

BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.  
**Health Services**

**Procedure Manual**

Procedure Subject/Title: Transfer of Private Stock Vaccine to Another Brazos Valley Community Health Center Site  
Applicability: All BVCHC Clinic Sites  
Purpose: To ensure vaccines are safely transferred internally prior to seeking other sources of vaccines to borrow.

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**NOTE: ALL SITES WILL COMPLY WITH THESE PROCEDURES**  
**Procedure:**

**TRANSFERRING FROM ONE CLINIC TO ANOTHER CLINIC WITHIN THE BRAZOS VALLEY COMMUNITY HEALTH CENTER SYSTEM:**

1. Contact the Vaccine Coordinator to request vaccines.
2. When there is verbal agreement between Vaccine Coordinator and the receiving clinic to transfer vaccines, the Vaccine Coordinator will complete the Vaccine Transfer Form (including the lot number, expiration date of the vaccine and number of doses being transferred).
3. The Vaccine Transfer Form is signed by the Vaccine Coordinator **and** the person responsible for actually physically transferring the vaccines to a receiving clinic.
4. The original form stays in the cooler with the vaccines being transferred until they arrive at the receiving clinic.
5. On arrival at the receiving clinic the original Vaccine Transfer Form is completed and all signatures obtained and it is returned to the Vaccine Coordinator. A copy is made and kept at the receiving clinic location.
6. All original forms are maintained with the Vaccine Coordinator in a binder that houses all documentation of vaccine information.
7. Vaccines that cannot be utilized prior to expiring will be returned to the Vaccine Coordinator using the same process as 2-6.

## VACCINE TRANSFER CRITERIA:

1. All vaccines must be transferred in an enclosed cooler along with several ice packs within the cooler with a thermometer to document temperatures during transport.

**\*NOTE:** Never place a vaccine vial directly against an ice pack. Wrap the vial in paper towels or place inside a small box to maintain a constant stable temperature.

2. Varicella and Zoster vaccines are frozen live viruses that **must be** transferred in a special box packed with special ice packs to maintain a constant temperature of 32 degrees during the entire transport period.

**\*NOTE:** Local health departments may have these special transport boxes that the clinic system may borrow and then immediately return to the local health department.

3. All vaccines must be delivered immediately and placed in the refrigerator or freezer immediately upon arrival at the receiving clinic site.
4. Notify staff at the receiving clinic of the new arrival of transferred vaccines and document who was notified.