

Texas Vaccine Loss Report (C-69) Instructions

Notify Local Health Department (LHD) or Health Service Region (HSR) immediately when loss is discovered. The Texas Vaccine Loss Report should be completed and submitted to your LHD or HSR within four business days from the time the loss is discovered. Retain a copy for your records.

Page 1

- Complete the clinic information, including PIN
- Fill in the date the loss was discovered
- Circle the reason(s) for the loss
- Explain how the loss occurred. If loss occurred because of a temperature issue include Temperature Recording Form (C-105)
- Record steps or actions that will be taken to prevent a future loss
- List all TVFC vaccines that were lost (if you need more space than provided on page 1, you may use page 2). List the vaccine, manufacturer, lot number, expiration date, and the total number of doses lost for each lot. Each vaccine type must be listed separately. Do not include private stock on this form.
- Provider's signature must be that of the signing physician on the TVFC Enrollment Form. Print name, title, and current date.

Page 2 (optional if additional space is needed)

- Fill in Clinic Name and PIN
- List all TVFC vaccines that were lost. List the vaccine, manufacturer, lot number, expiration date, and the total number of doses lost for each lot. Each vaccine type must be listed separately. Do not include private stock on this form.
- Total Doses Lost should be the cumulative total of all vaccines lost. Do not include private stock on this form.
- Circle the reason(s) for the loss