



**Vaccine Incident Report and Return Form**  
 Washington State Childhood Vaccine Program  
 Office of Immunization and Child Profile

DOH USE ONLY VTrcks No: Return ID-Expired: Return ID-Spoiled: Return ID-Wasted:
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Healthcare providers participating in the Washington State Childhood Vaccine Program are required to report all vaccine incidents that result in unusable vaccine (including expired, spoiled, wasted, missing or transferred vaccine from state to private inventories). Use this form for incidents and returns of childhood vaccines (except influenza).

DATE: \_\_\_\_\_ VACCINE ORDERING (PROVIDER) PIN: \_\_\_\_\_  
 PROVIDER/CLINIC NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: WA ZIP: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
 LHJ NAME: \_\_\_\_\_ DATE CONTACTED LHJ : \_\_\_\_\_

**Step 1: [For all incidents, except Flu]** Record the number of doses, vaccine product details, and the reason for the vaccine incident. Use last pages for additional lot numbers.

Vaccine	Number of Doses	Manufacturer	NDC Number	Lot Number	Expiration Date	Incident Code (see below)
DT						
DTaP						
DTaP-Hep B-IPV						
DTaP-IPV-Hib						
DTaP-IPV						
Hep A						
Hep B						
Hep B-Hib						
Hib						
HPV						
IPV						
MCV						
MMR						
MMR-V						
PCV						
PPSV						
Rotavirus						
Td						
Tdap						
Varicella						

Vaccine incident reason codes and instructions to complete form:	
1. Expired	4. Lost or Missing
2a. Spoiled: Too warm refrigerator storage	5a. Transfer from state to private due to private order delay
2b. Spoiled Too cold refrigerator storage	5b. Transfer from state to private due to non-viable delivery
2c. Spoiled: Too warm freezer storage	5c. Transfer from state to private due to other (specify)
3. Wasted (spillage, breakage, etc.) – Your LHJ will determine if this form is required for each waste incident.	

**Please FAX completed form to your Local Health Jurisdiction and to the State at 360.236.3597.**



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**Step 2: [For all incidents]** Have you already submitted a return or reconciled your inventory for this incident in the IIS?:

YES  NO

**Step 3: [For all incidents]** Describe the reason for vaccine incident that results in vaccine being expired, spoiled or unusable and the corrective action to prevent future instances of vaccine becoming non-viable or unusable.

Date of incident:
Reason for incident:
Corrective Action to prevent future incidents (include date vaccine returned to state supplied stock for transfer incidents):

**Step 4: [For spoiled vaccine incidents – reasons 2a-2c]** Please answer the following questions for vaccine that is spoiled due to exposure to out-of-range temperatures.

1. Was the spoiled vaccine known to have been exposed to more than one out-of-range storage temperature? Answer “Yes” if the decision to waste the vaccine was based upon a history of more than one improper storage incident involving the vaccine.

YES  NO

2. How long was the vaccine outside the proper temperature range? **In hours:** \_\_\_\_\_  
Refrigerated vaccine range: 36°F to 46° F (2°C to 8°C). Freezer stored vaccine range: below -15°C/+5°F  
Report the actual time out of range in hours; if known, report the time from the most recently recorded in-range temperature until the discovery of the problem (in hours). (1 day = 24 hrs; 2 weeks=336 hrs; 60 days=1440 hrs)

3. Was the out-of-range temperature the result of the vaccine being left outside of the refrigerator or freezer?

YES  NO

4. What type of refrigerator was involved? (Select all that apply)

<input type="checkbox"/> Combination refrigerator / freezer with <input type="checkbox"/> separate thermostats OR <input type="checkbox"/> single thermostat OR <input type="checkbox"/> Unknown
<input type="checkbox"/> Stand-alone refrigerator, household style
<input type="checkbox"/> Stand-alone refrigerator commercial style
<input type="checkbox"/> Stand-alone refrigerator, “purpose-built” for storage of vaccines (e.g. laboratory or pharmacy grade)
<input type="checkbox"/> “Dormitory style” refrigerator (small, typically with interior freezer-box that has no external door)
<input type="checkbox"/> Type of refrigerator unit is unknown

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