Online Registry Vaccine Management: Reporting Expired or Spoiled Vaccine

NYC Department of Health & Mental Hygiene
Bureau of Immunization
May 2013
Online VFC expired/spoiled vaccine return management and reporting:

Reporting expired and spoiled vaccine through the Online Registry:

A simple 3-step process:

1. Enter expired/spoiled VFC vaccine information.
2. Review/confirm expired/spoiled VFC vaccine information.
3. Receive “VFC Vaccine Return Receipt.”
Getting to the Spoiled/Expired Page

1. Enter expired/spoiled VFC vaccine information.
   - To report expired/spoiled vaccine, complete all the fields in the "Expired / Spoiled Vaccines Return Form" below.
2. Review/confirm expired/spoiled VFC vaccine information.
3. Receive VFC Vaccine Return Receipt.

Please note: Vaccines that have expired more than 6 months ago or that are in open multi-dose vials cannot be returned; you must dispose of them properly. Please select “wastage” on the form below under “Vaccine Return Reason”.

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

- Check the contact information at the top of the page and update if needed. This should be the person in charge of submitting the return form.

- Click on the VFC icon.
- Click on “VFC Vaccine Returns” tab.
Step 1a. Enter spoiled/expired vaccine information on VFC stock

- Select Vaccine Return 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 Add Return button to add additional vaccine returns.
Step 1b. Enter spoiled/expired 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 any expired/spoiled privately purchased vaccines that were used to replace what you borrowed and now need to return?  **Yes**  **No**

<table>
<thead>
<tr>
<th>Vaccine Return Reason</th>
<th>Vaccine Type</th>
<th>Brand</th>
<th>Manufacturer</th>
<th>Vaccine Lot</th>
<th>Exp. Date</th>
<th>Unit Presentation</th>
<th># of Doses</th>
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<tbody>
<tr>
<td>Hurricane Sandy</td>
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<td>Expired vaccine &lt;= 6 months</td>
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<td>Improper storage upon receipt</td>
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<td>Refrigeration failure</td>
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<td>Power Outage</td>
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<tr>
<td>Opened multi-dose vial</td>
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<td>Expired vaccine &gt; 6 months</td>
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<td>Other - not usable</td>
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**Note:** You can add up to 5 returns in this section of the Expired / Spoiled Vaccines Return Form. If you need to add more returns, complete and submit the current form, then complete and submit an additional Expired / Spoiled Vaccines Return 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 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**

- Please select the number of return labels needed based on the size of your vaccine return.
- Select
Step 2. Review/confirm expired/spoiled VFC vaccine information

- Review/confirm the expired/spoiled VFC vaccine information.
- Select \( \text{Change} \) to update any incorrect or missing information.
- Select \( \text{Confirm ✓} \) once all of the information is accurate.
Step 3. Receive confirmation of VFC Vaccine Return form submission

Thank you. This VFC Vaccine Return form has been submitted by Mary Smith on 05/10/2013 at 1:38 PM.

The confirmation number is 215. A copy of this return has been emailed to MSMITH@YAHOO.XXX.

Please use the Printer-Friendly Format link below to print this confirmation and only insert the VFC Vaccine Return Receipt with your expired/spoiled 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 that you originally reported on the expired/spoiled 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.
Step 3. Receive VFC Vaccine Return Receipt

- Insert the VFC Vaccine Return Receipt with your spoiled/expired vaccine in an expired shipping box.
Contact

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

nycimmunize@health.nyc.gov