

How to Account for Wasted/Expired Doses

Step 1: Submit a signed and complete [wasted/expired form](#) to ArizonaVFC@azdhs.gov. Ensure all fields are filled out and both lot number and NDC from the box is included for each line.



Arizona Immunization Program Office, Vaccine Center

Phone: 602-364-3642 Fax: (602) 364-3276 or (602) 364-3232 Email: ArizonaVFC@azdhs.gov
(Fax/Email completed form to Vaccine Center)

Wasted/Expired Vaccine Return Form

Provider Name: AIPO			Return Codes: R0 - Expired vaccine R1 - Failure to store properly upon receipt R2 - Not properly stored R3 - Cold storage unit too cold R4 - Cold storage unit too warm R5 - Cold storage unit mechanical failure R6 - Natural disaster / Power outage R7 - Vaccine recall R8 - Spoiled - other R9 - Office closing	Wastage Codes: W1 - Broken Vial/Syringe W2 - Vaccine drawn up, not used W3 - Lost or unaccounted for vaccine W4 - Non vaccine product (e.g. IG, HBIG, Dil) W5 - Open vial/all doses not administered W6 - Other	
Contact: AIPO Office					
Phone: 602-364-3899					
Email address to receive pre-paid shipping label: ARIZONAVFC@AZDHS.GOV					
PIN: XXXX					
Vaccine Name	Return / Wastage Code (from above)	Vial(V) Syr.(S) Spray	Lot# / NDC#	Expiration Date	Quantity (# of doses)
Moderna COVID-19 Vaccine	W1	V	039B12A / 80777-0273-99	10/02/2021	2
Total Loss:					# 2

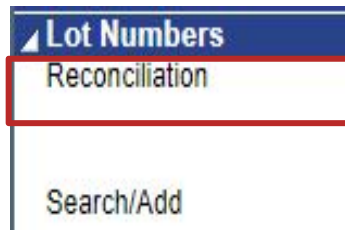
AIPO OFFICE 4/19/2021
Person Completing Form (Print) Date

 4/19/2021
Signature of Enrolling Provider Date

ast Revision: February 2021

Tip: Doses listed with a Return code (R code) will need to be returned and the email address listed on the top left of the form will receive a prepaid shipping label (this email can NOT exceed 40 characters). Doses reported with a Wastage Code (W code) do not need to be returned and will need to be disposed of per your clinic's policies.

Step 2: Once the form has been submitted to ArizonaVFC@azdhs.gov, you will need to log into ASIIS and remove the wasted/expired doses from your ASIIS reconciliation page (Please note: this is the ONLY time doses are to be removed from the reconciliation page). Start by selecting the Lot Number tab from the left hand menu in ASIIS & then select Reconciliation under the Lot Number tab



Step 3: Once on the Reconciliation page, enter Physical Inventory. When removing doses, the Physical Inventory box should be the number of doses you will have left after removing the number of wasted/expired doses reported on your form. The adjustment column will reflect the number of doses being removed.

Reconcile Inventory								
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source
COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose (Moderna)	039B21A	12/31/2069	70	68	-2.0	--select--	--select--	PAN
DTaP	C5624AA	06/10/2021	9		0.0	Correction	--No Reason Required--	VFC
DTaP-Hep B-IPV	2KD4D	05/08/2022	5		0.0	Expired	--No Reason Required--	VFC
DTaP-Hep B-IPV	F4H92	06/21/2021	9		0.0	Recall	--No Reason Required--	VFC
						Spoiled	--No Reason Required--	VFC
						Transfer	--No Reason Required--	VFC
						Wasted	--No Reason Required--	VFC

Tip: Please only use expired, spoiled, wasted or recall (only if there is a recall from the manufacturer) when you have submitted the wasted/expired form. Do NOT use “transfer” as a category selection in the reconciliation page of ASIIS. The category and reason selected should match the Return or Wastage code indicated on the wasted/expired form.

Step 4: Once the Physical Inventory has been entered for all doses, click ‘Submit Monthly Inventory.’



The Immunization Program Office is here to assist you!
Independent Pandemic Training can be completed at this link [here](#).

ASIIS Help Desk: 602-364-3899
Email: ArizonaVFC@azdhs.gov