



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY LOGISTICS MATERIEL COMMAND
693 NEIMAN STREET
FORT DETRICK, MD 21702-5001

AMML-MMA-DOC

16 September 2019

VACCINE REDISTRIBUTION STANDARD OPERATING PROCEDURES (SOP)

- 1. BACKGROUND:** Temperature Sensitive Medical Products (TSMPs), such as vaccines, must be maintained in a temperature controlled environment with a 24-hour monitoring system with an alarm. Cold chain management begins with the cold storage unit at the vaccine manufacturing facility, extends through the transfer of vaccine to the distributor, to the provider's office and finally administration to the patient. In essence, each time vaccines are in transit, the possibility exists for the cold chain to be broken which could lead to a compromised product unfit for use in a patient. Proper transportation must be adhered to at all time, which ensures leadership, service members, and Department of Defense (DOD) beneficiaries that TSMPs any associated products are safe and efficacious to use when administered.
- 2. PURPOSE:** To provide detailed procedures and effective command and control for redistribution of acceptable vaccines for relocation, from one location to another location, according to the vaccine manufacturer requirements prior to the expiration date and to reduce disposal of expired inventory while maintaining proper temperature.
- 3. REFERENCES:**
 - a. SB 8-75-11, Department of the Army Supply Bulletin, Army Medical Department Supply Information, 20 Nov 15.
 - b. Interagency Support Agreement (ISA) (DD Form 1144) between USAMMA and Immunization Healthcare Branch, Public Health Division, Defense Health Agency. Dated 22 July 2015.
- 4. OBJECTIVE:**
 - a. To minimize the loss of vaccine due to expiration by redistribution throughout all Military Medical Facilities (MTFs) or Immunization sites across the DOD.
 - b. To maximize support of activities within any Theater of Operations (TO) throughout the DOD.
 - c. To ensure proper handling techniques and transportation requirements are established for redistribution of vaccines.
- 5. APPLICABILITY:** The procedures contained herein are applicable to MTFs or Immunization sites of all services needing to redistribute soon to expire vaccines and/or vaccine excess.

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6. Role and Responsibility:

- a. **US Army Medical Materiel Agency (USAMMA) Distribution Operations Center (DOC)** is responsible for the redistribution of vaccines in accordance with ISA dated 22 July 2015. USAMMA DOC will:
 - Provide the shipping activity with the approved shipping containers and templates needed for each shipment.
 - Assign a case manager to each redistribution effort.
 - Provide IHB weekly/monthly/quarterly/annual metrics that support the vaccine redistribution process.
- b. **Immunization Healthcare Branch/Regional Vaccine Safety Hub (RVSH)/Immunization Healthcare Specialist (RVSH/IHS):** is responsible in assisting logistics/Immunization site with vaccine redistribution and assist USAMMA DOC with obtaining the information needed to redistribute TSMP/vaccine from one immunization site to another as needed.
- c. **Case Manager:** The case manager will:
 - Manage the shipment from notification of the redistribution.
 - Assist the MTF with packing of the vaccine and ensure the proper packing protocols are being used.
 - Input all vaccine redistribution data into BackOffice and USAMMA DOC database.
 - Include the RVSH/RVSH/IHS and provide the RVSH/RVSH/IHS with electronic copies of all transactions until the process is complete.
- d. **Shipping Activity:** The shipper will work closely with the USAMMA DOC case manager and ensure they are packing the vaccine within the approved packing protocol.
- e. **Receiving Activity:** The receiving activity is responsible for the payment of the shipment due to the fact that they will be receiving free vaccine that can be used prior to expiration. The receiving activity will provide USAMMA DOC with either a FedEx account number or a shipping airway bill.

7. **IDENTIFY VACCINE:** MTF's or Immunization sites must identify short dated vaccines i.e. a vaccine within 60-120 days of expiration or excess vaccines. Vaccines expiring in 59-30 days are acceptable for special circumstances. If vaccine is expiring within 14 days of manufacture expiration date, call and work with your RVSH/RVSH/IHS to complete the redistribution form to initiate the redistribution process.

USAMMA DOC will need the following information:

- a. National Drug Code
- b. Lot Number
- c. Expiration Date
- d. Quantity for redistribution in doses and units

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- e. FED-EX account number or equivalent

The MTF or Immunization Site that has identified vaccine for redistribution should contact their RVSH/IHS and work closely with USAMMA DOC for shipment management. If USAMMA DOC is notified prior to RVSH/IHS, USAMMA DOC will inform the RVSH/IHS of all redistributions within their area of responsibility and maintain the RVSH/IHS aware throughout the redistribution.

8. **TRANSPORTATION REQUIREMENTS:** USAMMA DOC must be contacted to coordinate vaccine redistributions. All routine shipments of vaccines are accomplished via DoD approved packaging and shipping containers. The approved products for accomplishing redistribution are the endurotherm box, and the Vaxicool. AccuTemp PX6L blue containers are used for short distance or local redistribution. A data logger, such as a temptale, will be used to monitor temperature of vaccine while in transit to include local movement of vaccine.

***NOTE:** ALL Shipping containers and equipment must be returned to USAMMA DOC unless you are OCONUS, only return the temptale.*

9. **COORDINATING REDISTRIBUTION:** Follow the guidelines provided in paragraph 7.

USAMMA DOC will:

- a. Coordinate with the clinic or RVSH/IHS to ensure all information required is submitted. Once a location for shipment has been identified by the RVSH/IHS, USAMMA DOC will initiate the redistribution process.
- b. Verify the need for shipping supplies (gel packs, vaccine inserts, appropriate size endurotherm box and temptale)
- c. Confirm shipping addresses, point of contacts, and date receiving locations are available to receive vaccine.
- d. Prepare the container- using the correct "Packing protocol procedures"
- e. Guide the shipping activity with packing the vaccine according to the packing protocol.
- f. USAMMA DOC will track the shipment until the vaccine has been delivered to the final destination, and until the shipping material and temptale has been returned to the DOC.
- g. USAMMA DOC will update IHD Back-Office weekly to allow time for the redistribution to be completed.

QUESTIONS OR CONCERNS: Address all questions or concerns to USAMMA DOC at (301) 619-4318/3017, DSN 343-4318/3017, Fax (301) 619-4468, DSN 343-4468. Any proposed changes or updates to this SOP must be brought to the attention of USAMMA DOC.



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