

New York State Vaccines For Children Program (NYS VFC)

Expired/Loss Report

Provider Name: _____

Address: _____

Contact Name: _____ Phone #: _____

VFC PIN _____

Date: ____/____/____
Month Day Year

ALL PUBLICLY-FUNDED VACCINE THAT BECOMES NONVIALE (I.E., SPOILED OR EXPIRED) MUST BE REPORTED TO THE NYS VFC.

This includes publicly-funded childhood vaccines for VFC, Child Health Plus, and underinsured patients.

- **If the loss is due to a temperature excursion, call the NYS VFC at 1-800-543-7468 immediately.**
- **Complete all sections below** and submit the *Expired/Loss Report*. You will receive a return label from McKesson (the vaccine distributor) AND a return authorization sheet from the NYS VFC. Place only the vaccine(s) listed on this sheet in a box with the authorization sheet, label the box, and return via UPS to McKesson. To expedite the process, make sure office staff is aware that the labels should only be used to return publicly-funded vaccine received through the NYS VFC Program.
- Spoiled or expired product **in its original vial or pre-filled syringe must** be returned within six months of expiration.
- *The following spoiled, wasted or expired items must be **reported** to NYS VFC, but not returned: Syringes filled but not used, any used syringes with or without needles attached, broken vials, or any multi-dose vial from which some doses have already been withdrawn. The number of doses not being returned should be documented under doses discarded on the chart below.

Vaccine	Manufacturer	NDC#	Lot Number	Expired Date	Reason for Loss Code (see table below)	Number of Doses to be Returned	*Number of Doses Discarded

Code	Reason for Loss
1	Expired: Vaccine is past expiration date
2	Wasted: Dropped vial/Broken Vial
3	Wasted: Drawn-up but not administered
4	Spoiled: Proper refrigeration/freezer temperature not maintained
5	Spoiled: Vaccine not refrigerated and/or stored improperly upon receipt
6	Spoiled: Refrigeration/mechanical failure

Code	Reason for Loss
7	Unusable: Natural disaster/Power outage
8	Unusable: Lost or damaged in transit to provider
9	Vaccine unaccounted for
10	Non-viable open multi-dose vial but not all doses administered
11	Other (Write in reason)

Fax completed report to NYS VFC: (518) 449-6912
 If you have any questions, please call 1-800-543-7468 (1-800-KID-SHOTS)