

5 August 2024

Catherine Jamieson
fyi-request-27405-eeb6214f@requests.fyi.org.nz

Tēnā koe Catherine,

Your request for official information, reference: HN200054972

Thank you for your email on 9 July 2024, asking Health New Zealand | Te Whatu Ora about early Covid vaccine distribution systems and data under the Official Information Act 1982 (the Act):

- 1. the name of the system(s) that held vaccine distribution data prior to the commissioning/full commissioning of the Covid Immunisation Register;*
- 2. what part of what agency was responsible for that system or systems; and*
- 3. information to demonstrate how the functions of the Inventory Portal that sits within the Covid Immunisation Register were carried out before the Inventory Portal and CIR were (fully) commissioned.*

Is this information subject to the Public Records Act?.

Response

For the sake of clarity, I will answer each question in turn.

- 1. the name of the system(s) that held vaccine distribution data prior to the commissioning/full commissioning of the Covid Immunisation Register;*

The *National Final* database held vaccine distribution data before implementation of the COVID-19 Immunisation Register (CIR). Since December 2023, the Aotearoa immunisation register (AIR) has replaced CIR and National immunisation register (NIR).

- 2. what part of what agency was responsible for that system or systems; and*

The Ministry of Health's COVID-19 Vaccine Immunisation Programme was initially responsible for this database. Following establishment of Health NZ, the responsibility transitioned to the National Immunisation Programme, and then to Prevention (National Public Health Service).

- 3. information to demonstrate how the functions of the Inventory Portal that sits within the Covid Immunisation Register were carried out before the Inventory Portal and CIR were (fully) commissioned.*

Please see attached **Appendix 1 Customer Service – How to place an order using the Planning Tool** and **Appendix 2 8a. Customer Service – Order Processing – Vaccines**.

Please note that personal details (mobile numbers) of some individuals have been withheld under section 9(2)(a) of the Act to protect privacy. In making this decision, we have considered the countervailing public interest in release and determined that it does not outweigh the need to withhold on this occasion.

Is this information subject to the Public Records Act?

Yes, this information is covered by the Public Records Act 2005 (PRA). Both the Ministry of Health and Health NZ (which includes former entities known as District Health Boards) are considered public offices under the PRA.

How to get in touch

If you have any questions, you can contact us at h.nzOIA@tewhatuora.govt.nz.

If you are not happy with this response, you have the right to make a complaint to the Ombudsman. Information about how to do this is available at www.ombudsman.parliament.nz or by phoning 0800 802 602.

As this information may be of interest to other members of the public, Health NZ may proactively release a copy of this response on our website. All requester data, including your name and contact details, will be removed prior to release.

Nāku iti noa, nā



Sara Freitag

**Manager, Machinery of Government Support
National Public Health Service**

Order Processing – Vaccines

- Orders are received via the COVID-19 Logistics inbox in the following format. These must be received by 10am the day prior to delivery. The email will have a subject line of VACCINE ORDER – XXX.

Order for delivery:	11/04/21		
	Vaccine		
Facility	5 packs	15 packs	Full tray
Richmond Health Hub	x	7	x
Blenheim Health Hub	x	x	x

- If vaccine orders are received after 10am, the SRO at the relevant DHB must approve this before the order can be processed.

9.2.3.1 Urgent vaccine orders

This is the process for urgent replenishment. If you need to place an urgent order:

- Use the template above to place the order in an email.
- All out of plan orders need to be **pre-approved by the SRO** prior to being submitted to the Ministry of Health – forward the email order to your SRO for approval.
- The SRO will choose to approve or reject the order.
- In approving the order, the SRO will forward the order (with their expression of approval) through to the Ministry’s logistics email address: Covid-19.logistics@health.govt.nz

All urgent orders need to be received via email directly from the SRO with their approval.

Note: While we will endeavour to accommodate any out of cycle vaccine requests, the complexity of thawing and re-packing vials mean MoH cannot guarantee urgent orders will be fulfilled.

- As orders are received, an order form should be created in Teams for the required delivery date (copy a prior order form and clear out irrelevant information). Verification of emails should be copied into the order form into a new tab named with the relevant DHB. Complete this process for each individual order.

AKL	Rotorua	West Coast	BOP	Wairarapa	Whanganui	Southland
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- Once all orders are received and confirmed (10am the day prior to delivery), the transport plan should be drafted with all current orders that have been recorded in the draft order form. These orders are then colour categorised based on what ULT tray they are being fulfilled from (example below). Leftover stock from trays already opened should be allocated first, then additional tray repacks required should be planned out in the transport plan.

#132-Open13/Exp18	14-Apr	15 Taranaki	Vaccine	Taranaki Base Hospital	0	1	15
0	14-Apr	90 Counties	Vaccine	Otara Vaccination Centre	0	6	90
15Packs = 13	14-Apr	45 Waitemata	Vaccine	North Shore Hospital	0	3	45
0	14-Apr	45 Whanganui	Vaccine	Whanganui Hospital Pharmacy Dept	0	3	45
#132-Open13/Exp18	14-Apr	10 Tairāwhiti	Vaccine	Gisborne Hospital Pharmacy	2	0	10
0	14-Apr	90 Waikato	Vaccine	Community Immunisation Centre - Te Rapa	18	0	90
5Packs = 39	14-Apr	95 Waikato	Vaccine	Waikato Hospital Pharmacy VC	19	0	95
0	14-Apr	45 Waikato	Vaccine	Waikato Hospital Pharmacy VC	0	3	45
#132-Open13/Exp18	14-Apr	30 Counties	Vaccine	CBD Vaccination Centre	0	2	30
0	14-Apr	120 Counties	Vaccine	Border & MIQ Household VC 1	0	8	120

Example – Material created for training purposes

5. **10:30 meeting** – vaccine and consumables sign off. In this meeting, the transport plan is reviewed by the wider team and the number of tray repacks to be sent to HCL is confirmed through discussions.
6. **10:45** - tray repack request for the day is drafted and sent to HCL. (Currently 2 trays are already being broken down each day by HCL, so the repack request is for any trays required on top of this).
7. Once the repack request is sent, the order form to be sent to HCL is completed (example below).

Facility	Sold To	Ship To	Date	Material	Qty	Qty (Vials)	Batch / ULT Open	Cartons	Type	Order Number	Name	Number
Blenheim Health Hub	806281	336900	12-Apr-21	1165173	2	30	11-Apr-21	1	4L	Moh-Pfizer-00578-U	Angela Mills	s9(2)(a)

8. **11:15** – meeting with NZPost regarding next day deliveries.
9. **12:30** – Full vaccine order form due to be sent to HCL and NZPost.
10. **13:00** – 1pm confirmation of confirmed vaccine orders for the following day is to be sent to DHB Logistics Leads and RAM's.

Confirmation Vaccine Deliveries 14 April 2021



Arthur Rasmussen on behalf of COVID-19 Logistics

To



Good afternoon.

Please see below the confirmed transport plan with expiry date for All Orders for 14 April 2021.

DHB	Item	Location	5 Pack	15 Pack	Total	Doses	ULT Open	Batch Expiry Name
Bay of Plenty	Vaccine	Tauranga Hospital Pharmacy	14	0	70	420	12/04/2021	17/04/2021 BOPDHB Pharmacist
Bay of Plenty	Vaccine	Whakatane Hospital Pharmacy	4	0	20	120	12/04/2021	17/04/2021 Pharmacist Gini Leff
Taranaki	Vaccine	Taranaki Base Hospital	0	0	15	90	12/04/2021	17/04/2021 Claire Bamford
Taranaki	Vaccine	Taranaki Base Hospital	0	1	15	90	11/04/2021	18/04/2021 Claire Bamford
Counties	Vaccine	Clare Vaccination Centre	0	6	30	540	13/04/2021	18/04/2021 Site Lead/Health Lead Li Thurau
Waikato	Vaccine	North Shore Hospital	0	3	45	270	11/04/2021	18/04/2021 Pharmacy Technician
Whanganui	Vaccine	Whanganui Hospital Pharmacy	0	3	45	270	11/04/2021	18/04/2021 Vaccine Distribution Co-ordinator Megan Geertson
Tairāwhiti	Vaccine	Cobden Hospital Pharmacy	2	0	10	60	13/04/2021	18/04/2021 Pharmacist
Counties	Vaccine	CRD Vaccination Centre	0	2	30	180	13/04/2021	18/04/2021 Angela Lambie
Counties	Vaccine	Border & MIQ Household VC 1	0	8	120	720	11/04/2021	18/04/2021 Delanie Nepeal
Auckland	Vaccine	Auckland City Hospital	15	0	75	450	11/04/2021	18/04/2021 On Call Pharmacist
Waikato	Vaccine	Waikare Hospital VC	8	0	40	240	11/04/2021	18/04/2021 Pharmacist/Pharmacy Technician
Counties	Vaccine	Manurewa Vaccination Centre	5	0	25	150	11/04/2021	18/04/2021 Site Lead/Health Lead Debi Kapa
Counties	Vaccine	Mt Wellington Vaccination Centre	3	0	15	90	11/04/2021	18/04/2021 Site Lead/Health Lead Dawson Ward
Counties	Vaccine	Middlemore Hospital	8	0	40	240	11/04/2021	18/04/2021 Pharmacist/Pharmacy Technician/Inventory Controller
Lakes	Vaccine	Rotorua Hospital	10	0	50	300	11/04/2021	18/04/2021 Pharmacy Manager, Pharmacist
Nelson Marlborough	Vaccine	Blenheim Health Hub	7	0	35	210	11/04/2021	18/04/2021 Angela Mills
Hawkes Bay	Vaccine	Rapier Health Centre	1	0	5	30	11/04/2021	18/04/2021 Fiona Jackson
Southern	Vaccine	Waiaki Hospital, Public Health - Dunedin	0	12	180	1080	11/04/2021	18/04/2021 Victoria Bryant
Southern	Vaccine	Southern Hospital	15	7	180	1080	11/04/2021	18/04/2021 Leonard Bagley
Waikato	Vaccine	Waikato Hospital Pharmacy	19	3	140	840	11/04/2021	18/04/2021 Pharmacy Technician
Waikato	Vaccine	Community Immunisation Centre - Te Rapa	21	0	105	630	11/04/2021	18/04/2021 Jan Kettle
Southern	Vaccine	Queenstown Medical Centre	6	0	30	180	11/04/2021	18/04/2021 Lead Nurse Sarah Dennis
Southern	Vaccine	Waikeiwi Medical Centre	5	0	25	150	11/04/2021	18/04/2021 Practice Manager Phil Markham
Southern	Vaccine	Fiordland Medical Practice	3	0	15	90	11/04/2021	18/04/2021 Clinic Manager

Please let me know if you have any questions,

11. Order register in National Final to be updated with vaccine orders.

Concat	Sold To	Ship To	Date	Material	Qty	Item Cod	Percenta	Order Number	Facility ID
337105-1165008	806281	336900	4/9/2021	1165008	1			Moh-00219	Gateway Tu Ora Compass VC
337105-1165009	806281	336900	4/9/2021	1165009	1			Moh-00219	Gateway Tu Ora Compass VC
337105-1165005	806281	336900	4/9/2021	1165005	2			Moh-00219	Gateway Tu Ora Compass VC
337105-1165446	806281	336900	4/9/2021	1165446	2			Moh-00219	Gateway Tu Ora Compass VC
336872-1165174	806281	336872	4/9/2021	1165174	20			Moh-Pfizer-00508	Rotorua Hospital
336897-1165174	806281	336897	4/9/2021	1165174	25			Moh-Pfizer-00509	Richmond Health Hub
336897-1165174	806281	336897	4/9/2021	1165174	5			Moh-Pfizer-00509	Richmond Health Hub
336900-1165174	806281	336900	4/9/2021	1165174	5			Moh-Pfizer-00510	Blenheim Health Hub
336867-1165174	806281	336867	4/9/2021	1165174	78			Moh-Pfizer-00511	Burwood Hospital

Order numbers are to be formulated using the below:

Order type	Order Number Format	Description
Consumables	MoH-00000	Standard order – next day delivery
	MoH-00000-U	Urgent order (after deadline) – next day delivery
	MoH-00000-SD	Urgent order (after deadline) – same day delivery
Vaccines	MoH-Pfizer-00000	Standard order – next day delivery
	MoH-Pfizer-00000-U	Urgent order (after deadline) – next day delivery
	MoH-Pfizer-00000-SD	Urgent order (after deadline) – same day delivery

- Orders 48 hours out are then entered into transport plan using what verifications have already been placed in the order form for that specific day.
- 17:00** – 5pm confirmation of orders for 48 hours out is sent to RAM’s and DHB Logistics Leads. This is also sent to NZPost as a ‘Tentative Transport Plan’.

REPORT - Planned Vaccine Deliveries for Tuesday 13/4

 Olivia Flowerday Sun 4:45 pm

To Zareen Azam; Kirsten Curry; Murray Lauder; Robyn Jackson

Cc COVID-19 Logistics

Bcc Andrew Still; joanna.batcup@cdhb.health.nz; Gavin Newton [CCDHB]; Cindy Mortimer; Aaron Howes; **+ 13 others**

Good afternoon all,

Please see below a copy of the **planned** vaccine deliveries for Tuesday, April 13. These are our known orders, as at 4:40pm today.

DHB	Item	Location	5 Pack	Total	Doses	Tentative ULT Open	Tentative Batch Expiry	Name	Number	Ship To
Canterbury	Vaccine	Burwood Hospital	90	450	2700	4/12/2021	4/17/2021	Patricia Connell	s9(2)(a)	336867
Nelson Marl	Vaccine	Richmond Health Hub	18	90	540	4/12/2021	4/17/2021	Charlotte Etheridge		336897
South Canterbury	Vaccine	SCDHB Pharmacy	10	50	300	4/12/2021	4/17/2021	On-Call Pharmacist		337053
Midcentral	Vaccine	Palmerston North Hospital Pharmacy	7	35	210	4/12/2021	4/17/2021	Duty COVID Pharmacist		337069
Hutt	Vaccine	Ropata Health	21	105	630	4/12/2021	4/17/2021	Adrian Tucker		337167
Capital + Coast	Vaccine	Karori Medical Centre	12	60	360	4/12/2021	4/17/2021	Lyn Allen		337151
Hutt	Vaccine	Te Awakairangi Health Network	11	55	330	4/12/2021	4/17/2021	Rachel Dunn		337157
Capital + Coast	Vaccine	Gateway Tu Ora Compass	9	45	270	4/12/2021	4/17/2021	Sarah Upston		337105
Capital + Coast	Vaccine	Team Medical	4	20	120	4/12/2021	4/17/2021	Sarah Upston		337147
Capital + Coast	Vaccine	Ora Toa	9	45	270	4/12/2021	4/17/2021	Faith Woodcock		337106
Capital + Coast	Vaccine	Wellington Regional Hospital	26	130	780	4/12/2021	4/17/2021	Kevin Harris		337148
Capital + Coast	Vaccine	Kerepuru Hospital	9	45	270	4/12/2021	4/17/2021	Kevin Harris		337149
Capital + Coast	Vaccine	Kapiti Health Centre	2	10	60	4/12/2021	4/17/2021	Charge Nurse Manager Susan Blac		337259

DHB Logistics Coordinators have been BCC'd into this report.

DHB Logistics Coordinators:

Please review the number of vials/doses for your facility. If there are additions / changes to your order please complete the following table and send it to the MoH Logistics team (19.logistics@health.govt.nz) **before 10am tomorrow, April 12.**

Order for delivery:		Vaccine	
Facility	No. of 5 Packs	Total Vials	Total Doses
Facility 1			
Facility 2			
Facility 3			

If you have forward orders for April 13 onwards these can also be sent to the MoH Logistics Team; and just a reminder to please check whether you require any consumables. Note that

How to place an order using the Planning Tool

1. Record the vaccine orders that have been requested.

- a. The yellow rows contain all placed orders. To plan an order, overtype the formula with required orders. In the below example 5 packs of 15 have been planned for 1st March delivery. This pushes out the next required order to the 4th March.

Provider	Facility	Product Desc	19/02/21	20/02/21	21/02/21	22/02/21	23/02/21	24/02/21	25/02/21	26/02/21	27/02/21	28/02/21	1/03/21	2/03/21	3/03/21	4/03/21	5/03/21	6/03/21	7
Counties Manukau	VC Holiday Inn	Opening Stock	0	0	0	0	0	0	0	168	48	195	215	515	365	215	65	-85	
Counties Manukau	VC Holiday Inn	Demand	0	0	0	0	0	12	210	213	130	150	150	150	150	150	150	150	
Counties Manukau	VC Holiday Inn	Pfizer COVID-19 Vaccine - PACK OF 5	Orders	0	0	0	0	0	0	12	5	0	0	0	0	0	0	0	
Counties Manukau	VC Holiday Inn	Pfizer COVID-19 Vaccine - PACK OF 15	Orders	0	0	0	0	0	2	1	0	5	0	0	0	0	0	0	
Counties Manukau	VC Holiday Inn	Pfizer COVID-19 Vaccine - TRAY OF 195	Orders	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Counties Manukau	VC Holiday Inn	Wastage/Recon																	
Counties Manukau	VC Holiday Inn	Closing Stock	0	0	0	0	0	0	168	48	195	215	515	365	215	65	-85	-235	

2. Create an order.

- a. In the Order Form – Vacc tab, select the date and use the filter to select the facility.

Facility	Sold To	Ship To	Date	Material	Qty	Item Cos	Percentag	Order Number
VC Holiday	806281	336666	1/03/2021	1165174	0			
VC Holiday	806281	336666	1/03/2021	1165173	5			
VC Holiday	806281	336666	1/03/2021	1165172	0			

- b. This will auto populate the information required. This can then be sent to HCL for processing.

3. Capture the order.

- a. Once the order is sent to HCL it needs to be added to the master list of orders. In the OR tab, paste in the HCL order info into the yellow cells.

Concat	Sold To	Ship To	Date	Material	Qty	Item Cos	Percenta	Order Number	Facility ID	Actual Rec	Actual Av	Comm
336853-1165064	806281	336853	26/02/2021	1165064	5			MoH-00044	VC Auckland International Airport			
336310-1165114	806281	336310	26/02/2021	1165114	1				Napier Health Centre			
336666-1165114	806281	336666	21/02/2021	1165114	4				VC Holiday Inn			
336310-1165114	806281	336310	11/03/2021	1165114	5				Napier Health Centre			
-	806281								BNJA			
-	806281								BNJA			
-	806281								BNJA			
-	806281								BNJA			

- b. In the OP tab, right click and refresh the pivot table.
- c. Copy paste the whole table into the tab OF.

4. Pull through placed orders.

- a. Back in the Proj – Vaccine tab, drag across the formula in the orders rows so that the manual text you planned earlier is replaced by the formula. If the order has been loaded correctly, the formula should bring through the order volume.

