

Vaccine Incident Report Form

Instructions and Guidelines for completing form

Reporting Instructions:

- Providers must complete form and report all instances of expired, spoiled, wasted or transferred vaccines to their LHJs.
- LHJs should be notified immediately if the unusable vaccine is the result of a storage and handling incident.
- H1N1 vaccine cannot be returned to the distributor. Expired or spoiled H1N1 vaccine needs to be disposed of locally as medical waste.
- Provider should contact vaccine manufacturer for guidance on determining if vaccine is spoiled based on the parameters of the incident.
- Send completed form to your Local Health Jurisdiction using the same contact/fax number as is used for vaccine orders.

Vaccine Incident Reason Codes and Definitions

1. Expired: Any vaccine with an expiration date that has passed. See vaccine returns below.
2. Spoiled: Any vaccine exposed to temperatures that exceed the limits of approved cold chain procedures and is deemed non-viable or spoiled due to the temperature excursion. Provider should contact vaccine manufacturer for guidance on determining if vaccine is spoiled based on the parameters of the incident. See vaccine returns below.
 - 2a. Spoiled – Too warm refrigerator storage. Refrigerator stored vaccine exposed to temperatures above 8°C/46°F.
 - 2b. Spoiled – Too cold refrigerator storage. Refrigerator stored vaccine exposed to temperatures below 2°C/35°F
 - 2c. Spoiled – Too warm freezer storage. Freezer stored vaccine exposed to temperatures above -15°C/+5°F?
3. Wasted: Any vaccine that cannot be used due to spillage, vial breakage, etc.
4. Lost or missing: Any vaccine can not be accounted for, located or is missing.
5. Transferred: Any vaccine that has been transferred from state supplied inventory to private inventory is considered an incident. Transfer is only allowed when there is lack of private-stock vaccine due to unexpected circumstances such as a delayed vaccine shipment, vaccine spoiled in-transit to provider, or new staff that calculated ordering time incorrectly. LHJ authorization is required before a transferred is made.
 - 5a. Transfer from state to private due to private order delay: When a private purchase order has been delayed to circumstances beyond the control of the provider.
 - 5b. Transfer from state to private due to non-viable delivery: When a private purchase order arrives and the vaccine is not viable due to temperature monitors show out-of-range temperature.
 - 5c. Transfer from state to private due to other (specify): Specify reason if other than 5a or 5b.

TRANSFER NOTE: VFC vaccine cannot be used as a replacement system for a provider's privately purchased vaccine inventory. The provider must assure that VFC vaccine supply is adequate to meet the needs of the provider's VFC-eligible patients and that transferring VFC vaccine will not prevent a VFC-eligible child from receiving a needed vaccination because VFC vaccine was administered to a non-VFC eligible child. Transfers cannot be provider planned transferred from VFC stock as routine practice. Transfers require prior authorization from the provider's LHJ or the state Department of Health.

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Vaccine Returns:

All expired or spoiled vaccines are to be returned directly to the distributor, except H1N1 influenza vaccine. Expired or spoiled H1N1 vaccine needs to be disposed of locally as medical waste. Follow the instructions listed below on how to return vaccine directly to McKesson.

For all returns:

1. To cause the least interference with vaccine order processing, please fax this form and return the vaccine after the 15th of the month.
2. This form must be completed for each provider returning expired vaccine(s), and the PIN number must be included.
3. Include a copy of this form with returned shipment

For returns directly to McKesson:

1. Fax a copy of this form to the Washington State Department of Health 2 days prior to returning the vaccine.

Washington State Department of Health Fax # (360) 236-3597

2. Use a shipping carton received from McKesson and request a UPS return label from your LHJ. Returns should be given to the UPS delivery person at the next UPS pick-up or drop off to avoid pick-up charges.
3. Address for vaccine returns sent directly to McKesson Specialty:

McKesson Specialty
4100 Quest Way, Room 114
Memphis, TN 38115
Attn: Vaccine Returns

If you have any questions, please contact:

Christy Gustafson, RN, BSN
Immunization Program Coordinator
(360) 867-2534
Fax Number: (360) 867-2608
E-Mail: gustafc@co.thurston.wa.us

Lisa Furtwangler
Immunization Program Assistant
(360) 867-2548
Fax Number: (867-2608
E-Mail: furtwal@co.thurston.wa.us

**Forms can be found on our website at:

www.co.thurston.wa.us/health/personalhealth/immunizations/

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Public Health
And Social Services
Immunization Program
412 Lilly Rd NE
Olympia, WA 98506-5132