

South Carolina COVID 19 Vaccine Transport Log

Instructions for Completing 4261-ENG-DPH

Purpose:

The purpose of the COVID 19 Vaccine Transport Log is to record the transfer of the COVID 19 vaccine to another practice site under appropriate storage and handling conditions.

Transfer of COVID-19 vaccine requires pre-authorization by the ACC-Immunization Branch. The ACC-Immunization Branch can be reached at COVIDVACCINES@DHEC.SC.GOV

Item-By-Item Instructions:

1. Provider will enter information for each vaccine being transferred including Manufacturer, Vaccine, Beyond Use or Expiration Date, Lot Number, NDC, and Number of Doses.
2. Transferring provider will enter identifying information about the provider's office from which the vaccine is being transferred. All information is required.
3. Enter Date, Time, and Temperature (indicate Centigrade or Fahrenheit) of refrigerator storage unit upon removal of vaccine for transfer.
4. Enter Date, Time, and Temperature (indicate Centigrade or Fahrenheit) of transport container before departure.
5. Receiving provider will enter identifying information about the provider's office to which the vaccine is being transferred. All information is required.
6. Enter Date, Time, and Temperature (indicate Centigrade or Fahrenheit) of transport container at end of transport.
7. Enter Date, Time, and Temperature (indicate Centigrade or Fahrenheit) of refrigerator storage unit upon receipt of vaccine.
8. Total time of transport is required.

Office Mechanics and Filing:

1. The "Transferring" Provider must retain a copy of the form for (3) three years.

Records Retention Information: 15726

Record Group Number: 169

Retention: 3 years, destroy