

Central 2009 H1N1 Influenza Vaccine Recovery Program Quick Reference Sheet

ITEMS TO RETURN

Please Return

- Unopened and non-viable vials, pre-filled syringes, and nasal sprayers of the 2009 H1N1 influenza vaccine (see Tip # 1 below)

Please DO NOT Return

- Syringes that providers filled themselves but did not use
 - Syringes with needles attached, broken vials
 - Used or empty multi-dose vials
 - Other needles, syringes, and sharps containers
 - Other unused vaccines
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IMPORTANT PACKING TIPS

1. Render all vaccines non-viable by removing vaccine (including expired doses) from refrigeration and maintaining at room temperature for a minimum of 24 hours. Separate from other viable vaccines and label DO NOT USE.
 2. Complete the Central Vaccine Recovery Program packing slip, record the vaccine manufacturer, formulation, lot numbers, doses returned, and the date/time vaccine was removed from refrigeration
 3. Line shipping boxes with a large plastic bag to prevent any leaks during transport
 4. Maintain the original shipping configuration as much as possible (e.g. if 10 vials in 1 box, keep it in all in the box)
 5. Place vaccines and packing slip in sealable plastic bags
 6. Use packing materials (e.g. newspaper, Styrofoam, bubble wrap) to fill any excess room in shipping box
 7. Label boxes as "FRAGILE"
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APPROPRIATE USE OF UPS SHIPPING LABELS

- Pre-paid UPS label can be used for the return of up to 20 lbs of unused vaccine PER label, which is the equivalent of: 360 multi-dose vials **-OR-** 650 pre-filled syringes **-OR-** 750 nasal sprayers
 - **DO NOT USE the UPS shipping labels if you are required to hold an EPA identification number**
 - Fall 2010 (date to be determined) a third pre-paid label will be mailed to providers
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PROVIDER IDENTIFICATION NUMBERS

The Provider Identification Number (PIN) can be found on the shipping label above the provider's name and address.

Example: **USA0987654321**
John Doe, MD
Happy Hospital USA
Smalltown, USA 12345

VACCINE RETURN DATES

Vaccine Type

- CSL, Novartis, and MedImmune vaccines
- sanofi pasteur multi-dose vials

Return Date

By June 30, 2010
To Be Determined in Fall 2010

IMPORTANT PHONE NUMBERS

Question or Concern

- Lost/misplaced provider identification number (PIN)
- Pick-up of vaccine returns (up to 20 lbs per label)
- Lost/misplaced pre-paid UPS shipping label
- Cannot use the pre-paid UPS shipping label because:
 - Provider is required by law to hold an EPA ID number
 - Provider has shipments over 20 lbs per UPS label

Point of Contact

New York City Department of Health &
Mental Hygiene
Bureau of Immunization
Margaret Foulise
(212) 676 - 2301

United Parcel Service (UPS)
1-800-PICK-UPS (742-5877)

HHS Supply Service Center
1-800-642-0263
Monday – Friday
7:00 am to 7:00 pm EST
<http://sscweb.psc.gov/h1n1>