



Quick Reference Guide: Vaccine Transfers

Last Revised: 02/2024

Overview

A vaccine transfer occurs when one authorized site transfers doses to another authorized site.

Vaccine transfers can be used to:

- Prevent vaccine waste by transferring doses to another provider in the area that can use them prior to expiration.
- Supplement inventory when circumstances cause additional doses to be needed unexpectedly.

Vaccines can be transferred only under the following conditions.

- Vaccine transfers must be created in the Wyoming Immunization Registry (WyIR).
- Vaccine transfers must be approved by the Immunization Unit before the transfer occurs.
- Providers should note that vaccine transfers will not always be approved, especially to replace wasted vaccines.
- Vaccines can only be transferred within a two-hour driving radius from the transferring facility.

Provider Responsibility

Sending Provider/Facility

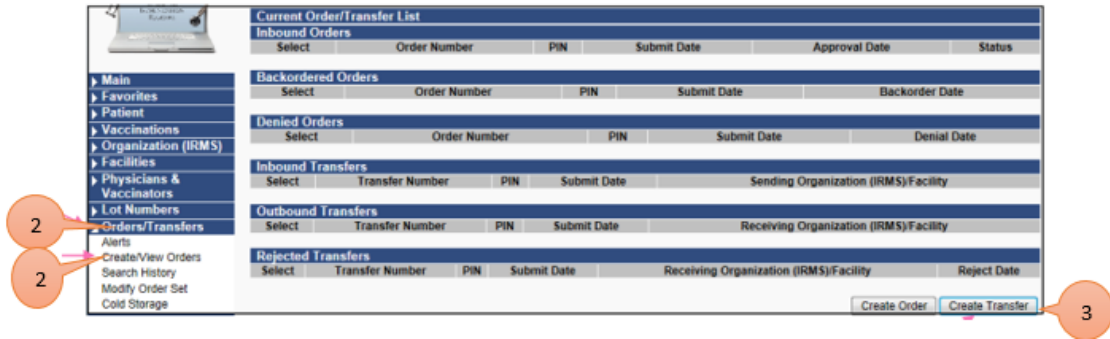
- Creates the transfer in the WyIR.
- Verifies approval from the Immunization Unit.
- Ensures the vaccine is packed and transported correctly.

Receiving Provider/Facility

- Verifies approval of the transfer in the WyIR.
- Arranges and schedules transportation.
- Marks the approved inbound transfer in the WyIR “Received.”

Create a Vaccine Transfer

1. Log into the WyIR at <https://wyir.health.wyo.gov>.
2. Click “Orders/Transfers” > “Create/View Orders.”
3. Click “Create Transfer.”



4. Select the organization of the receiving facility from the dropdown menu.

5. Enter the number of doses to be transferred in the “Transfer Quantity” column.
6. Add a brief description of the reason for the transfer in the “Transfer Reason” column (i.e. “about to expire”).

Transfer Quantity	Vaccine	Funding Source	Lot Number	Quantity Available	Expiration Date	Transfer Reason
<input type="text"/>	COVID-19, mRNA, LNP-S, PF, 25 mcg/0.25 mL	PRVT	AU5554B	6	06/06/2024	<input type="text"/>
<input type="text"/>	COVID-19, mRNA, LNP-S, PF, 50 mcg/0.5 mL	PRVT	8057459	16	03/31/2024	<input type="text"/>
<input type="text"/>	COVID-19, mRNA, LNP-S, PF, 50 mcg/0.5 mL	PUB	8057658-BRIDGE	1	03/31/2024	<input type="text"/>

7. Create Transfer

- Transfers will remain in “Manual Review” status until approved by the Immunization Unit.
- The doses will not decrement from the sending facility’s inventory until the receiving facility accepts the transfer in the WylR.

	yellow fever (YF-Vax)	PRVT	UJ829AA	2	05/28/2024	
	yellow fever (YF-Vax)	PRVT	UJ830AC	10	07/31/2024	

7.

Immunization Unit Approval

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

Receive a vaccine transfer

1. Log in to the WyIR at <https://wyir.health.wyo.gov>.
2. Click “Orders/Transfers” > “Create/View Orders.”
3. Open the “Inbound Transfer” by clicking on the box with the arrow.

Inbound Transfers						
Select	Transfer Number	PIN	Submit Date	Sending IRMS/Facility		
3	1	1-1015	09/24/2012	TEST- CHEYENNE- 1015 / CITY COUNTY HEALTH DEPARTMENT		

Outbound Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	

Rejected Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	Reject Date

4. Enter the number of doses physically received in the “Received Quantity” column.
5. Click “Receive”.

Transfer Details								
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine Manufacturer	Lot Number	Expiration Date	Reason Inventory Action	Reason for rejecting	
5	5		DTaP	SKB	12345TEST	12/21/2011	Creating a New Lot	--select--

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6. Click “Lot Numbers” > “Reconciliation.”
 - a. Check to make sure the doses are accurately reflected in the inventory.

Resources:

[CDC Storage and Handling Toolkit.](#)

Still have questions? Please contact:

WyIR Help Desk: 833-231-1451 or wyir.helpdesk@wyo.gov



**IMMUNIZATION
UNIT**

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