

Appendix E:

NIP logistics overview/cheat sheets

Regulations

- **COVID-19 vaccine ownership**
All COVID-19 vaccine stock is owned by Pharmac.
- **Pharmacy licence**
This allows Health District hospital pharmacies to pack down 10 vial cartons of COVID-19 vaccines into smaller quantities, but only for vaccination sites run by the Health District legal entity; that is, Health District hospital pharmacies can only pack down into smaller pack sizes for vaccination sites run by Health District employees.
- **Wholesale Licence**
This allows Health District hospital pharmacies to supply COVID-19 vaccine by wholesale, in full cartons to non-health District vaccination sites outside their Health District legal entity. For the purposes of this, the definition of Health District means the Health District legal entity, not the geographical Health District boundary.

Cold chain standards

- The **National Standards for Vaccine Storage and Transportation for Immunisation Providers 2017**, describes the standards and requirements for providers. The integrity of the cold chain is dependent upon:
 - the people who maintain and monitor the cold chain
 - the systems and processes used
 - and the equipment in which the vaccines are stored.
- **Cold chain accreditation**
All immunisation providers are required to achieve accreditation (or Cold Chain Compliance, where applicable) if they need to store vaccine overnight. Assessors use this tool to ensure providers' cold chain practices and processes meet the required standards. See the **National Standards** for full details.
- An **Addendum** for ultra-cold vaccine storage of COVID-19 vaccine stock has been developed. Cold Chain Accreditation as per the addendum must be met before vaccines can be received.
- **Cold chain review group**
Where a Health District hospital pharmacy needs to function outside of the boundaries of the national standards for cold chain storage and transportation, they can request NPHS Te Whatu Ora cold chain review group to be convened under urgency for advice. Any advice provided by this group will always be safe and ensure no compromise to the cold chain.

Vaccine ordering

- **Registering new site/facility**

All sites/facilities need to be registered at least five days prior to the first required vaccine delivery. It is recommended the first delivery is used as a 'wet run' to vaccinate the vaccinators and to validate the delivery processes.

- **Order deadline**

Vaccine orders must be submitted by the Providers before 3pm 2 days before their designated delivery day for QA Approval, And QA Approvers must submit the order before 10am the day before their designated delivery day(s). Orders must be submitted in the Inventory portal. The Health District lead needs to submit any urgent orders that are required prior to the next designated delivery day, as an 'out-of-cycle' delivery request to the CST Logistics Desk.

Note: If Health Districts need to check/QA vaccine site orders, ensure there is sufficient time for this process to be completed by 10am.

Vaccine handling

- **Receiving/sending at 2°C to 8°C**

COVID-19 vaccine arrives in validated cold-chain shipper boxes with a datalogger.

- **Shelf life**

See summary below, [and table 8.1](#) for full details.

- **Redistribution/transfers**

Vaccine stock is not to be redistributed between facilities and sites, unless requested by NPHS Te Whatu Ora or Health District Hospital pharmacy. Note: only HCL, DHL, and Health District hospital pharmacies have wholesale licences to support distribution of vaccine stock.

Vaccine handling

- **Cold Chain accreditation and transportation**

All facilities must have a current cold chain accreditation and the expiry date recorded in the Inventor Portal. Providers must use temperature-monitored chilly bins to transport vaccines. A hard walled/robust chilly bin must be used for off-site clinics. For each chilly bin, monitor the temperature using either a digital minimum/maximum thermometer with an audible alarm, or a datalogger with a probe and external display. It must be possible to read the temperature without opening the chilly bin. All chilly bins and temperature monitors must be validated. Full details can be found in **section 7.3 of the national standards**.

- **Dataloggers**

Use a datalogger with a probe, external display and alarm to monitor the temperature of the vaccines throughout the time they are stored in a chilly bin. Set the datalogger to record the temperature every five minutes, and download, review and save the data after returning to the clinic. Full details can be found in **section 7.3 of the national standards**.