

When moving vaccine, complete the steps below:

1. Complete and submit an online [COVID-19 Request of Movement Form](#)
Upon approval from ODH:
2. Use the form below to document vaccine redistribution events
3. Use a temperature monitoring device with at least a min/max functionality (min/max must reset prior to moving the vaccine) during transport
4. Ensure products are moved according to the manufacturer’s guidance
5. Pack all syringes, needles, and ancillary items needed to administer the vaccines being transferred
6. Make [inventory adjustments in ImpactSIIS](#) for both sites
7. Originating site must submit this completed form to covidvaccine@odh.ohio.gov
8. Both locations must keep record of movement on file

Originating Site Name:		5-digit PIN:	Receiving Site Name:		5-digit PIN:
Originating Site Address:			Receiving Site Address:		
City:	Zip Code:	City:	Zip Code:		
Signature:			Signature:		

Please complete ALL sections of this form

Date of Vaccine Movement:		Temperature Start:		
Time Initiated:		Temperature End:		
Time Completed:		Min/Max after Movement:		
NDC #	Manufacturer	Lot #	Expiration Date	# of Doses

By signing this form, the originating provider attests that this movement of vaccine is approved by ODH and that the receiving provider is an enrolled provider in Ohio’s COVID-19 Vaccine Program. Both providers affirm that temperatures are monitored while in transport and any temperatures excursions are reported to ODH.