



**Date:** June 29, 2018  
**To:** Vaccines for Children (VFC) Providers  
**From:** Robin Cahall, VFC Coordinator, 800-282-8672  
**Subject:** EXPIRED FLU VACCINE RETURN PROCESS

## **PLEASE POST FOR ALL VACCINE MANAGEMENT STAFF**

### **EXPIRED FLU VACCINE RETURN**

All expired VFC (and publicly funded) vaccine returns must be coordinated through the Immunization Program. The vaccine return process ensures proper credit of the excise tax and documentation of unused vaccine. Expired vaccine returns sent directly to McKesson Specialty Distribution will be rejected and sent back to the provider. The process for returning Expired/Non-viable vaccine is as follows:

**Providers using DelVAX Inventory and Ordering:** Doses in the On-Hand Inventory should be returned using the DelVAX process for returns.

Providers submitting paper vaccine orders and inventory please use the following process:

1. Complete the Vaccine Return Form (attached). All information is required.
  - A. Vaccine: Vaccine brand name (i.e., Fluzone).
  - B. Manufacturer: Name of vaccine manufacturer.
  - C. Doses returned: Number of doses being returned, not number of vials.
  - D. NDC#: National Drug Code number for vaccine (the 11 digit item number on the packing list).
  - E. Lot Number: Lot number on vaccine container or box.
  - F. Expired: Mark with ✓ and include expiration date.
2. Fax completed form to the Immunization Program at 302-739-2555. Keep a copy of the form to include in the return package.
3. A return shipping label will be sent to your site. To receive a vaccine return label by email please clearly print the e-mail address on the return form. The email address must be associated with the VFC site. Labels will not be sent to personal email addresses. The return label does not come from the VFC program email. The return label will come from the following email address UPS Quantum View ([PKGinfo@ups.com](mailto:PKGinfo@ups.com)). Please make sure that the email address will not be blocked by your email spam filters.

### **PREPARING EXPIRED FLU VACCINE FOR RETURN TO MCKESSON**

- Expired flu vaccine must be in the original vial or pre-filled syringe. Do not return multi-dose vials from which some doses have already been withdrawn. Multi-dose vials from which some doses have been withdrawn should be disposed of properly according to bio-safety procedures. **The following should NEVER be returned to McKesson:**
  - **Syringes filled but not used.**
  - **Any used syringes with or without needles attached.**
  - **Broken vials.**
- Put expired flu vaccine in a Ziploc bag or line the box for the return to prevent vaccine leakage. Include crumpled paper or bubble wrap to support the vaccine. You may rubber band or separate vaccine by type in the Ziploc bags.
- Include a copy of the completed Vaccine Return Form.
- Mail the package to McKesson using the return shipping label.



**IMMUNIZATION PROGRAM  
VACCINE RETURN FORM**

DATE: \_\_\_\_\_  
PIN #: \_\_\_\_\_  
PROVIDER NAME: \_\_\_\_\_  
RETURNED BY: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

VACCINE	MANUFACTURER	DOSES RETURNED	NDC #	LOT NUMBER	Expired	EXPIRATION DATE	WASTED	SPOILED	VIABLE

**DO NOT SEND VACCINE DIRECTLY TO THE IMMUNIZATION PROGRAM**  
**Wait for a shipping label to be sent from McKesson**

<b>EXPLAIN WHY EXPIRED, SPOILED, WASTED OR OTHER:</b>
<b>CORRECTIVE ACTION:</b>

- 1) Please fax form to the Immunization Program at 302-739-2555
- 2) Please send form back with packaged vaccine.

The return label does not come from the VFC program email. The return label will come from the following email address, UPS Quantum View (PKGInfo@ups.com). Please make sure that the email address will not be blocked by your email spam filters.