
   1. Pfizer: <https://lotexpiry.cvdvaccine.com/>
   2. Moderna: <https://eua.modernatx.com/covid19vaccine-eua/providers/vial-lookup#vialLookUpTool>
   3. Janssen: <https://vaxcheck.jnj/>
   4. Novavax: <https://us.novavaxcovidvaccine.com/hcp> (Scroll down the page a little)
5. Please determine if the beyond use date differs from the manufacturers expiration date by reviewing the Fact Sheets for Healthcare Providers.
   1. Pfizer: <https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/comirnaty-and-pfizer-biontech-covid-19-vaccine#additional>
   2. Moderna: <https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/spikevax-and-moderna-covid-19-vaccine#additional>
   3. Janssen: <https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/janssen-covid-19-vaccine>
   4. Novavax: <https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/novavax-covid-19-vaccine-adjuvanted>
6. Label the vials with the appropriate beyond use date or expiration date to prevent administration of vaccine outside the recommended time frame. Beyond Use Date Tracking Labels are available through the CDC website:
   1. Pfizer: [12+ Purple Cap](https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/downloads/bud-tracking-labels.pdf), [12+ Gray Cap](https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/downloads/gray-cap-bud-tracking-labels.pdf), [5-11 Years Orange Cap](https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/downloads/Pfizer_PED_BUD-Labels.pdf), [6 Months - 4 Years Maroon Cap](https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/downloads/infant-bud-labels.pdf)
   2. Moderna: [6 Months - 5 Years](https://www.cdc.gov/vaccines/covid-19/info-by-product/moderna/downloads/infant-bud-tracking-labels.pdf), [18+ Red Cap](https://www.cdc.gov/vaccines/covid-19/info-by-product/moderna/downloads/bud-tracking-labels.pdf)
7. Ancillary supply kits will also be shipped. COVID-19 vaccination providers are encouraged to report any issues with supplies contained in the ancillary kits that are shipped with their federal vaccine orders. The reporting process has four steps to ensure enough information is gathered so trends in packaging and shipping problems can be identified. Please photograph any identified deficiencies to support the reported deficiencies and possible investigation.
   1. Report deficiencies to McKesson directly; the customer service desk is charged with responding to problems and identifying trends
   2. McKesson Customer Service  
      Phone #: 833-272-6634  
      Email: [SNSSupport@McKesson.com](mailto:SNSSupport@McKesson.com).
   3. If a deficiency leads to an error or injury during vaccine administration, include the event in the report to VAERS.
   4. Because syringes and needles are classified as medical devices, providers are encouraged to report any deficiencies by completing US Food and Drug Administration (FDA) [Form 3500](https://www.fda.gov/safety/medical-product-safety-information/medwatch-forms-fda-safety-reporting). Per the FDA guidelines: If the case report involves more than one (1) faulty medical device, please complete a Form 3500 that identifies one device and attach an additional copy of Form 3500, with only Section E filled in, for each additional device. Be prepared to provide photos, lot number, order number, date ordered, and date received when filing a report.
8. Contact [McKesson](https://www.mckesson.com/About-McKesson/COVID-19/Vaccine-Support/) the same day your shipment arrives if there are any concerns or inaccuracies with the vaccine order.
   1. For Pfizer vaccines, contact the manufacturer directly.
9. Claim shipment in NJIIS. If there is a discrepancy in the vaccine lot number received in your shipment and what is in NJIIS, contact the New Jersey COVID-19 Vaccination Program at [COVID19.provider@doh.nj.gov](mailto:COVID19.Provider@doh.nj.gov).
10. If cold-chain monitors indicate that the vaccine has experienced out of range temperatures, take the following actions:
    1. Store vaccines at proper temperatures;
    2. Take a picture of indicators; and
    3. Contact McKesson at (833) 343-2708 or [COVIDVaccineSupport@McKesson.com](mailto:COVIDVaccineSupport@McKesson.com) to report the temperatures for Moderna, Janssen, and Novavax COVID-19 vaccines. Contact Pfizer directly at (800) 666-7248 (option 8) or CVGovernment@pfizer.com to report Pfizer temperatures.

#### Storing COVID-19 vaccine

* Store vaccine in original packages to protect vaccine from light.
* DO NOT REFREEZE THAWED VACCINE.
* Storage units must be monitored regularly. Even when using a continuously monitoring temperature device/digital data logger providers must also record the following once a day:
  + Minimum and maximum temperature;
  + Date and time;
  + Name of person checking and recording temperatures; and
  + Actions taken if a temperature excursion occurred.
    - All temperature excursion notifications must be sent as soon as possible to [COVID19.provider@doh.nj.gov](mailto:COVID19.provider@doh.nj.gov).

#### Recording temperature logs in NJIIS

* Log into NJIIS at [njiis.nj.gov](file:///C:\Users\jbsudhakaran\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SP5DJGWH\njiis.nj.gov)
* Go to “Temperature Log” on the left navigation panel
* Click “Manage Temperature Log”
* Access the appropriate unit’s name
* Click the blue circle under “Record Temperatures”
* Enter office status, time, minimum and maximum temperature, and initials of staff
* Save as Draft or Save and Submit

#### Transporting COVID-19 vaccine

Program guidelines for transporting vaccine and use of proper equipment must be followed when transferring, conducting off-site clinics, and/or for emergency transport. Routine transfers and transportation of vaccines to off-site and satellite clinics must be done using qualified containers and packouts with digital data loggers. Do not use containers that are meant for food or beverages (e.g., Igloo, Yeti).

### Vaccine Transfer/Transport Equipment

The table below indicates whether pre-approval is required and which unit types are acceptable for emergency transport of vaccines, routine transfer of vaccines, or off-site clinics.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of unit | Emergency transport | Routine transfer | Off-site clinic |
| Pre-approval required | No\* | Yes | Yes |
|  |  |  |  |
| Portable vaccine refrigerator or freezer | Yes | Yes | Yes |
| Qualified container and packout | Yes | Yes | Yes |
| Conditioned water bottle transport system | Yes | No | No |
| Hard-sided cooler | Yes | No | No |
| Manufacturer’s original shipping container | Yes (last resort only) | No | No |

*\*Transporting vaccines during an emergency (e.g. power outage) does not require pre-approval.*

##### *Vaccine transport requirements*

* Before COVID-19 vaccines can be transferred, a CDC Redistribution Agreement must be on file for your facility, and you must get prior approval by contacting [COVID19.provider@doh.nj.gov](mailto:COVID19.Provider@doh.nj.gov).
* Use proper vaccine transport equipment (see table above).
* Place a digital data logger in each packing container near the vaccine to monitor the temperatures.
* Record the time and temperature when vaccine was removed from the storage units and placed in the containers at the beginning and end of the transport.

###### *Transportation when thawed* *(Check temperature requirement and transport table above)*

* Care must be taken to ensure vaccine does not re-freeze during transport.
* Vaccine must be protected as much as possible from drops, shocks, and vibration whether in the carton, vial, case or cooler.
* Vaccine should be transported in the carton whenever possible.
* If transport must be conducted at the vial level, the vial should be placed with padding material like bubble wrap to minimize movement during transport.
* Transport in qualified containers/packouts or portable refrigeration units appropriate for the recommended temperature of transport (i.e., ultracold freezer, freezer, refrigerator).
* Secure transport containers to prevent unnecessary movement. Allowable timelines for transport of thawed vaccine are dependent on the manufacturer. Review the product information in the manufacturer information.
* Always put the transport container in the passenger compartment or temperature-controlled area of a vehicle. Never leave vaccine unattended in a vehicle and never store vaccines in a trunk.

## **Section 8**: Ordering, Inventory Management, Reporting, and Wastage

Accurate inventory management assures vaccine is available for patients when needed and prevents vaccine waste.

### Key Components of Ordering and Tracking Inventory

|  |  |
| --- | --- |
| **Ordering vaccine** | Approved provider sites will receive a weekly survey (every Friday) via email from [COVID.PODSurvey@doh.nj.gov](mailto:COVID.PODSurvey@doh.nj.gov) to request vaccine. The NJDOH COVID-19 Customer Service team will place the orders. |
| **Inventory management** | * Rotate stock every time an inventory is conducted so vaccine doses closest to expiration are used first. * Expired vaccines and diluents must be removed immediately from storage units to avoid inadvertently administering them. * [Vaccine lot number and expiration date look-up tool](https://vaccinecodeset.cdc.gov/LotNumber/?ACSTrackingID=USCDC_2019-DM55597&ACSTrackingLabel=IIS%20Information%20Brief%20%E2%80%93%204%2F23%2F2021&deliveryName=USCDC_2019-DM55597) * Beyond Use Date Tracking Labels   + Pfizer: [12+ Purple Cap](https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/downloads/bud-tracking-labels.pdf), [12+ Gray Cap](https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/downloads/gray-cap-bud-tracking-labels.pdf), [5-11 Years Orange Cap](https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/downloads/Pfizer_PED_BUD-Labels.pdf),  [6 Months - 4 Years Maroon Cap](https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/downloads/infant-bud-labels.pdf)   + Moderna: [6 Months - 5 Years](https://www.cdc.gov/vaccines/covid-19/info-by-product/moderna/downloads/infant-bud-tracking-labels.pdf), [18+ Red Cap](https://www.cdc.gov/vaccines/covid-19/info-by-product/moderna/downloads/bud-tracking-labels.pdf) |
| **Inventory reporting** | * Capture vaccine administration data in [NJIIS](https://njiis.nj.gov/core/web/index.html#/home) within 24 hours of giving vaccine. * Reconcile your inventory in NJIIS daily.   + Add additional COVID-19 doses to inventory in NJIIS prior to inventory reaching 0 so your inventory can decrement correctly. * Report vaccine inventory to [Vaccines.gov](https://www.vaccines.gov/) (formerly Vaccine Finder) on a weekly basis by close of business on Fridays. * Report any suspected adverse events to the Vaccine Adverse Event Reporting System ([VAERS](https://vaers.hhs.gov/reportevent.html)). * Any questions or issues in reporting can be resolved by [submitting a ticket](https://njdeptofhealth.atlassian.net/servicedesk/customer/portal/4) to the helpdesk. |
| **Wasted vaccines** | * Reporting wastage of COVID-19 vaccine in NJIIS.   + Log into NJIIS   + Select Inventory and then Inventory Management on the navigation pane.   + Select the Vaccine ID for the lot number of the dose that needs to be listed as waste.   + Click on Transaction and then Add Transaction.   + Enter the number of doses.   + In comments, add details of incident. * Remove wasted, expired, and spoiled vaccine from vaccine storage units to prevent inadvertent administration to patients. * Providers should dispose of the vaccine vials in locked medical waste. If the medical waste is not locked, then mark the vaccine vials. |

**Additional Resources**

Visit [NJDOH COVID-19 Vaccine Information](https://www.nj.gov/health/cd/topics/covid2019_healthcare.shtml) for additional information, such as COVID-19 vaccine timeline and availability, training materials, vaccine provider FAQs, and guidance on COVID-19 vaccine management and administration.

## **Section 9**: Record Retention Policy

To adhere to New Jersey COVID-19 Vaccination Program requirements, all patient vaccine administration-related documentation must be retained for a minimum of 3 years (or longer if required by state law). Please note that patient records may be subject to longer retention periods per state law.

### Patient Vaccine Administration-related Records

Please be sure to verify and adhere to all retention policies of licensing, regulatory, and other agencies. Patient Vaccine Administration-related Records may include items such as the following:

1. Emergency Use Authorization (EUA), Emergency Use Instructions (EUI), and Vaccine Information Statement (VIS) fact sheet patient distribution records.
2. Billing records. Providers must administer the COVID-19 vaccine regardless of the recipient’s ability to pay COVID-19 vaccine administration fees or insurance coverage status. Providers may seek appropriate reimbursement from a program or plan that covers COVID-19 vaccine administration fees for the recipient, but may not seek any reimbursement, including through balance billing, from the recipient.
3. For all vaccine administration errors:

* Inform the recipient of the vaccine administration error.
* Notify and consult with the New Jersey COVID-19 Vaccination Program at [COVID19.provider@doh.nj.gov](mailto:COVID19.Provider@doh.nj.gov) to determine how the dose should be entered into the NJIIS, both as an administered dose and to account for inventory.
* Providers are required to report all COVID-19 vaccine administration errors, even those that are not associated with an adverse event or do not require revaccination to [VAERS](https://vaers.hhs.gov/reportevent.html).
* Determine how the error occurred and implement strategies to prevent it from happening again.

A discussion on strategies to prevent errors can be found in the [Vaccine Administration chapter of the Epidemiology and Prevention of Vaccine-Preventable Diseases](https://www.cdc.gov/vaccines/pubs/pinkbook/vac-admin.html) (Pink Book).

### Temperature-related Records

Temperature-related data may include items such as the following:

1. DDL files
2. DDL certificates of calibration
3. Paper temperature logs
4. Excursion documents such as the Temperature Excursion Viability Assessment Sheet (TEVA)
5. Vaccine manufacturer viability statements

### COVID-19 Vaccine-related Records

Vaccine-related data may include items such as the following:

1. Vaccine ordering records
2. Vaccine packing slips
3. Ancillary product packing slips
4. Vaccine transfer logs

## **Section 10**: Important New Jersey COVID-19 Vaccination Program Contact Information

|  |  |
| --- | --- |
|  | Contact information (e.g. phone, email, website) |
| New Jersey COVID-19  Vaccination Program | Submit a [Helpdesk Ticket](https://njdeptofhealth.atlassian.net/servicedesk/customer/portal/4) |
| New Jersey COVID-19  Call Center | [Covid19.provider@doh.nj.gov](mailto:Covid19.provider@doh.nj.gov)  855-568-0545 |
| New Jersey COVID-19  Vaccine Operations | [vax.operations@doh.nj.gov](mailto:vax.operations@doh.nj.gov) |
| New Jersey Immunization Information System (NJIIS) | Submit a [Helpdesk Ticket](https://njdeptofhealth.atlassian.net/servicedesk/customer/portal/4)  <https://njiis.nj.gov/core/web/index.html#/home> |

## **Section 11**: Vaccine Management Plan Annual Signature Log

Print name, sign, and date one signature block each year and when you update practice-specific information. By signing, staff acknowledge they have reviewed and are familiar with all the information in the document.

|  |  |  |  |
| --- | --- | --- | --- |
| Updates/Comments: |  |  |  |
|  | **Name** | **Signature** | **Date** |
| Medical Director/CMO |  |  |  |
| Primary COVID-19 Vaccine Coordinator |  |  |  |
| Backup COVID-19 Vaccine Coordinator |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Updates/Comments: |  |  |  |
|  | **Name** | **Signature** | **Date** |
| Medical Director/CMO |  |  |  |
| Primary COVID-19 Vaccine Coordinator |  |  |  |
| Backup COVID-19 Vaccine Coordinator |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Updates/Comments: |  |  |  |
|  | **Name** | **Signature** | **Date** |
| Medical Director/CMO |  |  |  |
| Primary COVID-19 Vaccine Coordinator |  |  |  |
| Backup COVID-19 Vaccine Coordinator |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Updates/Comments: |  |  |  |
|  | **Name** | **Signature** | **Date** |
| Medical Director/CMO |  |  |  |
| Primary COVID-19 Vaccine Coordinator |  |  |  |
| Backup COVID-19 Vaccine Coordinator |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Updates/Comments: |  |  |  |
|  | **Name** | **Signature** | **Date** |
| Medical Director/CMO |  |  |  |
| Primary COVID-19 Vaccine Coordinator |  |  |  |
| Backup COVID-19 Vaccine Coordinator |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Updates/Comments: |  |  |  |
|  | **Name** | **Signature** | **Date** |
| Medical Director/CMO |  |  |  |
| Primary COVID-19 Vaccine Coordinator |  |  |  |
| Backup COVID-19 Vaccine Coordinator |  |  |  |