

## Memorandum

Date: May 5, 2011  
To: Private Vaccines for Children (VFC) Providers  
Local Health Departments  
Nursing Supervisors  
Immunization Coordinators  
Administrators  
State and Delegate Agencies  
From: Mimi Luther, Provider Services Manager  
Date: May 5, 2011  
Subject: ***Short-Dated Publicly Supplied Vaccine Policy***

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Ordering publicly supplied vaccine and managing inventory is an important practice in reducing wasted vaccines and being good stewards of public funds. In some cases you may have vaccine inventory that might expire before your clinic is able to use it all. Here is the [Short-Dated Vaccine Policy](#) on how to handle short-dated publicly supplied vaccine.

### Short-Dated Vaccine

When your clinic orders publicly supplied vaccine, it is your responsibility to make sure it is used before expiration. If you have more vaccine than you think you can use before it expires, you may take one or more of the following steps in order to get your vaccine used and avoid being billed for the expired vaccine:

- Use data to determine the number of doses you expect to be able to use by the expiration date;
- Contact and arrange appointments for patients who are due or past due for the vaccine;
- Transfer vaccine to another provider that receives publicly funded vaccine. However, if the provider you transfer vaccine to is not able to use the vaccine before expiration, your clinic will be charged for the unused doses because your clinic has primary responsibility for the vaccine.

*For vaccine packing and shipping instructions or for directions on how to locate other providers in Oregon visit our website at [www.healthoregon.org/imm](http://www.healthoregon.org/imm) or contact your Health Educator.*

## Vaccine Management

Vaccine Management is an important step to reduce vaccine waste from expiration. The goal is to have enough vaccine stock on hand while not overstocking.

To have enough vaccine available while not overstocking, keep enough doses on hand until your next vaccine order plus an extra 5 week supply.

To determine how many doses of each vaccine your clinic should order, review your records through ALERT IIS reports or use other internal clinic methods.

Options include, but not limited to:

- Reviewing doses administered history
- Identifying patients due for future immunizations
- Recalling patients due for immunizations
- Identifying patients through scheduled appointments

## Shipment Received: Short-Dated

If your clinic received a vaccine order/shipment that contains vaccine that expires before your clinic can use it.

- Notify the Oregon Immunization Program at the time your shipment was received that your order contains vaccines with a shortened expiration date that you will not be able to use in time.
- Oregon Immunization Program will work with your clinic to help you get the vaccine transferred.

*Please notify your Immunization Health Educator if you have wasted or expired vaccine. Your Health Educator will arrange to have the doses picked up and returned to McKesson. Returning wasted & expired doses will reduce your bill by the amount of the Federal Excise Tax credits received.*