**Definition**
A vaccine transfer is when a limited number of doses of public stock vaccine is physically transferred from one VFC/WyVIP Provider to another VFC/WyVIP Provider.

- A vaccine transfer should only occur to prevent the waste of short-dated vaccine or if there is a vaccine shortage due to an increase in patient demand or following a vaccine loss.

**Procedures**
Vaccine can be transferred only under the following conditions and with the approval of the Immunization Program.

- A vaccine transfer must be created in the Wyoming Immunization Registry (WyIR).
- Physical transfer of vaccines MUST NOT occur until the WyIR transfer has been approved.
- Providers should note that vaccine transfers will not always be approved, especially in cases to replace wasted vaccine.
- The cold chain must be maintained. Temperatures must be recorded hourly during the physical transport of vaccines.
- Vaccines must not be shipped.

**Provider Responsibility**

<table>
<thead>
<tr>
<th>Sending Provider</th>
<th>Receiving Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creates the Transfer in the WyIR</td>
<td>Verifies approval of the transfer in the WyIR</td>
</tr>
<tr>
<td>Ensures the vaccine is packed and transported correctly</td>
<td>Responsible for arranging/scheduling transport</td>
</tr>
<tr>
<td>See Storage &amp; Handling Toolkit</td>
<td>“Receives” the approved Inbound Transfer in the WyIR</td>
</tr>
</tbody>
</table>

**CREATING A VACCINE TRANSFER-WYIR SCREENSHOTS**


1. Click on Orders/Transfers menu (menu is only visible to Vaccine Coordinators with ordering permissions)
2. Click on Create/View Orders
3. Click Create Transfer
4. Select Receiving Organization and Facility
5. Enter Transfer Quantity and click “Create Transfer”
6. Upon creating the transfer it will appear in the “Outbound Transfers” section in the “Create/View Orders” screen. It is now available to the Immunization Program for approval.

<table>
<thead>
<tr>
<th>Outbound Transfers</th>
<th>Rejected Transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Transfer Number</td>
</tr>
<tr>
<td>-&gt;</td>
<td>1</td>
</tr>
</tbody>
</table>

**Immunization Program Approval**
- When the transfer is approved by the Immunization Program it will become visible in the receiving provider’s “Create/View Orders” screen under Inbound Transfers.
- The physical transport of vaccine can now take place.

**Vaccine Transport and Receipt**

**Vaccine Transport (Sending Provider)**
- For detailed guidance on preparing and packing vaccine for transport see the Storage & Handling Toolkit.

**Vaccine Receipt (Receiving Provider)**
- For detailed guidance on receiving and unpacking vaccine shipments see the Storage & Handling Toolkit.

**RECEIVING A VACCINE TRANSFER IN THE WYIR**
Log in to the WyIR and open the “Create/View Orders” screen.
1. Locate and Open the “Inbound Transfer” by clicking on the box with the arrow. Click Receive.
2. After opening the “Inbound Transfer,” enter the “Receipt Quantity,” or physical amount of vaccine received.
3. Click “Receive.”
4. The WyIR inventory will then be updated to reflect the received vaccine.