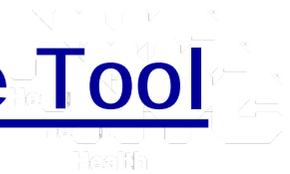




Online Registry Vaccine Management: Reporting Vaccine Wastage and Returns

NYC Department of Health & Mental Hygiene
Bureau of Immunization
July 2014

VFC Vaccine Returns and Wastage Tool



Reporting VFC vaccine returns and wastage is a simple **3-step** process:

1. Enter VFC vaccine returns/wastage information
 - Complete all the fields in the “VFC Vaccines Return/Wastage form” below
2. Review/confirm VFC vaccine return/wastage information
3. Receive VFC Vaccine Return/Wastage receipt

Navigating to the Vaccine Returns and Wastage Tool



Online Registry PATIENTS PRACTICE

Search MyList Reports Add/Edit Tools Recall Adv. Event VFC Set Up Adult ? Help LogOut

Welcome Tracy Maldonado (SSA)
Facility: Henry Sardar, MD (Provider)
Address: 1446 Broadway

- Order VFC Vaccine
- Order Influenza Vaccine
- Vaccine Order Tracking
- VFC Vaccine Returns/Wastage**
- Other Forms

For complete instructions on how to report VFC Vaccine returns/wastage, click [here](#).

1. Enter VFC vaccine returns/wastage information.
 - To report vaccine returns/wastage, complete **all** the fields in the "VFC Vaccines Return/Wastage Form" below.
2. Review/confirm VFC vaccine return/wastage information.
3. Receive VFC Vaccine Return/Wastage Receipt.

Please note that vaccines that are reported for the following reasons cannot be returned: 'Broken Vial/Syringe', 'Vaccine drawn into syringe but not administered', 'Opened multi-dose vial', 'Other wastage (non-returnable)'. Please dispose of these vaccines properly.

Please print the VFC Vaccine Return/Wastage Receipt in the last step of the return process and insert it in a shipping box with your non-viable returnable vaccines.

- Click on the VFC icon.
- Click on "VFC Vaccine Returns/Wastage" tab.

VFC Contact Information

VFC PIN:	Provider Name:	Transact Date:	
Shipping Contact Name:	Phone/Ext:	Fax:	Email:

Note: If your shipping contact needs to change, please call 347-396-2405.

- The Shipping Contact will receive the vaccine return label, if that person needs to change please call 347-396-2405.



Step 1a. Enter returned and wasted vaccine information on VFC stock

VFC Vaccine Returns/Wastage:

Vaccine Return/Wastage Reason	Vaccine Type	Brand	Manufacturer	Vaccine Lot	Exp. Date	Unit Presentation	# of Doses
<input type="button" value="Reset"/> -- Select -- <ul style="list-style-type: none"> -- Select -- Improper storage upon receipt Refrigerator/Mechanical failure Power outage Opened multi-dose vial Refrigerator too cold Refrigerator too warm Expired vaccine Natural disaster Other vaccine return Recall Broken Vial\Syringe Vaccine drawn into syringe but not admin Lost or unaccounted for vaccine Other wastage (non-returnable) 	-- Select --						

Note: You can add up to 25 returns in this Vaccine Returns/Wastage Form. If you need to add more returns, complete and submit an additional Vaccine Returns/Wastage Form(s).

If you have purchased VFC stock to use on non-VFC eligible patients, do you currently have in your VFC stock privately that you borrowed and now need to report as return/wastage? Yes No

- Select *Vaccine Return/Wastage Reason, Vaccine Type, Brand, Manufacturer, Vaccine Lot, Expiration Date, and Unit Presentation* from the dropdown lists for each lot of returned vaccine.
- Enter the number of doses returned for each vaccine lot.
- Click the button to add additional vaccine returns.

Step 1b. Enter returns/wastage vaccine information on borrowed stock

If you have previously borrowed vaccines from your VFC stock to use on non-VFC eligible patients, do you currently have in your VFC stock privately purchased vaccines that were used to replace what you borrowed and now need to report as return/wastage? Yes No

Return privately purchased vaccine inventory which was used to replace VFC Inventory:

Vaccine Return/Wastage Reason	Vaccine Type	Brand	Manufacturer	Vaccine Lot	Exp. Date	Unit Presentation	# of Doses
<input type="button" value="Reset"/> -- Select -- <ul style="list-style-type: none"> -- Select -- Improper storage upon receipt Refrigerator/Mechanical failure Power outage Opened multi-dose vial Refrigerator too cold Refrigerator too warm Expired vaccine Natural disaster Other vaccine return Recall Broken Vial\Syringe Vaccine drawn into syringe but not admin Lost or unaccounted for vaccine Other wastage (non-returnable) 							

Note: You can add up to 5 returns in this section of the Vaccine Returns/Wastage Form. If you need to add more returns, complete and submit an additional Vaccine Returns/Wastage Form(s).

- If you are returning privately-purchased vaccine which was used to replace VFC Inventory (after borrowing VFC vaccine was documented), please select "Yes" to the question highlighted in blue, a new section will appear on the screen. If not, please select "No."
- For the privately-purchased replacement vaccine, select from each of the drop-down lists a *Vaccine Return/Wastage Reason*, *Vaccine Type*, *Brand*, and *Manufacturer*.
- Type in the vaccine lot, expiration date, and number of doses for the replacement vaccine.

Step 1c. Request labels



VFC Vaccine Returns/Wastage:

Vaccine Return/Wastage Reason	Vaccine Type	Brand	Manufacturer	Vaccine Lot	Exp. Date	Unit Presentation	# of Doses	
Reset Expired vaccine	DTaP	DAPTACEL	SANOPI PASTEI	C3916AA	12/02/2013	SDV; 10-Pac	100	Add Event +

Note: You can add up to **25 returns** in this Vaccine Returns/Wastage Form. If you need to add more returns, complete and submit an additional Vaccine Returns/Wastage Form(s).

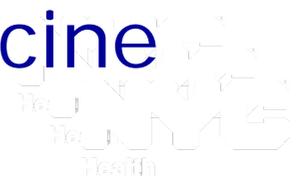
If you have previously borrowed vaccines from your VFC stock to use on non-VFC eligible patients, do you currently have in your VFC stock privately purchased vaccines that were used to replace what you borrowed and now need to report as return/wastage? Yes No

Number of Return Labels Requested 

[Clear](#) [Continue](#) →

- Please select the number of return labels needed based on the size of your vaccine return. A label is not necessary for reporting vaccine wastage events.
- Select 

Step 2. Review/confirm VFC vaccine return/wastage information



VFC Vaccine Returns/Wastage:

VFC Return/Wastage #1

Vaccine Return/Wastage Reason:

Improper storage upon receipt

Vaccine Type:

DTaP-HepB-IPV

NDC:

58160-0811-52

Brand:

Pediarix (Primary Series Only)

Manufacturer:

GLAXOSMITHKLINE

Vaccine Lot:

5A5T5

Expiration Date:

12/03/2015

Unit Presentation:

0.5ml SYR; 10-Pack

Number of Doses:

10

VFC Return/Wastage #2

Vaccine Return/Wastage Reason:

Power outage

Vaccine Type:

Hep A

NDC:

00006-4831-41

Brand:

Vaqta

Manufacturer:

MERCK

Vaccine Lot:

0040AA

Expiration Date:

11/23/2013

Unit Presentation:

SDV; 10-Pack

Number of Doses:

20

Number of Return Labels Requested: 2

- Review/confirm the return/wastage information.
- Select to update any incorrect or missing information.
- Select once all of the information is accurate.

Step 3. Receive confirmation of VFC vaccine return and wastage form submission

✓ Thank you. This VFC Vaccine Return/Wastage form has been submitted by

The confirmation number is 323. A copy of this return has been emailed to



- Please use the [Printer-Friendly Format](#) link below to print this confirmation and **only** insert the VFC Vaccine Return/Wastage Receipt with your vaccines in an empty shipping box. If you are unable to print the screen, you can also print the email confirmation you will receive and include it in the vaccine delivery box.
- If returning vaccines, return label(s) will be sent to you from McKesson Specialty after you submit your form to the Bureau of Immunization. Please allow up to 2 weeks for delivery.
- **DO NOT** mail any vaccine products directly to the Bureau of Immunization. They will be returned to you.
- **DO NOT** include ice packs.
- **DO NOT** send open vials, broken vials or syringes.
- Give the packed and labeled box to UPS the next time a delivery is made to your site.
- Only the vaccines eligible for return that you originally reported on the **vaccine return/wastage** form will be accepted. Please do not add any additional vaccines to the box.
- Please **DO NOT** call McKesson Specialty, UPS, or Federal Express to arrange a pickup or you will be charged for the pickup. Below are samples of the return label and return envelope.
- Please e-mail nycimmunize@health.nyc.gov or call 347-396-2405 with your CIR facility code and/or VFC PIN if you have questions.

Sample Return Label

A sample return label for UPS Ground. It includes a QR code, a barcode with tracking number TN 381 9-01, and a return address for McKesson ARS Specialty at 4100 Quest Way RM 114, Memphis TN 38115 5022. The label is marked with a large red 'SAMPLE' watermark.

Sample Return Envelope

A sample return envelope from McKesson Specialty Health. It features a return address, a postage meter stamp for \$00.45P, and a barcode. The envelope is marked with a large red 'SAMPLE' watermark.

Step 3. Receive VFC Vaccine Returns/Wastage Receipt



NYC Department of Health & Mental Hygiene
Bureau of Immunization
Vaccines for Children Program

VFC VACCINE RETURN/WASTAGE RECEIPT

VFC Contact Information

VFC PIN: BAA 00023	Provider Name: SEAVIEW MEDICAL BUILDING	Transact Date: 07/10/2014	
Shipping Contact Name: MARY ATKINS	Phone/Ext: (718) 668-3417	Fax: (718) 668-3420	Email: DAWNS12@MSN.COM

VFC Vaccine Returns/Wastage

VFC Return/Wastage #1

Vaccine Return/Wastage Reason:
Expired vaccine

Brand:
DAPTACEL

Expiration Date:
12/02/2013

Vaccine Type:
DTaP

Manufacturer:
SANOFI PASTEUR

Unit Presentation:
SDV; 10-Pack

NDC:
49281-0286-10

Vaccine Lot:
C3916AA

Number of Doses:
100

Number of Return Labels Requested: 1

- Insert the VFC Vaccine Return Receipt with your returnable vaccine in a shipping box.

Contact



If you have questions regarding the Citywide Immunization Registry please email us at:

nycimmunize@health.nyc.gov