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Governor

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State Health Commissioner

Title: Vaccine Transfers	Policy #: IDOH Immunization Division Policy 19
Effective dates: 01-Aug-25 to 31-Dec-26	Approvals:  Dave McCormick, Immunization Director
	<u>January 22, 2026</u> Date

Policy Statement

The Indiana Immunization Division holds providers accountable for all publicly funded doses ordered. Providers should order vaccine one (1) time each month and should only maintain a four (4) to six (6) week inventory of vaccines. When providers determine that there is an excess of vaccine, they should first run a reminder recall in the Children and Hoosier Immunization Registry Program (CHIRP) to determine patient population in need of vaccine. If the provider still has excess vaccine, they should make arrangements with the Immunization Division to have vaccines transferred to another enrolled provider. **Transfers should occur only in rare situations, with the approval and under direct guidance of the Immunization Division, and at the discretion of the regional quality assurance specialists (RQAS).**

The RQAS will assist with transfers if available, but this service is not guaranteed.

When short-dated or excess vaccine needs to be transferred, providers should provide the following information to the RQAS and/or accountability coordinator 90 days prior to the vaccine expiration date:

- Provider's name, VFC/Adult Program PIN and contact information
- Type of vaccine, vaccine brand name, vaccine National Drug Code (NDC), lot number, expiration date and number of doses
- Any special circumstances, such as limited hours or dates available, closing date, etc.



The Immunization Division will maintain a list of all available vaccines and the vaccine management staff will compare this list to incoming vaccine orders to facilitate vaccine transfers. When appropriate, the accountability coordinator will alert the respective RQAS to complete the vaccine transfer. The appropriate instructions will be forwarded to all parties involved. **All transfer of vaccine between clinics/providers must be authorized by the Immunization Division.**

Partially used multi-dose vials cannot be transferred between providers.

In the event that a provider withdraws from the Publicly Funded Vaccine Program, the Immunization Division will assist with the transfer of all applicable vaccine to another enrolled provider.

Forms

Vaccine Transfer Form (State Form 54658).

<https://www.in.gov/health/immunization/files/Vaccine-Transfer-Form.pdf>