

# TRANSFER OF H1N1 VACCINES REPORT



## Transferring Provider

1. Please print or type.
2. **Complete sections 1, 2, 3, and 4**
3. Make a copy of this completed form for your record and fax a copy to your local health department.
4. Enclose the original copy of this form in the package with your viable vaccines to be transferred.

## Receiving Provider

1. Please print or type.
2. **Complete sections 1, 2, 3, 4, and 5**
3. Make a copy of this completed form for your record and fax a copy to your local health department.

<b>Section 1</b> NAME OF PHYSICIAN'S OFFICE, PRACTICE, CLINIC, ETC.			PIN
MAILING ADDRESS (NUMBER/STREET)			COUNTY
CITY	ZIP CODE	DATE	
CONTACT PERSON	SIGNATURE	TITLE	TELEPHONE NUMBER
			FAX NUMBER

Section 2					Section 3	Section 4			Section 5			
MANUFACTURER	LIVE-INTRANASAL OR INACTIVATED VACCINE	LOT NUMBER	EXPIRATION DATE	NUMBER OF DOSES	TRANSACTION CODE (SEE BELOW)	TRANSFERRED TO: RECEIVED FROM:			FOR LOCAL HEALTH DEPARTMENT AND RECEIVING PROVIDERS USE ONLY			
						NAME	PIN	TELEPHONE	VACCINE RECEIVED IN GOOD CONDITION?			
						YES	NO	N/A				

**TRANSACTION CODES**—Enter one of these codes into the column above. Provide additional information as required.

CODE	MEANING	NOTES	ADDITIONAL INFORMATION
<b>1</b>	<b>Viable Vaccine—Transferred to local health department or registered H1N1 provider</b>	<i>You need the prior approval of the local health department to transfer H1N1 vaccine to another registered H1N1 provider.</i>	
<b>2</b>	<b>Viable Vaccine—Received from local health department or registered H1N1 provider</b>	<i>You must complete a "Transfer of H1N1 Vaccines Report" to indicate receipt and condition of vaccines.</i>	

## How to Transfer Viable H1N1 Vaccines

- H1N1 vaccines can be transferred to your local health department or to another registered H1N1 vaccine provider **with the approval of your local health department**. Your local health department can help to identify a registered H1N1 provider and facilitate the transfer to the provider in need. Please contact your local health department for instructions and approval prior to transferring your viable H1N1 vaccine to your local health department or another registered H1N1 provider.
- Only viable H1N1 vaccines may be transferred to your local health department or another registered H1N1 vaccine provider. Non-viable or expired vaccines will not be accepted as transfers.
- After obtaining approval from your local health department, complete the "Transfer of H1N1 Vaccines Report" and fax a copy to your local health department. Keep a copy for your records. Enclose the original copy of the form in the package with the H1N1 vaccines to be transferred.
- The provider that is receiving the vaccines will need to complete a "Transfer of H1N1 Vaccines Report" to indicate receipt and condition of vaccines on the form and if vaccines are transferred to another registered H1N1 vaccine provider. The receiving provider must then fax a copy of the form with the complete information to their local health department and keep a copy for their records.
- Records of transfers will be kept by the local health departments.

## Packaging and Shipping Vaccines

All vaccines must be packaged and shipped appropriately to maintain cold chain integrity. Please refer to the following websites for information on how to properly package and ship your H1N1 vaccines:

[www.immunize.org/catg.d/p3049.pdf](http://www.immunize.org/catg.d/p3049.pdf)

[www2a.cdc.gov/vaccines/ed/shtoolkit/pages/cold\\_chain.htm#ImportanceofMaintainingColdChain](http://www2a.cdc.gov/vaccines/ed/shtoolkit/pages/cold_chain.htm#ImportanceofMaintainingColdChain)

## Non-Viable or Expired Vaccines

- Non-viable or expired vaccines must be disposed of locally by the provider or local health department. Providers should ensure the proper disposal of non-viable and expired vaccines by following current medical waste disposal procedures.
- Non-viable or expired vaccines cannot be returned to the distributor or manufacturers.

**For questions, please call the H1N1 Provider Contact Center at 1-888-867-6319.**