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Maine COVID-19 Vaccine Request Process May 4, 2021

Maine receives a weekly vaccine allocation from the Federal Government every week and places orders on Thursdays and Sundays on behalf of providers. Providers must use vaccine that is shipped to them as quickly as possible and will be held accountable to Maine's current COVID-19 phased eligibility guidance. Failure to administer distributed vaccine in a timely manner jeopardizes Maine's future allocations from the Federal Government. Sites should create and maintain wait lists of eligible individuals they can quickly call if they have extra vaccine that needs to be administered the same day to prevent wastage. Unused vaccine will be redistributed to other providers.

State allocation decisions are based on provider inventory, storage capacity, weekly throughput, and priority populations being vaccinated.

The COVID-19 vaccine request process, outlined below, will continue until supply is sufficient to allow providers to place their own order through the Maine Immunization Information System, ImmPact.

Overview of COVID-19 vaccine request process

- At this time, the Maine Immunization Program (MIP) will continue to order from CDC on behalf of providers.
- To request vaccine, form must be submitted by **Monday at 5:00pm to:** C19Allocations.MECDC@Maine.gov
Failure to submit the survey will result in no allocation of vaccine the following week. At this time, due to limited supply from the Federal Government, MIP cannot fulfill every first dose vaccine request.
- The Federal Government has indicated that it will make allocation decisions based on states' success in vaccine administration numbers. Vaccine sitting idle risks Maine's future allocation from the Federal Government. Only request a quantity of vaccine that you can fully administer within 7 days.
- Based on the form responses, MIP places orders in ImmPact and then transmits to CDC for fulfillment. Orders will routinely be placed on Thursdays for first doses and Sundays for second doses for arrival at sites by Monday-Thursday of the following week.
- Providers will be notified once they can order doses directly through ImmPact.
- Completing the form does not guarantee an order for the following week.

As of the week 3/4/2021, the weekly cadence is as follows:

Week 1	Friday	<ul style="list-style-type: none"> Weekly COVID-19 Vaccine Allocation Request Form sent to providers who are eligible to request vaccine
	Mon, 5pm	<ul style="list-style-type: none"> Weekly COVID-19 Vaccine Allocation Request Form due
	Tues-Thurs	<ul style="list-style-type: none"> Tuesday afternoon – Maine receives federal allocation for following week Tues-Thurs – provider allocation decisions are made and finalized by the commissioner’s office
	Thursday	<ul style="list-style-type: none"> First doses ordered by MIP, providers receive an email with the allocation amount of first and second doses
	Sunday	<ul style="list-style-type: none"> Second doses ordered by MIP
Week 2	Mon-Tues	<ul style="list-style-type: none"> First doses arrive
	Wed-Thurs	<ul style="list-style-type: none"> Second doses arrive

Instructions for completing Weekly COVID-19 Vaccine Allocation Request Form

The Weekly COVID-19 Vaccine Allocation Request Form includes the following fields:

1. Weekly Throughput – Please indicate how many first doses your facility can administer within a 7-day period. Do not include second doses, but these should be considered as you calculate the appointment time/space you have available.
2. Current First Dose Inventory - Please indicate how many first doses of Pfizer, Moderna, and Janssen you have in inventory at the time form is due (**Monday 5pm**).
3. Current BOOST Dose Inventory – Please indicate how many second doses of Pfizer and Moderna you have in inventory at the time form is due (**Monday 5pm**). As a reminder, BOOST doses are only intended for second dose recipients. It is the responsibility of the facility to ensure this stock is separated and there is adequate supply to complete COVID-19 series.

This self-reported inventory will be cross-checked with vaccine inventory data from ImmPact, so reporting administration data into ImmPact is very important to ensure MIP has an adequate understanding of providers’ current supply.

4. # Pfizer Doses Requested – Please indicate your weekly request for Pfizer doses. This request should be in multiples of 1,170.
5. # Moderna Doses Requested – Please indicate your weekly request for Pfizer doses. This request should be in multiples of 100.

6. # Janssen Doses Requested – Please indicate your weekly request for Janssen doses. This request should be in multiples of 100.
7. Notes: Please include any additional notes related to your dose requests.

PLEASE DO NOT REQUEST DOSES THAT YOU PLAN TO ACCEPT AS A TRANSFER FROM ANOTHER FACILITY.

PLEASE DO NOT REQUEST SECOND DOSES. THESE ARE AUTOMATICALLY SENT TO YOUR FACILITY 2 WEEKS AFTER FIRST DOSES FOR PFIZER AND 3 WEEKS AFTER FIRST DOSES FOR MODERNA.