



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

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November 3, 2010

MEMORANDUM

TO: North Carolina Immunization Program (NCIP) Participants

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

SUBJECT: *URGENT*: 2010 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 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, 2011**. Note: Because the Centers for Disease Control and Prevention (CDC) is changing the ordering system for frozen vaccine products (varicella and MMR-V), the NCIP will not be able to process orders for these vaccines after 3PM on November 12 for the remainder of 2010. We will be able to process orders again as of January 3, 2011.

November 2010 Ordering and Shipping

- The last day to order vaccine before Thanksgiving will be Friday, November 12, 2010. Orders received after 3PM on November 12 will not be processed until Monday, November 29.
- Providers will not receive vaccine from McKesson Specialty from Wednesday, November 24 through Friday, November 26, 2010.

December 2010 Ordering and Shipping

- Because orders can take up to 10 business days to ship, Wednesday, December 1 through Friday, December 10 are the **ONLY** days that the North Carolina Immunization Branch will be accepting vaccine orders for the entire month of December. Orders received after 3PM on December 10 will not be processed until Monday, January 3.
- Vaccine shipments may arrive at your office as late as Thursday, December 23rd.

January 2011 Ordering and Shipping

- The North Carolina Immunization Branch will resume processing orders on Monday, January 3, 2011.

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) or colder (that is, -16°C, -17°C, -18°C, etc.) 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, 25, and 26; December 24, 27 and 31*), 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

Location: 5601 Six Forks Road • Raleigh, N.C. 27609

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