



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Thomas Farley, MD MPH
Commissioner

May 15, 2013

NEW ONLINE VFC VACCINE RETURN FORM

Dear Colleague:

Accounting for all Vaccines for Children (VFC) program vaccines received, including those spoiled and expired, is an important part of VFC vaccine management and accountability. To make this easier, the Bureau of Immunization (BOI) is introducing a new online vaccine return form for reporting spoiled, expired, and wasted vaccines. Providers must complete this form to receive a mailing label for returning the vaccines to McKesson Specialty, the distributor for the Centers for Disease Control and Prevention.

The return form is now available through the Online Registry of the Citywide Immunization Registry (CIR). After logging into the Online Registry, select the VFC icon. The return form is under the "VFC Vaccine Returns" tab. Select the reason for the return along with the vaccine type, brand name, manufacturer, lot number, and expiration date. Finally, enter the number of doses of vaccine you are returning.

Examples of reasons for spoiled vaccines are:

- Natural disaster
- Power outage
- Incorrect refrigerator temperature
- Failure to store properly upon receipt
- Vaccine spoiled in transit
- Mechanical failure

Examples of reasons for wasted vaccines are below. These vaccines must be reported as wastage, but may not be returned, and they must be disposed of properly by the provider.

- Vaccines expired more than 6 months ago
- Broken vial/syringe
- Vaccine drawn up into a syringe but not administered
- Partially used multi-dose vials

You will see a VFC Vaccine Return Receipt on your screen after completing the form. Please print this receipt and include it in an empty vaccine delivery box, along with your spoiled or expired vaccines. You will also receive an email confirmation, which may be printed and included in the return box if you were unable to print the earlier receipt. Within 2 weeks, a return label will be sent to you which must be placed on the outside of the box in which you mail the vaccines to McKesson. Please do not include ice packs, open vials, broken vials or syringes in your return box. Do not call McKesson, UPS, or Federal Express to arrange a pickup, or you will be charged. Instead, give the packed and labeled box to UPS the next time a delivery is made to your practice. Please do not mail any vaccine products directly to BOI.

Should you have questions, please email nycimmunize@health.nyc.gov or call 347-396-2405 and specify your VFC PIN and/or CIR facility code. We thank you for vaccinating children to protect them against vaccine-preventable diseases.

Sincerely,

Jane R. Zucker, MD, MSc
Assistant Commissioner
Bureau of Immunization