



CVP TRAINING SERIES

Office of Immunization Childhood Vaccine Program June 20, 2024

Topics Covered







Vaccine Loss Policy



Vaccine Loss Policy

Introduction

Proper vaccine storage, handling, and accountability are vital components to the success of the Washington State Department of Health's Childhood Vaccine Program (CVP). This policy outlines processes and repercussions when vaccine is lost.

Scope

This policy applies to all Washington providers that receive publicly supplied childhood vaccine.

Expectations of Providers

Providers agree to:

- Maintain proper storage and handling practices to avoid vaccine loss.
- Manually review vaccine storage unit temperatures during clinic hours 2x daily.
- Download and review digital data logger data weekly (or monthly, at a minimum) for missed temperature excursions.
- Follow the Vaccine Temperature Excursion Guide for any inappropriate storage conditions or temperature readings outside the recommended ranges as outlined in the manufacturers' package insert.
- Report all vaccine loss using the online return function in the Washington State Immunization Information System (IIS).
- Retain the monthly paper Vaccine Loss Log for three years and submit to WAChildhoodVaccines@doh.wa.gov if monthly loss is over \$2500.

Vaccine Loss Scenarios & Repercussion Key

Vaccine Loss Scenarios

- Provider's first incident within 365 days that's greater than \$2,500 but less than \$10,000 (A,B,C).
- Provider experiences any additional negligent incidents that are greater than \$2,500 within 365 days of their most recent negligent incident (A,B,C,D,E).
- Provider experiences any negligent incident greater than \$10,000 (A,B,C,D,E).
- Provider continues to have negligent incidents (A,B,C,D,E,F).
- Provider fails to comply with the Vaccine Loss policy (A,G,H).

Repercussion Key

- A. The program may turn off provider vaccine ordering permissions until issue is resolved.
- B. The program will provide an email and resources to educate the provider regarding their incident.
- C. The program will require the provider to submit their Vaccine Loss Log outlining the incident and actions they plan to take to prevent future vaccine loss.
- D. The program will require providers to complete additional training regarding vaccine storage and handling procedures.
- E. The program may require the provider to purchase or update equipment to help reduce the risk for future incidents (i.e. digital data loggers, remote monitoring data loggers, or pharmaceutical grade storage units).
- F. The program may perform an unannounced site visit to ensure the provider is following best practices.
- G. DOH may put the provider on probation.
- H. DOH may disenroll provider if conditions of probation are not met.

Short Dated Vaccines (Transfers)

- For vaccines within 90 days of expiration
- Vaccine advertisement feature located under Orders/Transfers in the IIS
- Also, utilize the Provider Map and call providers
- Transfers should be no more than 1 hour away

Vaccine Loss Policy (update)

Note: If the vaccine loss was due to expiration of short-dated transferred vaccines from another provider, the receiving provider reporting the loss is exempt from the repercussions stated on the policy.

Vaccine Loss Log



Vaccine Loss Log

WASHINGTON STATE	C V P Weshington State Depart
Childhood Vaccine Pro	ogram HEALT
Office of Immunization 1 (360) 236-2829 1 dob wa gov/cm 1 wast	

DOH USE ONLY

Return ID-Expired: Return ID-Spoiled: Return ID-Wasted:

/accine	Loss	_og		Month/Year:

Healthcare providers participating in the Washington State Childhood Vaccine Program (CVP) are required to report all vaccine loss that results in unusable								
	accine. Each month, post this log on your storage unit to track vaccine loss and to help complete your monthly inventory report online in the Immunization							
Information System (IIS). At the end	Information System (IIS). At the end of each month, keep this log in your Vaccine Management binder. Providers must submit this log to DOH if:							
 The provider does not repor 	t vaccine loss in the IIS.							
The vaccine loss totals \$2,5	500.00 or more. Use Online Vaccine Returns as	needed to det	ermine total cost of vaccine	loss.				
Preferred method of receipt is via so	can and email to WAChildhoodVaccines@doh.v	wa.gov or fax to	360.236.3811.					
PIN:	IN: Facility Name:							
Address:		City:		State: WA	Zip:			
Contact Name:	Telephone:		Email:					
Please answer the following questions a needed based on the vaccine loss logge			2. Were any of the nor patients? NO SYES	n-viable doses a				

Record number of doses, vaccine product details, and reason for vaccine loss in the table below. Use Appendix A as needed for additional NDCs/lot numbers. *If you have submitted your return online and have your IIS vaccine return ID, only complete the columns indicated below with an asterisk (*).									
*IIS Vaccine Return ID or Vaccine	Date	Number of Doses	Manufacturer	NDC Number	Lot Number	Expiration Date	Vaccine Loss Codes (see below)	*Corrective Action to Prevent Future Vaccine Loss (use additional pages as needed)	Staff Initials
Vaccine Loss Cod	es:								
1a. Expired	1a. Expired			2d. Spoiled: Mechanical failure			3b. Waste: Vial - broken or lost		
1b. Expired: Transfer			2e. Spoiled: Vaccine spoiled in transit			3c. Waste: Open multidose vial			
2a. Spoiled: Expired BUD			2f. Spoiled: Failure to store properly upon receipt			3d. Waste: Lost or unaccounted	d for		
	2b. Spoiled: Natural disaster/power outage			2g. Spoiled: Not properly stored			Misuse: Administered to ad	ult	
2c. Spoiled: Refrigerator too warm or too cold 3a. Waste: Vaccine drawn into syringe but not administered 5. Recalled vaccine									



Required Fields Key R=Returns W= Waste

Vaccine Loss Log

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Information System (IIS). At the end of e	ach month, keep this log in your Vaccine I	Management bi	nder. Providers must submit	this log to DO	H if:			
 The provider does not report vac 	cine loss in the IIS.							
The vaccine loss totals \$2,500.0	0 or more. Use Online Vaccine Returns as	s needed to det	termine total cost of vaccine	loss.				
Preferred method of receipt is via scan a	nd email to WAChildhoodVaccines@doh.	wa.gov or fax to	o 360.236.3811.					
PIN: Facility Name:								
Address: R/W COMPLETE	ALL	City:		State: WA	Zip:			
Contact Name:	Telephone:		Email:					
Please answer the following questions as needed based on the vaccine loss logged:	Have you already submitted a return or your inventory for this loss in the Immun Information System (IIS)? NO YES		Were any of the non patients? ■ NO □ YES -	-viable doses ac - How many dos				

Record number of doses, vaccine product details, and reason for vaccine loss in the table below. Use Appendix A as needed for additional NDCs/lot numbers. *If you have submitted your return online and have your IIS vaccine return ID, only complete the columns indicated below with an asterisk (*).									
*IIS Vaccine Return ID or Vaccine	Date	Number of Doses	Manufacturer	NDC Number	Lot Number	Expiration Date	Vaccine Loss Codes (see below)	*Corrective Action to Prevent Future Vaccine Loss (use additional pages as needed)	Staff Initials
R								R	
W	w	W	w	W	W	W	w	W	W
Vaccine Loss Co	des:								
1a. Expired 2d				2d. Spoiled: Mechanical failure			3b. Waste: Vial - broken or lost		
1b. Expired: Transfer			2e. Spoiled: Vaccine spoiled in transit			3c. Waste: Open multidose vial			
	2a. Spoiled: Expired BUD			2f. Spoiled: Failure to store properly upon receipt			3d. Waste: Lost or unaccounted		
2b. Spoiled: Natural disaster/power outage			2g. Spoiled: Not properly stored			Misuse: Administered to ad	ult		
2c. Spoiled: Refrigerator too warm or too cold			3a. Waste: Vaccine drawn into syringe but not administered 5. Recalled vaccine						

Vaccine Returns



Why Are Returns Important?

- Ensures that spoiled, expired and wasted vaccine is removed from storage units so it is not inadvertently administered to patients.
- Vaccines returned within six months of expiration receive an excise tax credit which helps offset the financial loss and funds future vaccine purchases.
- Allows the Childhood Vaccine Program to track and reduce vaccine loss.
- Highlights training and education needs for providers related to vaccine loss.

Vaccine Return	July 202	22 – June 2023
Reason	Doses	Cost
Other	5,538	\$396,991
Expired vaccine***	47,440	\$2,775,048
Spoiled—other	406	\$36,177
Refrigerator too cold	2,324	\$156,221
Refrigerator too warm	848	\$57,544
Mechanical failure	5,056	\$434,130
Natural disaster/Power outage	1,047	\$79,555
Failure to store properly upon		
receipt	590	\$61,717
Recall	218	\$32,536
Vaccine spoiled in transit		
(Freeze/Warm	454	\$41,838
Total	63,921	\$4,071,757

What are the differences between Wasted, Spoiled, and Expired Vaccine, and what is returnable?

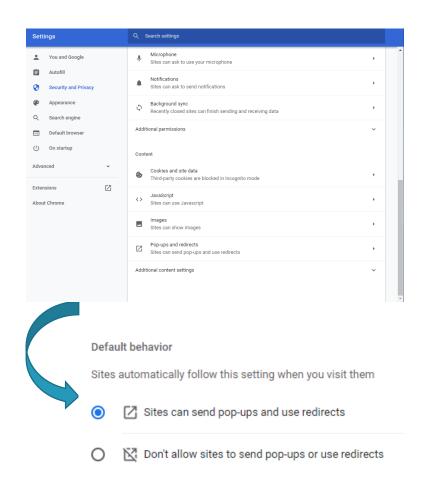
Return Type	Definition	Returnable
Wasted Vaccine	Any vaccine rendered non-viable by spilling, breaking, or by being drawn up and not administered to a patient. Also includes vaccine that is lost or unaccounted for.	NO. But it is important to report wastage in the Immunization Information System (IIS) for tracking purposes.
Spoiled Vaccine	Any vaccine rendered non-viable by becoming too hot, too cold, or exposed to light. Vaccine spoils when it is not stored or handled appropriately.	YES. This vaccine is returnable
Expired Vaccine	Any vaccine that is not used by the expiration date listed by the manufacturer.	YES. This vaccine is returnable

Exceptions: If opened multi-dose vials (IPV, Flu and COVID) are spoiled, expired, or wasted, they are not eligible for return. However, they should still be reported in the IIS. There is a specific drop-down menu for opened multi-dose vials in the IIS Reconciliation Screen.

Providers who submit vaccine returns and wastage in the Immunization Information System (IIS) reduce paper reporting and simplify the vaccine returns process.

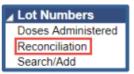


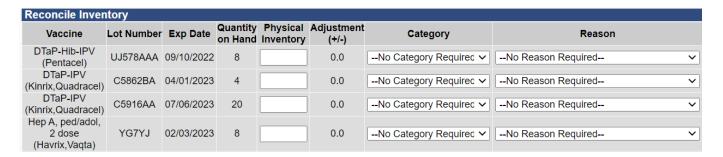
- 1. Ensure pop-up blocker is disabled before completing the vaccine return. If popup blocker is enabled in your internet browser, you may submit the return twice or not have access to the vaccine packing slip.
- 2. Log into the Washington State Immunization Information System (IIS).
- 3. Enter your facility, if needed.



Follow inventory reporting procedures in the reconciliation screen.

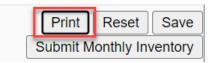
Click on the Lot Numbers heading in the left menu, then click on Reconciliation.







To generate a paper inventory form, select **Print** at the bottom of the Reconciliation page.



Accounting for Returns/Waste in the IIS

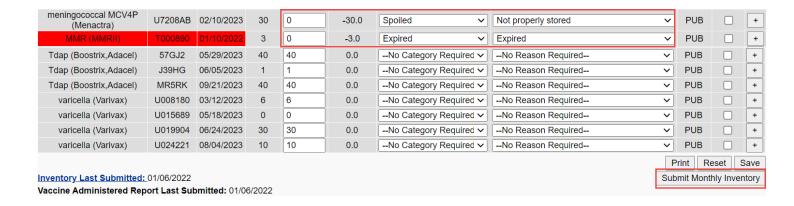
Return Type	Category	Reason
Expired vaccine (including unopened multi-dose vials)	Expired	Expired
COVID Vaccine with expired beyond-use-date (BUD)	Spoiled	Expired BUD
Spoiled vaccine due to temperature excursion (including unopened multi-dose vials)	Spoiled	Enter specific reason for temperature excursion
Waste Type (Non-Returnable)	Category	Reason
Expired, opened multi-dose vials*	Expired	Expired Opened Multi-Dose Vial
Opened multi-dose vials with temperature excursion*	Wasted	Dose Count Variance Multi-Dose Vial
Non-viable vaccine that cannot be returned*	Wasted	Choose from: Broken/dropped/spilled; lost and unaccounted; drawn up not used; vaccine damaged in transit

^{*}These vaccines cannot be returned. They must be accounted for as waste in the IIS and discarded per your facility policy.

COVID Vaccine Returns/Waste

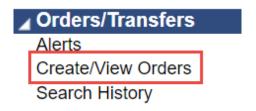
Reminder: COVID vaccine should now be returned or wasted in the IIS like any other vaccine.

During this process, mark any wasted, spoiled, or expired vaccine and click the **Submit Monthly Inventory** button at the bottom of the reconciliation screen.



Do not inactivate the vaccine lot number you need to return. Inactivating the lot number at the same time as submitting will not create a vaccine return. You can go back in later and inactivate it.

6. Go to the **Orders/Transfers** menu in the left menu and click on **Create/View Orders**.



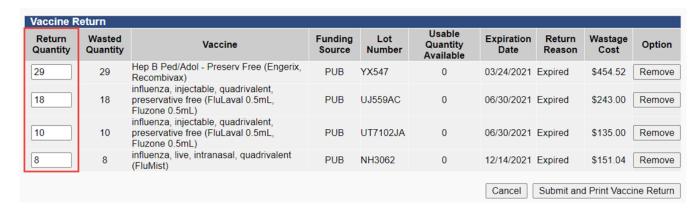
 On the Create/View Orders page, there is a button on the bottom right side called Vaccine Return. Select the Vaccine Return button to go to your returns queue.



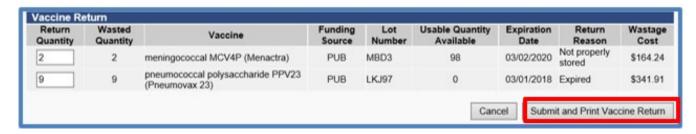
- 8. The Vaccine Return page will display the vaccines marked as expired/spoiled from the **Reconciliation** screen.
- Confirm your clinic information is correct. Make sure your shipping label method is listed as **Email**. Make sure your name and a valid email are listed on the returns screen to ensure you receive the shipping label for your return.



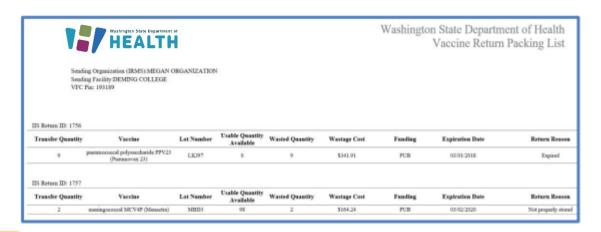
10. Fill in the vaccine quantity for each vaccine you'd like to return listed under the **Return Quantity** header



11. Once you've filled out everything, click on the **Submit and Print Vaccine Return** button.

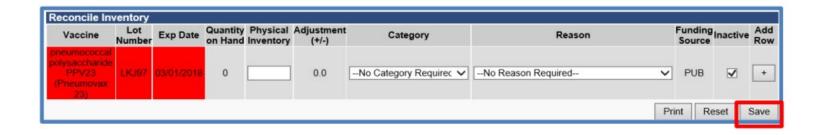


12. The IIS will open a web page showing your Vaccine Return Packing List.



Tip: Print and insert this packing slip in the box with the vaccines you're returning. If you forgot to print the packing slip, you can reprint it by: logging into the IIS, selecting Search History under the Orders/Transfers heading in your left menu. Select the Vaccine Return radio button and click Search.

13. Once you have reconciled your inventory and you have submitted your return (including printing your packing slip), go back to the Reconciliation page and inactivate the vaccine lot numbers that show '0' for Quantity on Hand and press Save.



- 14. After submitting the vaccine return, the State Approvers will review and approve the vaccine return.
 - A shipping label will be emailed to you within 1-2 weeks. If you do not receive a shipping label within that time, email <a href="washed-was

UPS Label Delivery, 1Z2R43839097994423



← Reply

i You forwarded this message on 1/14/2022 2:26 PM.

If there are problems with how this message is displayed, click here to view it in a web browser.

Get Shipping Label





An electronic shipping label is available for you. Follow the steps below to prepare your package prior to shipping. Select Get Shipping Label to get started.

1. Get a shipping label

You can print the label, email it to someone else, or generate a label using a barcode on your phone. Select Get Shipping Label to see details.

Note: When retrieving your label, we will provide you with a UPS Returns Label and a Commercial Invoice if the invoice was prepared by the original shipper.

Get The Receipt

View UPS Return Documentation Instructions

Find Out More About Returning Your Shipment

Excise Tax Credit

If vaccine is returned within six months from the expiration date, the Childhood Vaccine Program will receive an excise tax credit that offsets the cost of the loss.

Important to Remember

We recommend that you reconcile and submit your inventory on the 1st of the month. This is the same time when you should submit your temperature logs for the previous month.

 Providers can do vaccine returns whenever they reconcile their inventory or whenever they have expired or spoiled vaccines. This can be at any time of the month.

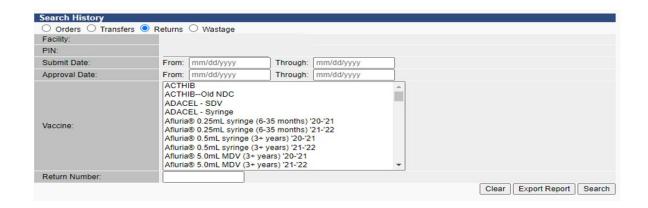
Ideally, on the 1st of the month you will:

- Reconcile and submit your inventory in the IIS
- Submit your vaccine returns in the IIS
- 3. Submit the previous month's temperature logs in REDCap
- Submit your Vaccine Loss Log if >\$2500 loss via email to WAChildhoodVaccines@doh.wa.gov

Searching for a Submitted Return

To Find a Submitted Return:

- Under Orders/Transfers, click Search History
- Click the radio button: **Returns**
- Enter a date range
- Optional: enter the return number (if you know it)
- Click Search



Questions?

Childhood Vaccine Program Main Contact Information

WAChildhoodVaccines@doh.wa.gov

Phone: (360)236-2829

Fax: (360)236-3811



My vaccine is about to expire. When do I start the return process?

- Please continue to properly store the vaccine until expiration date.
- Once the vaccine expires, you can adjust the doses from your inventory and begin the return process.

If I have expired vaccine I need to return, but I removed it from the IIS, what should I do?

- You may add the inactivated vaccine back into your inventory.
- There is a step-by-step guide for this in the Online Returns Frequently Asked Questions document at the end of this presentation.

What should I do if I submitted something for return and it is wrong?

- The best thing to do in this case is reconcile your inventory and make the fixes in the IIS to reflect what was expired/returned and what wasn't.
- If you are not sure how to correct the errors, please contact us at WAChildhoodVaccines@doh.wa.gov for assistance.
- You can also hand correct the packing slip with the correct information before sending the return. Please let the state Department of Health know so that we can remove the IIS return from being submitted.

What is the best way to ensure providers will be able to receive return labels via email?

 All McKesson return label communications will come from the following e-mail address, McKesson Specialty Dist. [pkginfo@ups.com]. You should confirm that this e-mail address will not be blocked by your e-mail service's spam filters.

How do we package returnable vaccine?

There are no package requirements for returnable vaccine.

- We recommend using a small box or a padded envelope.
- Please keep the vaccine in the boxes they came in, if possible. This will help prevent vaccines from breaking during transport.
- For larger returns you may also use McKesson boxes for returns.
- Returned vaccines do not need to be shipped with cold packs.

Tools and Resources

- Vaccine Loss Policy
- Vaccine Loss Log
- Online Returns Quick Reference Guide
- How to Search, Add, Reconcile and Report Inventory
- Online Returns Frequently Asked Questions
- **Childhood Vaccine Program Training**

Upcoming CVP Trainings

August TBA: COVID-19 Updates

September 19: Flu Updates

Suggestions? Please send to WACHILDHOODVACCINES@doh.wa.gov



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.

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