

# COVID-19 Vaccine Redistribution Guidance Provider Checklist

Redistribution is moving or distributing vaccine to a recipient immunizing provider site. While a distributing site is responsible for safe vaccine storage, transport, administration, and inventory documentation; the recipient site is also responsible for these same measures. All site(s) involved must utilize the guidance below PRIOR to any redistribution of COVID-19 Vaccine.

1. **The site performing redistribution** must be enrolled as a [COVID-19 Vaccine Provider](#) and complete, submit, and comply with the [COVID-19 Redistribution Agreement](#).
2. **The site receiving redistributed vaccine** must be enrolled as a [COVID-19 Vaccine Provider](#).\*

## Checklist:

- All sites complete [Registration CDC COVID-19 Vaccination Program Provider Agreement Tool](#) and visit [COVID-19 Registration Resources](#).
- All sites complete [MCIR Provider Usage Agreement\\*](#) (if not a current MCIR provider).
- Distributing Site** only completes [COVID-19 VACCINE REDISTRIBUTION AGREEMENT](#).
- Connect with your [Local Health Department](#) contact(s) regarding vaccine administration, vaccine transport, and storage & handling concerns.
- Connect with your [Regional MCIR Office](#) regarding site administrator, MCIR dose documentation, transaction adjustment and inventory how to training.



\*To check the status of your approval contact enrollment **email** [Michigan CDC COVID-19 Vaccination Program](#).

## Redistribution Education & Guidance Resources:

- [COVID-19 Vaccine Provider Guidance and Educational Resources](#)
- [CDC COVID-19 Storage & Handling Toolkit \(pg. 49\)](#)
- [MDHHS Vaccine Transport Guidance](#)
- [MDHHS Transport Temperature Logs](#)
- How to Document Redistributed Doses in MCIR Outbreak Inventory  
[Distributor Instructions Part 1](#) & [Recipient Instructions Part 2](#)