



## Vaccine Transferring Vs. Off-Site Clinics

**PURPOSE:** To determine when it is required to complete the CDC Supplemental COVID-19 Vaccine Redistribution Provider Agreement Form and the DSHS COVID-19 Vaccine Transfer Authorization Form for vaccine transferring versus conducting off-site clinics.

**The following forms are required for COVID-19 Vaccine transfers between providers who are participating in the COVID-19 Vaccination Program:**

- CDC Supplemental COVID-19 Vaccine Redistribution Provider Agreement Form
- DSHS COVID-19 Vaccine Transfer Authorization Form

The forms must be retained on file for a minimum of 3 years and made available to CDC upon request. Vaccine transfer redistribution requires a qualified vaccine pack-out, per CDC Vaccine Storage and Handling Toolkit, at <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf>

**In the event of an off-site clinic**, vaccine may be moved between a provider site and other temporary locations over a short distance or time frame. A qualified vaccine pack-out is required for off-site clinics, per CDC Vaccine Storage and Handling Toolkit; however, a Vaccine Redistribution Provider Agreement Form and COVID-19 Vaccine Transfer Authorization Form are not required. Vaccine that has not been used must be returned to the original provider site at the end of the clinic day.

Vaccine transfers as well as off-site clinics require proper vaccine storage and handling while maintaining the cold chain. See figure below. Each time vaccine is moved, viability can be compromised. This plays a critical role in efforts to prevent vaccine-preventable diseases.

