



North Carolina Department of Health and Human Services  
Division of Public Health – Women’s & Children’s Health Section  
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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

November 7, 2011

**MEMORANDUM**

**TO:** North Carolina Immunization Program (NCIP) Participants

**FROM:** Beth Rowe-West, RN, BSN, Head  
Immunization Branch

**SUBJECT:** *URGENT*: 2011 Holiday Shipping Schedule

The purpose of this memo is to provide important details regarding the upcoming holiday vaccine shipping schedule. Adherence to this schedule will help avoid delayed shipments and the risk of damaged vaccine during the upcoming holiday season. Please carefully review the schedule below, and plan to order enough vaccine in November and/or December to vaccinate your patients through at least January 12, 2012.

**November 2011 Ordering and Shipping**

- With the exception of state government holidays (November 11, 24, and 25), NCIP will accept vaccine orders throughout the month of November.
- Providers will not receive vaccine from McKesson Specialty on Friday, November 11, 2011, or from Wednesday, November 23 through Friday, November 25, 2011.

**December 2011 Ordering and Shipping**

- To accommodate McKesson Specialty shipping practices, Thursday, December 1 through Monday, December 12 are the **ONLY** days that the North Carolina Immunization Branch will be accepting vaccine orders for the **entire month of December**. Unfortunately, orders received after 3pm on Monday, December 12 cannot be processed until Tuesday, January 3, 2012.
- Vaccine shipments *may* arrive at your office as late as Thursday, December 22. Providers will not receive vaccine from McKesson Specialty from Friday, December 23 through the end of December.

**January 2012 Ordering and Shipping**

- The North Carolina Immunization Branch will resume regular order processing on Tuesday, January 3, 2012.

**Safeguarding Vaccine**

Please take special precautions to safeguard your vaccine as **replacement orders will be difficult and/or impossible to process during this time.**

- Post a current Disaster Recovery Plan on the front of your refrigerator and/or freezer.
- Check your temperatures twice a day. Document the temperatures on your log.
- Maintain refrigerated vaccines at 2° to 8°C (36° to 46°F), with an optimal temperature of 5°C (40°F)
- Maintain frozen vaccines at -15°C (5° F) but not colder than -50°C (-58°F) at all times with an optimal temperature of -20°C (-4°F).
- Line the bottom and sides of your freezer with ice packs and fill empty space in your refrigerator with jugs of water.
- Keep refrigerated vaccines in the middle shelf with a thermometer. Never store vaccines in the door.
- Rotate your vaccine, using the shortest expiration date first.
- Never order more vaccine than you are capable of storing with proper air circulation in your refrigerator and/or freezer.

With the exception of state government holidays (November 11, 24, and 25, 2011; December 26 and 27, 2011; and January 2, 2012), the Immunization Help Desk will be available at 1-877-873-6247 throughout the months of November, December, and January to answer your questions and offer assistance.

CC: SMT Regional Immunization Staff    Central Office Staff    Vaccine Manufacturers    Steve Shore    Peter Graber  
Terri Pennington    Maclyn Powell    Timika Poston    Taryn Edwards    Joy Reed