



**NEW YORK CITY DEPARTMENT OF  
HEALTH AND MENTAL HYGIENE**

Mary T. Bassett, MD, MPH  
Commissioner

Provider Quality Assurance  
Bureau of Immunization  
42-09 28<sup>th</sup> Street, CN21  
Queens, NY 11101-4132

## **New York City Vaccines for Children Program Replacement Policy for Expired and Spoiled Vaccines**

The New York City (NYC) Department of Health and Mental Hygiene (DOHMH), Bureau of Immunization (BOI), Provider Quality Assurance (PQA) Unit conducts site visits at public and private provider facilities throughout NYC. The purpose of the site visits is to ensure that Vaccines for Children (VFC) program vaccines are distributed, handled, and administered in accordance with federal VFC policies and procedures specified in the VFC Vaccine Recipient Agreement. In accordance with federal VFC program requirements, PQA is required to monitor vaccine wastage and to take steps to reduce vaccine lost due to mismanagement or negligence.

To help reduce the amount of expired and spoiled vaccines, BOI implemented a policy to replace expired and spoiled VFC vaccines due to mismanagement or negligence. Once a vaccine replacement request is made, vaccine replacement should be done on a dose-for-dose basis and should be made with the same vaccine spoiled or expired and the amount replaced must equal the total number of expired and spoiled vaccine doses.

A vaccine replacement request may be appealed by a provider if he or she believes that the vaccine wastage did not occur due to mismanagement or negligence. To appeal, a provider must submit a letter to the PQA Unit describing the incident and reasons why it is believed that the vaccine wastage did not occur due to mismanagement or negligence. All appeals are reviewed by the PQA Unit Chief for approval. Once appeals are reviewed and a decision is made, providers will be notified by e-mail or phone.

This VFC Replacement Policy for Expired and Spoiled Vaccines is part of the VFC Vaccine Recipient Agreement. Please contact the PQA Unit at [nycimmunize@health.nyc.gov](mailto:nycimmunize@health.nyc.gov) if you have any questions about this policy.

Implemented: September 14, 2011  
Revised: June 30, 2016