

# Chicago VFC – Expired Vaccine

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– Chicago VFC & I-CARE

# Principles



1. How to identify when you have expired vaccine in I-CARE
2. How to submit to Chicago VFC
3. Mark as expired and out of stock in I-CARE

**Principle 1: How to identify  
when there is expired  
vaccine in my inventory**

# Expired Vaccine



- Once the vaccine has past its expiration date it can no longer be administered to patients
  - The Vaccine tab lists all vaccines in your inventory and indicates expiration date for each lot
1. Sort by expires and identify expired vaccine
  2. Submit a vaccine return form
  3. Print shipping label and send vaccine back

# Expired Vaccine I-CARE

**I-CARE** Search I-CARE... Patients  Help 

Home | Patients | Site Reports Admin 

Site Vaccines VFC Temp Logs VIS Employees Import Registration 

Select View: Vaccine Lots Transactions  Add Lot

Filter: In Stock Out of Stock All VFC VFC/State CHIP 317 Private All

Lot	Vaccine	Type	Status	Expire	Group	Default	Balance
<a href="#">2374D</a>	Fluarix, quadrivalent, preservative free [SKB]	VFC	In Stock	<u>06/30/2019</u> 	FLU 		10
<a href="#">9455T</a>	Fluarix, quadrivalent, preservative free [SKB]	VFC	In Stock	<u>06/30/2019</u> 	FLU	--	4
<a href="#">UT6259KA</a>	Fluzone Quadrivalent, pediatric [PMC]	VFC	In Stock	<u>06/30/2019</u> 	FLU	--	10
<a href="#">UT6259MA</a>	Fluzone Quadrivalent, pediatric [PMC]	VFC	In Stock	<u>06/30/2019</u> 	FLU	--	5
<a href="#">9E9HS</a>	Engerix B-Peds [SKB]	VFC	In Stock	<u>07/03/2019</u> 	HBV	--	10

Click Expires to sort by expiration date

There are expired doses of Flu and Hep B in this inventory.

# **Principle 2: How to submit expired vaccine to Chicago VFC**

# Vaccine Return Form



- When you have expired vaccine you must submit a Vaccine Return Form to Chicago VFC
- Each line is intended for one vaccine lot
- Ensure that you input correct contact information for you and your clinic
- You also have to list the reason for the expiration and the codes are located in a box at the bottom right of the form

# Vaccine Return Form

Chicago Vaccines for Children (VFC) Program  
Vaccine RETURN (Spoiled/Expired) Form

**Return This Form To:**

Chicago Department of Public Health - Immunization Program  
2160 West Ogden Avenue Chicago, IL 60612  
FAX: 312-746-6220

Date: \_\_\_\_\_ VFC Plus PIN #: \_\_\_\_\_ Name of Clinic/Practice: \_\_\_\_\_ PHA: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Suite/Room: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_  
Provider Email: \_\_\_\_\_ Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vaccine/Manufacturer	Return Doses	NDC	Expiration Date	Lot Number	Unusable Spoiled/Expired
e.g. Infanrix / GSK	10	58160-0810-11	6/30/2013	U4147BA	A - J

Vaccine Manufacture	Abbreviations	Use the key below to identify the reason for returning vaccine	
Novartis	Nov	<b>A</b> Expired Vaccine	<b>G</b> Vaccine Recalled by Manufacture/VFC
MedImmune	Med	<b>B</b> Failure to store properly upon receipt	<b>H</b> Refrigerator too Cold
SanofiPasteur/AventisPasteur	SP or AVP	<b>C</b> Mechanical Failure (refrigerator broke)	<b>I</b> Refrigerator too Warm
Merck	Mer	<b>D</b> Natural Disaster/Power Outage	<b>J</b> Vaccine spoiled in transit (frozen/warm)
Glaxo-SmithKline	GSK	<b>E</b> Spoiled (Describe reason for spoilage)	
Pfizer	Pzr	<b>F</b> Other (Describe)	

**Steps to Return Spoiled/Expired Vaccine**

1. Complete this form and **FAX** it to the VFC Immunization Program at (312) 746-6220.
2. You will receive a return shipping label(s) from McKesson Specialty Distribution via U.S. Postal Service. (Contact 312-746-5385 if not received)
3. Pack non-viable (spoiled/expired) vaccine in a box(s) (The vaccine should not be packed with ice packs or thermometers).
4. Enclose the original copy of this Return Form in the box(s) with the spoiled/expired vaccine.
5. Hand the labeled box(s) of expired vaccine to the UPS driver or drop the box(s) off at your nearest UPS store.
6. If you have any questions, call the VFC Immunization Program at 312-746-5385.

Start by inputting clinic details

Then, you must fill out all required fields for each expired vaccine

# Vaccine Return Form



- Once received Chicago VFC will process the Vaccine Return Form
- It can take 5-7 business days to process the form
- Once the form has been processed, you will receive a shipping label at the email listed on the form
- Once you have received the shipping label you can pack up and send out the vaccine

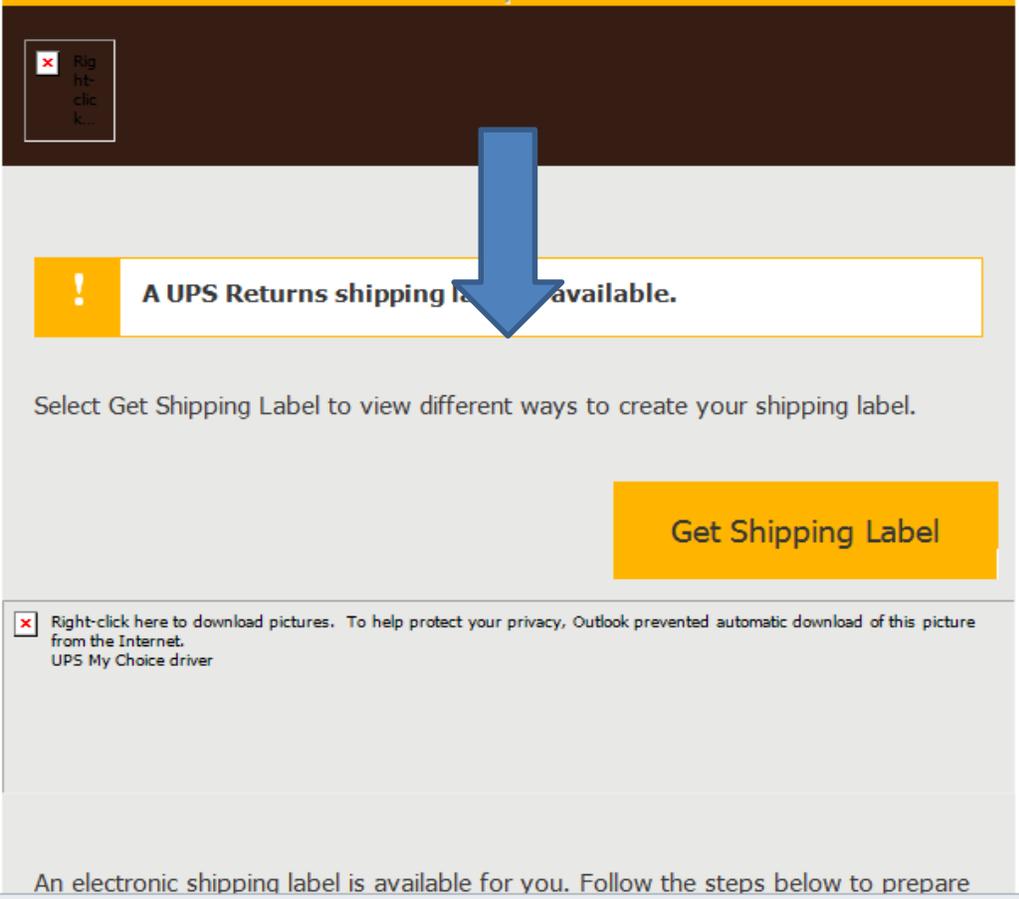
# Shipping Label



Once processed you will receive a shipping label from UPS via email

You will need to print the shipping label and proceed to packing up the expired vaccine and shipping it out

Do not ship any broken or hazardous material



# Print Shipping Label

1/1  Severe Weather Impacting Areas of South Dakota [...More](#) 

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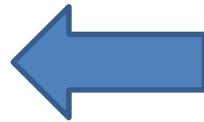
Search 

 Customer Service

## Label Your Package

 Send it to your printer now.

[Print Label](#)



**Success**  
You are all set to schedule a pickup or drop-off at a UPS location near you.

 Send a barcode to your phone to be scanned at The UPS Store®.

[Get Mobile Code](#)

Once you have followed the link select Print Label to generate and print the shipping label

# **Principle 3: Mark as expired in I-CARE**

## Mark as Expired



- We are now going to mark the expired vaccine lot as expired in I-CARE
- Then we are going to input any notes
- Once the vaccine is at a zero balance we are going to mark it as out of stock

# Mark Lot as expired in inventory

1.

Lot	Vaccine
<a href="#">2374D</a>	Fluarix, quadrivalent, preservative free [SKB]

2.

**Vaccine Lot:** 2374D (VFC)  1163225770

Select an Action:

From the Vaccine list in I-CARE

1. Select the Lot
2. Click the Add transaction button

# Mark Lot as expired in inventory



**Site:** [ADVANCED @ FAMILY CARE](#)  
**Vaccine Group:** FLU  
**Vaccine Name:** Fluarix, quadrivalent, preservative free  
**Lot Number:** [2374D \(VFC\)](#)  
**Lot Status:** In Stock  
**Expire Date:** 06/30/2019 ▲  
**NDC Number:** 58160-0898-52 Fluarix Quadrivalent, p-free; SKB; SYR; 10-pack (Quad)

**Current Lot Balance:** 10

**Transaction Type:** 1. Expired/Spoiled (Return) \*  
**Wastage Code:** 2. Expired vaccine \*  
**Quantity:** 3. 10 \*  
**Transaction Date:** 4. 07/31/2019 \*  
**Note/Comment:** 5. Vaccine Return Form submit to Chicago VFC

**Select an Action:** 6.

- ### Add a Transaction
1. Expired/Spoiled
  2. Expired vaccine
  3. List the quantity expired
  4. And the date you sent the form
  5. Any notes for Chicago VFC
  6. Click Save to save transaction

# Mark Lot as out of stock



Once you have mark the vaccine as expired in I-CARE you can mark it as out of stock

Vaccine Lot: 2374D (VFC) 1163225770

2. Select Out of Stock  
3. Click Save

1.

Select an Action:

2.

Lot Status:  In Stock  Out of Stock

Lot Type:  317/Adult  CHIP  Private  VFC  VFI

NDC Number: 58160-0898-52 Fluarix Quadrivalent, p-free; SKB; SYR;

Default Option:  Default Lot?

Default Shot Route:

Default Shot Site:

1. Edit the expired lot

3.

Select an Action:

## 90 days Notice



- Horray, You have gotten all the expired vaccine out of your office!
- Now sort by expiration date in I-CARE again
- Identify any lots which expire in the next 90 days
- Send Chicago VFC an email alerting us to soon to expire vaccine

# Example email - Soon to expire vaccine



Send

To... ChicagoVFC;

Cc...

Subject: Provider C02018 - Expiring Vaccine

This is Izabella from Parkland Pediatrics. I just completed inventory and have the following vaccines that I do not believe we will use before they expire:

Pentacel 10 doses expires 5/1/18 we will probably use 4 doses

Havrix 15 doses expires 7/24/18 we will probably use 10 doses

MMR 40 doses expires 12/1/18 we will probably use 15 doses

A  
B  
C

By sending this email you:

1. Show VFC that you are managing your VFC vaccine inventory properly
2. Have written confirmation to avoid being charged for any expired vaccine doses

# Questions?



Please reach out if you need further assistance or have any questions.

[chicagovfc@cityofchicago.org](mailto:chicagovfc@cityofchicago.org)

312.746.5835