Health care providers participating in the Washington State H1N1 vaccination program are required to report storage and handling incidents resulting in H1N1 vaccine becoming non-viable or unusable. Vaccine is considered non-viable and/or unusable in the following ways:

- **Expired Vaccine**: vaccine with an expiration date that has passed
- **Spoiled Vaccine**: Vaccine exposed to temperatures outside the limits of approved cold chain (keep vaccine refrigerated, mark do not use, contact LHJ to determine the vaccine is spoiled)
- **Wasted Vaccine**: doses lost due to spillage, vial breakage, etc
- **Lost Vaccine**: Vaccine that cannot be accounted for because it cannot be located is missing

H1N1 vaccine incident reports must include the number of doses and lot numbers of all doses of H1N1 vaccine that become non-viable or unusable. Providers should notify their Local Health Jurisdictions (LHJ) **within 24 hours** of discovery of an incident. The LHJ will inform the State Department of Health of the incident. An H1N1 Vaccine Incident Report Form should be completed for each incident. After LHJ notification expired or spoiled H1N1 vaccine should be disposed of as medical waste based on the provider's medical waste disposal protocol and indicated on the H1N1 provider accountability report in the “Doses expired/wasted/spoiled” column.

To fill out the report after contacting the LHJ (Thurston County Public Health and Social Services) follow these steps:

**Step 1.** Record the number of doses, vaccine product details, and the reason for the vaccine being non-viable or unusable. Use the next page for additional lot numbers. Please print or type legibly.

**Step 2.** Describe the reason the H1N1 vaccine is non-viable or unusable and the corrective action to prevent future instances of vaccine becoming non-viable or unusable (except for expired vaccine).

**Step 3.** Please answer the following for vaccine that is non-viable due to exposure to out-of-range temperatures.

You can access this report on the TCPHSS website. For other questions or concerns contact Jillian Heist at (360) 867-2523 or e-mail at heistj@co.thurston.wa.us