How to Account for Wasted/Expired Doses

**Step 1:** Submit a signed and complete wasted/expired form to ArizonaVFC@azdhs.gov. Ensure all fields are filled out and both lot number and NDC from the box is included for each line.

_**Tip:** Doses listed with a Return code (R code) will need to be returned and the email address listed on the top left of the form will receive a prepaid shipping label (this email can NOT exceed 40 characters). Doses reported with a Wastage Code (W code) do not need to be returned and will need to be disposed of per your clinic’s policies._
**Step 2:** Once the form has been submitted to ArizonaVFC@azdhs.gov, you will need to log into ASIIS and remove the wasted/expired doses from your ASIIS reconciliation page (Please note: this is the ONLY time doses are to be removed from the reconciliation page). Start by selecting the Lot Number tab from the left hand menu in ASIIS & then select Reconciliation under the Lot Number tab.

![Lot Numbers](LotNumbers.png)

**Step 3:** Once on the Reconciliation page, enter Physical Inventory. When removing doses, the Physical Inventory box should be the number of doses you will have left after removing the number of wasted/expired doses reported on your form. The adjustment column will reflect the number of doses being removed.

![Reconcile Inventory](ReconcileInventory.png)

**Tip:** Please only use expired, spoiled, wasted or recall (only if there is a recall from the manufacturer) when you have submitted the wasted/expired form. Do NOT use “transfer” as a category selection in the reconciliation page of ASIIS. The category and reason selected should match the Return or Wastage code indicated on the wasted/expired form.

**Step 4:** Once the Physical Inventory has been entered for all doses, click ‘Submit Monthly Inventory.’

![Submit Monthly Inventory](SubmitMonthlyInventory.png)

The Immunization Program Office is here to assist you! Independent Pandemic Training can be completed at this link [here](https://www.azdhs.gov).

ASIIS Help Desk: 602-364-3899
Email: ArizonaVFC@azdhs.gov