WyVIP Vaccine Incident Report

The WyVIP Vaccine Incident Report is to be completed when a vaccine storage unit has a temperature outside of the acceptable range (outside of 2-8°C for refrigerator and warmer than -15°C for freezer). Any out of range temperatures MUST be reported to the Immunization Section immediately to determine stability of any vaccines involved in this incident.

Providers should complete the Incident Report in a legible fashion and fax the report and current temperature logs to the Immunization Section at 307-777-3615. It will then be forwarded to the appropriate Clinical and Compliance Specialist.

Provider Information		
Facility Name:		PIN:
Name of Person Reporting:	Phone:	City:

Storage Unit Affected				
Please circle one:	Combination Refrigerator/Freezer	Refrigerator Only	Freezer Only	Approximate Age of Unit:

Temperature Details				
Date	Time	Unit Temperature	Approximate Room Temperature	Action Taken

What was the last documented in-range temperature and when was it recorded?

Please document all WyVIP/VFC vaccines involved in this incident, using a second page if necessary. If provider is an active WyIR user, a Lot Number Summary may be submitted, after reconciling to ensure all vaccines affected have been recorded.

Name of Vaccine	Manufacturer	Lot Number	Expiration Date	Number of Doses	Number of previous excursions and number of hours out of range

Please provide detailed information on the incident. Be sure to include how it was discovered, actions taken, why it occurred and what has been done to ensure it doesn't occur again.

Did your office use the established Emergency Plan? If not, please explain why it wasn't used.

Signature of Person Reporting: Date:

Last updated: 09/01/2011