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**DEPARTMENT OF  
HEALTH AND HUMAN SERVICES**  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
*Helping people. It's who we are and what we do.*



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## MEMORANDUM

**DATE:** August 5, 2021

**TO:** COVID-19 Vaccine Providers

**FROM:** Nevada State Immunization Program - COVID-19 Vaccine Unit

**RE:** Pilot Pharmacy Depot Program

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The Nevada State Immunization Program (NSIP) in partnership with the Nevada Board of Pharmacy have worked to understand and address barriers for Nevada vaccinating providers who wish to offer COVID-19 vaccine but cannot due to minimum dose order sizing. Patients consistently rank healthcare providers as their most trusted source of vaccine information. A strong recommendation from a trusted physician or other primary care provider to receive a COVID-19 vaccine is critical for vaccine acceptance. This pilot program was designed to increase the number of Nevada providers administering the COVID-19 vaccines to increase patient access and acceptance of the COVID-19 vaccines.

Depot pharmacies in Nevada that are enrolled with the Nevada Pharmacy Depot Program will store and stock COVID-19 vaccines. Beginning on **August 9, 2021**, participating pharmacy depot locations are able to receive and process order requests for COVID-19 vaccines, for quantities less than minimum order sizes, from State-enrolled COVID-19 providers. Currently there are 94 CVS Pharmacy locations that have opted to participate. Additional pharmacy chains will be added to the list of participating pharmacies soon.

Upon receipt of an order from a provider, the pharmacy will determine if the order request can be filled with on hand vaccine inventory and then:

- a. Verify the ordering provider is enrolled in the Nevada COVID-19 Vaccine Program by visiting [https://dpbh.nv.gov/Programs/Immunization/COVID/COVID-19\\_Vaccine\\_Provider\\_Verification/](https://dpbh.nv.gov/Programs/Immunization/COVID/COVID-19_Vaccine_Provider_Verification/)
- b. Provide the number of unopened vaccine vials ordered by the practitioner;
- c. Provide the necessary ancillary supplies for the number of vaccine doses to be transferred;
- d. Provide to the practitioner and/or his/her staff the vaccine manufacturer, vaccine lot number, NDC and date of the vaccine expiration.
- e. Provide the date and time the vaccine was moved to freezer or to the refrigerator for storage purposes.
- f. On a weekly basis report completed transfers to <https://dpbhrdc.nv.gov/redcap/surveys/?s=FCHCLK3HHY>

Enrolled providers can view a list of participating pharmacies using the following link  
[https://dpbh.nv.gov/Programs/Immunization/COVID/COVID-19\\_Vaccine\\_Provider\\_Verification/](https://dpbh.nv.gov/Programs/Immunization/COVID/COVID-19_Vaccine_Provider_Verification/)

Arrangements for vaccine pick up or drop off will be agreed upon between the provider and the enrolled pharmacy depot.

### **For ALL vaccine transports:**

- Vaccine must be transported in a stable storage unit and monitored with a digital data logger (DDL). See below for materials necessary for transporting vaccine.
- Vaccines **MUST** be transported in a frozen or refrigerated state, **NEVER** from one ultracold freezer to another.
- Vaccine **MUST** be transported in the cab of a vehicle **NEVER** in the trunk.
- Record the time and minimum/maximum temperature at the beginning of transport.
- Transport equal amounts of vaccines, diluents, and ancillary supplies (including vaccination record cards and PPE).
- Immediately upon arrival at the destination, the DDL should be downloaded, and the information emailed to [DPBH-AVARS@health.nv.gov](mailto:DPBH-AVARS@health.nv.gov). Vaccines should be stored in an appropriate storage unit with a DDL.
- In the event that a temperature excursion occurs during a vaccine transport, NSIP should be notified, the vaccine should be stored within acceptable temperature ranges and marked 'Do Not Use' until the manufacturer can provide a viability statement.
- If needed, NSIP will provide data loggers to depot pharmacies; data loggers must be used during vaccine transfer and any temperature excursions must be reported to the State Immunization Program.
- COVID-19 vaccine inventory received from a depot pharmacy must immediately be input and managed under the enrolled provider's PIN in NV WebIZ (**see below for instructions on how to add new inventory in NV WebIZ**).

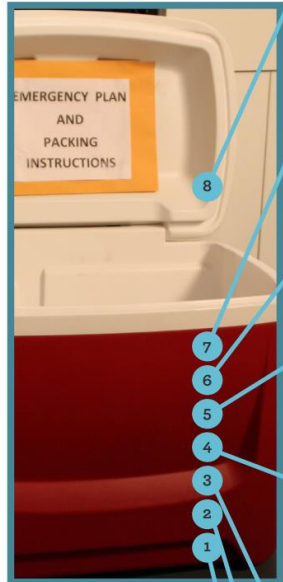
### **Materials Necessary for Transporting Vaccine:**

- **Portable vaccine refrigerator/freezer units, such as a VeriCor cooler, is the preferred option - if not available then**
- **Hard-sided coolers or Styrofoam™ vaccine shipping containers**
- **Conditioned frozen water bottles**
- **Insulating material — You will need two of each layer**
  - **Insulating cushioning material** – Bubble wrap, packing foam, or Styrofoam™ for a layer above and below the vaccines, at least 1 in thick. Make sure it covers the cardboard completely. Do NOT use packing peanuts or other loose material that might shift during transport.
  - **Corrugated cardboard** – Two pieces cut to fit interior dimensions of cooler(s) to be placed between insulating cushioning material and conditioned frozen water bottles
- **Temperature monitoring device** – Digital data logger (DDL) with buffered probe. Accuracy of +/-1°F (+/-0.5°C) with a current and valid certificate of calibration testing. Pre-chill buffered probe for at least 5 hours in refrigerator. Temperature monitoring device currently stored in refrigerator can be used, as long as there is a device to measure temperatures for any remaining vaccines. Providers picking up vaccine should use the backup data logger, required for program participation, while transporting vaccine. Independent pharmacies serving as depots will be eligible to borrow up to two data loggers from the Nevada State Immunization Program for the purpose of transporting COVID-19 vaccine to requesting providers.

If you have any programmatic questions, please contact us at [DPBHCOVID19VAX@health.nv.gov](mailto:DPBHCOVID19VAX@health.nv.gov)  
 For questions regarding inventory management in NV WebIZ please email the Helpdesk at [izit@health.nv.gov](mailto:izit@health.nv.gov) or call 775-684-5954.

## Please review the graphic and link below for best practices on packing vaccine for transport

<https://www.cdc.gov/vaccines/hcp/admin/storage/downloads/emergency-transport.pdf>



8. Temperature Monitoring Device Display (on lid)
7. Conditioned Water Bottles
6. Cardboard Sheet
5. Bubble wrap, packing foam, or Styrofoam™
4. Vaccines, Diluents, and Temperature Monitoring Device Probe
3. Bubble wrap, packing foam, or Styrofoam™
2. Cardboard Sheet
1. Conditioned Water Bottles

**Close lid** – Close the lid and attach DDL display and temperature log to the top of the lid.

**Conditioned frozen water bottles** – Fill the remaining space in the cooler with an additional layer of conditioned frozen water bottles.

**Insulating material** – Another sheet of cardboard may be needed to support top layer of water bottles.

**Insulating material** – Cover vaccines with another 1 in. layer of bubble wrap, packing foam, or Styrofoam™

**Vaccines** – Add remaining vaccines and diluents to cooler, covering DDL probe.  
**Temperature monitoring device** – When cooler is halfway full, place DDL buffered probe in center of vaccines, but keep DDL display outside cooler until finished loading.  
**Vaccines** – Stack boxes of vaccines and diluents on top of insulating material.

**Insulating material** – Place a layer of bubble wrap, packing foam, or Styrofoam™ on top (layer must be at least 1 in. thick and must cover cardboard completely).

**Insulating material** – Place 1 sheet of corrugated cardboard over water bottles to cover them completely.

**Conditioned frozen water bottles** – Line bottom of the cooler with a single layer of conditioned water bottles.

**NOTE:**  
 This packout can maintain appropriate temperatures for up to 8 hours, but the container should not be opened or closed repeatedly.

For additional information on storing and handling vaccine please visit the following link: <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf>

## Add New Inventory

Public vaccines (VFC, 317, State funded) are generally added in NV WebIZ through **receiving** VTrckS shipments or transfers from another facility. Private vaccines are purchased and **added** using the manual method. The following illustrates the manual method for adding inventory. Vaccine items added can never be deleted. They will either be shown in the *On-Hand* status or the *Depleted/Expired* status.

### Add New Inventory – Manual Method

**Note:** When adding new inventory, be sure to enter the date on which the vaccine was received by your office.

**IT'S ALL ABOUT THE "NDC".** Make sure to match the NDC on the container when choosing which vaccine to add

**Date \*** 09/21/2016

**Inventory Location \*** JANS WONDER CLINIC > JANS WONDER CLINIC INVENTORY

Vaccine   Mfg   NDC   Brand *	Lot Number *	Expiration Date *	Funding Source *	Doses Adjusted *	Container Id	Comments
ADENOVIRUS, TYPE 447	ERR					
ANTHRAX	AM					7.5 ML MVV
ANTHRAX	MIP	64670-0131-01				10 SINGLE DOSE VIALS
ANTHRAX	MIP	64670-0211-05				BIOTHRAX (5 ML MD VIAL)
BCG	OTC	48642-9041-01				1CC VIAL
BCG	FMC	49281-0890-01				THERACYS (1 DOSE PACKAGE)
CPOK (VARICELLA)	NSD					
CPOK (VARICELLA)	NSD	00004-4826-09				VARIVAX (0.5 ML SDV X 1 VIAL WITH DILUENT)
CPOK (VARICELLA)	NSD	00004-4827-09				VARIVAX (0.5 ML SDV X 10 VIALS WITH DILUENT)
DT (FED)	FMC					
DT (FED)	FMC	49281-0225-10				DT (0.5 ML SDV X 10 VIALS)
DT (FED)	FMC	49281-0278-10				DT (5 ML SD VIALS X 10 VIALS)
DTAP, 5 PERTUSSIS ANT	FMC	49281-0206-10				DAPTACEL (0.5 ML SDV X 10 VIALS)
DTAP-HEP B-IPV	SKB					
DTAP-HEP B-IPV	SKB	50160-0811-01				FEDIARIX (0.5 ML SDV X 1 VIAL)
DTAP-HEP B-IPV	SKB	50160-0811-11				FEDIARIX (0.5 ML SDV X 10 VIALS)
DTAP-HEP B-IPV	SKB	50160-0811-41				FEDIARIX (0.5 ML SD SVR X 1 SVR)
DTAP-HEP B-IPV	SKB	50160-0811-43				FEDIARIX (0.5 ML SD SVR X 1 SVR)
DTAP-HEP B-IPV	SKB	50160-0811-46				FEDIARIX (0.5 ML SD SVR X 3 SVR)
DTAP-HEP B-IPV	SKB	50160-0811-51				FEDIARIX (0.5 ML SD SVR X 10 SVR)
DTAP-HEP B-IPV	SKB	50160-0811-52				FEDIARIX (0.5 ML SD SVR X 10 SVR)
DTAP-IPV/HIB	FMC					
DTAP-IPV/HIB	FMC	10081-0530-04				PROCTER (0.5 ML SDV X 6 SYR)

- From the *On-Hand Inventory* screen, click *Add New Inventory*.
- Select the *Inventory Location* by clicking the drop-down arrow to the right of the field.
- Click on *Vaccine | Mfg | NDC | Brand* and begin typing the desired vaccine name. Make sure the vaccine you pick is an exact match to the NDC on the vaccine box (not the individual vial or syringe).
- Enter new vaccine information ensuring all required (bolded)\* fields are filled in.

**Note:** When adding a new vaccine shipment to the inventory, if you do not see the appropriate Funding Source in the drop-down menu, please call the Help Desk to have it added.

# NV WebIZ Type 3 Inventory Management and Reconciliation

NV WebIZ looks for similar line items to help minimize the chance of creating duplicate entries. If there is a possible match, a *Possible Duplicates* box will appear with similar items.

- Click *Proceed with Create* if data entered is correct and is **NOT** an exact match (< 100%) with current inventory **OR** click *Add to On-Hand* and add doses to an existing vaccine inventory item **WITH** an exact match (100%).

**Vaccine Inventory** Cancel **Proceed With Create**

**View**

Date \* 09/21/2016

Inventory Location \* JANS WONDER CLINIC > JANS WONDER CLINIC INVENTORY

Vaccine | Mfg | NDC | Brand \* CPOX (VARICELLA) | MSD | 00006-4827-00 | VARIVAX (0.5 ML SDV X 10

Lot Number \* L1201

Expiration Date \* 01/01/2018

Funding Source \* VFC

Doses Adjusted \* 10

Container Id

Comments ADD NEW INV

**Match Confidence**

79%

**Possible Duplicates**

The following inventory items have been found with similar criteria.  
If any of the following record(s) are the inventory item you are trying to create, select the item below.

Vaccine	Mfg	NDC	Lot No	Exp Date	Fund	Doses On-Hand	Match Confidence	
CPOX (Varicella) (Varivax (0.5 mL SDV x 10 vials with diluent))	MSD	00006-4827-00	TEST123	01/01/2018	VFC	10	79%	Add To This Inventory Line Item

**Note:** If a new shipment with a different lot# or funding source is added to an existing line item, it will erase the incoming item’s details. (e.g. new shipment CPOX, Lot# L1201 is added to line item CPOX, Lot# TEST123, it will add to the existing item’s quantity and lose the Lot# L1201).