

Instructions for Completing the Wasted/Destroyed Form

To report vaccine as wasted, complete the Wasted/Destroyed Form. Use the following link to access the form: [Wasted/Destroyed Form](#). A direct link to the form is also available on the VFC website, Resources and Forms page.

By submitting this form, you are indicating the IIS has been updated and the vaccine has been properly destroyed following state and local disposal requirements.

Please review each question thoroughly and complete all required fields. Forms submitted with missing or incorrect information will not be processed.

Note: When using a personal computer, most fields on this form will utilize drop-down menus. When using a mobile device, several questions will appear as radio buttons.

Section 1:

VFC PIN: Enter the VFC PIN for the site. PINs are five or six digits, and sometimes include one or two letters.

Person reporting: Enter the first and last name of the person reporting the wasted vaccine.

Site Name: Enter the full name of the provider site.

Phone Number: Enter the direct telephone number of the person reporting. Include the area code.

Email Address: Enter the email address of the person reporting. Please review to ensure the email is entered correctly.

Will an incident report be submitted for these vaccines? Answer Yes, No, or Incident report has already been submitted.

If the vaccine is being wasted due to a temperature excursion, a *Vaccine Incident Report and Worksheet* must be completed and submitted to Division of Immunizations (DOI) within five days of the incident.

Vaccine Wastage Reason: Choose a wastage reason from the list.

Sections 2 - 11:

Choose vaccine type: All vaccine National Drug Codes (NDCs) available through the PA VFC Program are listed. Select the correct NDC from the list. If you do not see your NDC, choose the brand name and vial/syringe that best matches your request.

Influenza vaccines are an exception, as these NDCs change each year. For influenza vaccines, choose 'Other' and enter the NDC manually. Format should be XXXXX – XXXX – XX. Include all numbers, even zeros. Do NOT simply write "flu" or "influenza." Missing or incorrect NDCs will delay processing.

Expiration date: Enter the expiration date indicated on the vial/syringe. The date can be entered manually or chosen from the pop-up calendar.

Number of doses: Enter the number of doses being wasted.

Do you have another vaccine to report as wasted? Answer Yes or No.

To enter additional NDCs, select Yes and then 'Next.'

Providers can enter up to 10 NDCs for the same wastage reason. If the wastage reasons differ, a separate form must be submitted for each reason.

If more NDCs still need to be entered, select Yes. Once all NDCs have been entered, select No and then 'Submit.'

Instructions to submit additional waste for your site: Select Done with this form and then 'Submit.' This will close and submit the current form, so a new form can be started if needed.

Once you click 'Submit,' the following message will appear confirming receipt of your form:

Thank you! Your submission has been received.

Please properly dispose of the vaccines in accordance with your site's policy and update your inventory to account for the wastage.

No communication will be sent from DOI once the request is processed.

Providers should contact RA-pavfc@pa.gov with questions.

Providers must properly destroy the vaccine following state and local disposal requirements. Providers must also update the site's inventory accordingly in the IIS. Once all required steps have been taken, the waste request is complete.

No communications will be received from DOI regarding a waste request unless there is a problem or question.