

November 8, 2016

**MEMORANDUM**

**TO:** North Carolina Immunization Program (NCIP) Participants

**FROM:** Wendy Holmes, RN, Head *WH*  
Immunization Branch

**SUBJECT:** Important: 2016 Holiday Shipping Schedule

The purpose of this memo is to provide important details regarding the upcoming holiday vaccine shipping schedule. Adherence to this schedule will help avoid delayed shipments and the risk of vaccine loss during the upcoming holiday season. Carefully review the schedule below, and plan to order enough vaccine in November and/or December to vaccinate your patients at least through January 3, 2017. Please contact the Immunization Branch Help Desk if your hours of operation or shipping address have changed to avoid shipment delays.

**Caution:** If your practice has a FedEx signature release on file, this allows FedEx to drop off any FedEx package, including vaccine shipments. This may result in vaccine being left on your doorstep when you are closed.

**November 2016 Ordering and Shipping**

- Except for state government holidays, November 11, 24, and 25, NCIP will accept vaccine orders throughout the month of November.
- Providers will not receive vaccine shipments from McKesson Specialty or Merck from Friday, November 18 through Friday, November 25, 2016.

State Government Holidays in November	Friday, November 11, Thursday, November 24 and Friday, November 25, 2016
No shipments from McKesson or Merck	Friday, November 18 – Friday, November 25, 2016

**December 2016 Ordering and Shipping**

- To accommodate McKesson Specialty and Merck holiday shipping schedules, Thursday, December 1 through Friday, December 9, 2016 are the **only** days that the North Carolina Immunization Branch will be accepting vaccine orders for the entire month of December.
- Unfortunately, orders received after 3pm on Friday, December 9 cannot be processed until Tuesday, January 3, 2017.



- Vaccine shipments may arrive at your office as late as Friday, December 16, 2016. Providers will not receive vaccine from McKesson Specialty from Monday, December 19, 2016 through Monday, January 2, 2017.

State Government Holidays in December	Friday, December 23, Monday, December 26, and Tuesday, December 27, 2016
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The <b>only</b> days that the North Carolina Immunization Branch will be accepting vaccine orders.	Thursday, December 1 – Friday, December 9, 2016
The last day orders will be processed until Tuesday, January 3, 2017.	3pm on Friday, December 9, 2016
The last possible arrival of ordered vaccine.	Friday, December 16, 2016
No shipments from McKesson or Merck.	Monday, December 19, 2016 – Monday, January 2, 2017

### January 2017 Ordering and Shipping

- The North Carolina Immunization Branch will resume regular order processing on Tuesday, January 3, 2017.

State Government Holidays in January	Monday, January 2, and Monday, January 16, 2017
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Except for state government holidays, the Immunization Branch Help Desk will be available at 1-877-873-6247 to answer your questions.

CC: SMT                      Regional Imm Staff                      CO Staff                      Vaccine Manufacturers                      Elizabeth Hudgins  
 Frank Skwara              Terri Pennington                      Peter Graber                      Jason Swartz                      Desiree Elekwa-Izuakor  
 Taryn Edwards              Gregg Griggs                      Ann Nichols