

New York State Vaccines for Children Program (NYS VFC)

Expired/Loss Report

Provider Name: _____

Address: _____

Contact Name: _____ Phone #: _____

Email Address: _____

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.
- 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syringes with or without needles attached, broken vials, or any multi-dose vial from which some doses have already been withdrawn.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)