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Maine COVID-19 Vaccine Ordering Process May 21, 2021

Beginning Monday, May 24, Maine Immunization Program providers who have an approved COVID-19 agreement will have the ability to order COVID-19 vaccine through the Pandemic Vaccine Ordering tool in ImmPact.

Providers will be able to order the following minimum and maximum quantities of COVID-19 vaccine:

| | Moderna | Pfizer | Johnson & Johnson |
|---------|---------|--------|-------------------|
| Minimum | 140 | 1170 | 100 |
| Maximum | 700 | 7020 | 500 |

Providers must order at least the minimum amount listed above for both the Moderna and Johnson & Johnson vaccines, however, if providers would like to order less than 1170 doses of Pfizer, they may do so by submitting a request to: C19Allocations.MECD@Maine.gov.

Please ensure that the following information is entered into ImmPact, prior to placing a vaccine order:

- Verification of days and hours of operation that the staff at MIP-enrolled sites are available to receive vaccine.
- Site's delivery address.
- Primary and backup point of contact information.
- Up-to-date temperature logs for all units.
- Doses administered are required to be entered in the client record within 24-hours of administration.
- Reconciliation within the past fourteen days to include the following:
 - A physical count of all vaccines by brand, presentation, lot number, and expiration date.
 - Any expired, spoiled, or ruined/wasted vaccine doses

Once orders are submitted through ImmPact, they will ship the following business day.
Please allow five-days for shipping.

Important Reminders

- The Maine Immunization Program will no longer be ordering on provider's behalf for 2nd doses.
- All COVID-19 vaccine must either be used prior to expiration OR transferred to another facility; returns will not be accepted.
 - Excess vaccine may also be posted to the "Vaccine Available" page on ImmPact
 - **No vaccine will be posted with an expiration date of less than 30 days.**

Pandemic Vaccine Ordering in ImmPact

- From the menu panel (green column on the left)
- Under Inventory heading
- Click the Pandemic Vaccine Request link

The screenshot shows the ImmPact interface. On the left is a green menu with various options. The main content area displays three inventory status sections, each with a table header and a message:

- Active Inventory that is Going to Expire or Expired Lots with a Quantity:**

| Site Name | Trade Name | Lot Number | Funding Source |
|--|------------|------------|----------------|
| No vaccines are currently set to expire. | | | |
- Inventory that is Running Low by Vaccine Group ...:**

| Vaccine Group | Funding Source |
|---|----------------|
| No vaccine groups have a low inventory. | |
- Inventory that is Running Low by Trade Name ...:**

| Trade Name | Funding Source |
|--------------------------------------|----------------|
| No trade names have a low inventory. | |

This will open the Order Request screen:

The screenshot shows the 'Pandemic Order Request' form. It includes fields for VFC PIN, Initiating Organization, Initiating User, Org Phone, Org Fax, and Order Date. Delivery information includes Contact (BETTY BOOP), Address (1 WATER STREET, AUGUSTA, ME 04330), and Delivery Days/Hours. There are 'Submit Request' and 'Cancel' buttons. Below the form is a table of 'Pandemic Vaccine' items:

| # Doses | Intent | Vaccine | Trade Name | Manufacturer | Packaging | NDC | Min Order Qty | Doses on Hand |
|----------------------|--------|--|--------------------------|----------------------|----------------------|---------------|---------------|---------------|
| <input type="text"/> | ADU | COVID-19 vaccine, vector-nr, rS-Ad26, PF, 0.5 mL | Janssen COVID-19 Vaccine | Janssen Products, LP | 10 pack 5 dose vials | 59676-0580-15 | 50 | 51 |
| <input type="text"/> | ADU | COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose | Moderna COVID-19 Vaccine | Moderna US, Inc. | 14 dose vial | 80777-0273-98 | 140 | 0 |
| <input type="text"/> | ADU | COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose | Pfizer COVID-19 Vaccine | Pfizer, Nyeth | 6 dose vial | 59267-1000-02 | 1170 | 2337 |

- Enter the quantity of doses for the vaccines wanted
- **Note:** You will need to order in increments of the minimum order (i.e. you cannot order 1000 or 2000 doses of Pfizer – you would need to order 1170, 2340, 3510 etc.)
- Click the Submit Request tab
- A message will show at the top of the screen: **Your vaccine request has been successfully submitted**