

## Health Services

### Procedure Manual

Procedure Subject/Title: Expiration of Texas Vaccines For Children (TVFC) Products  
Applicability: All BVCHC Clinic Sites  
Purpose: To ensure that vaccines are used prudently.

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**NOTE: ALL SITES WILL COMPLY WITH THESE PROCEDURES. SOME SITES REPORT THROUGH AN AGENCY VACCINE COORDINATOR.**

#### Procedure:

1. Expiration dates of all vaccines should be checked monthly.
2. Notify other clinics in our clinic system when vaccines are **within 90 days** of expiration so that a decision on how to efficiently use them and prevent wasting them can be made. If a viable plan cannot be developed and carried out by our Agency notify the Texas Vaccines for Children program contact person of the situation. Document all communication with the TVFC Program and maintain it in the TVFC Notebook.
3. When there is a vaccine that is expired:
  - A. Remove it from the refrigerator/freezer and bag the product separately and label it as "EXPIRED – Do NOT USE" and return it to the refrigerator/freezer.
  - B. A designated vaccine coordinator will complete a Vaccine Loss Report (C-69) and follow directions for submission to the Texas Department of State Health Services vaccine supplier.