

## Vaccine Loss Report (C-69) Instructions

Providers will complete the C-69 each time an unopened vial(s) of state-supplied vaccine has been ruined or has expired. Please fill out the form completely and submit it to your Local Health Department (LHD) or Health Service Region (HSR) within 24 hours of loss or expiration. Retain a copy for your records.

### Side A or Page 1

- Complete the clinic information, including PIN
- Circle the type of loss
- Record the date the loss occurred
- Record a detailed explanation of why the loss occurred
- Record the steps that have been taken to prevent a loss from occurring in the future
- The form must be signed by the person who signed the TVFC Enrollment Form
- Print name and title and date

### Side B or Page 2

- List type of vaccine, manufacturer, lot number, expiration date, and the total number of **DOSES** (not vials) lost for each vaccine
- Each vaccine must be listed separately
- Calculate total number of **DOSES** lost

