

# Chicago VFC – Vaccine Return Form

## **How to submit expired vaccine to Chicago VFC**

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& I-CARE

# 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 PIN and contact information for you and your clinic
- Write down the NDC from the box, not the vial/syringe
- List the reason for the expiration; the codes are located on the return form in a box at the bottom right

# 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 is 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

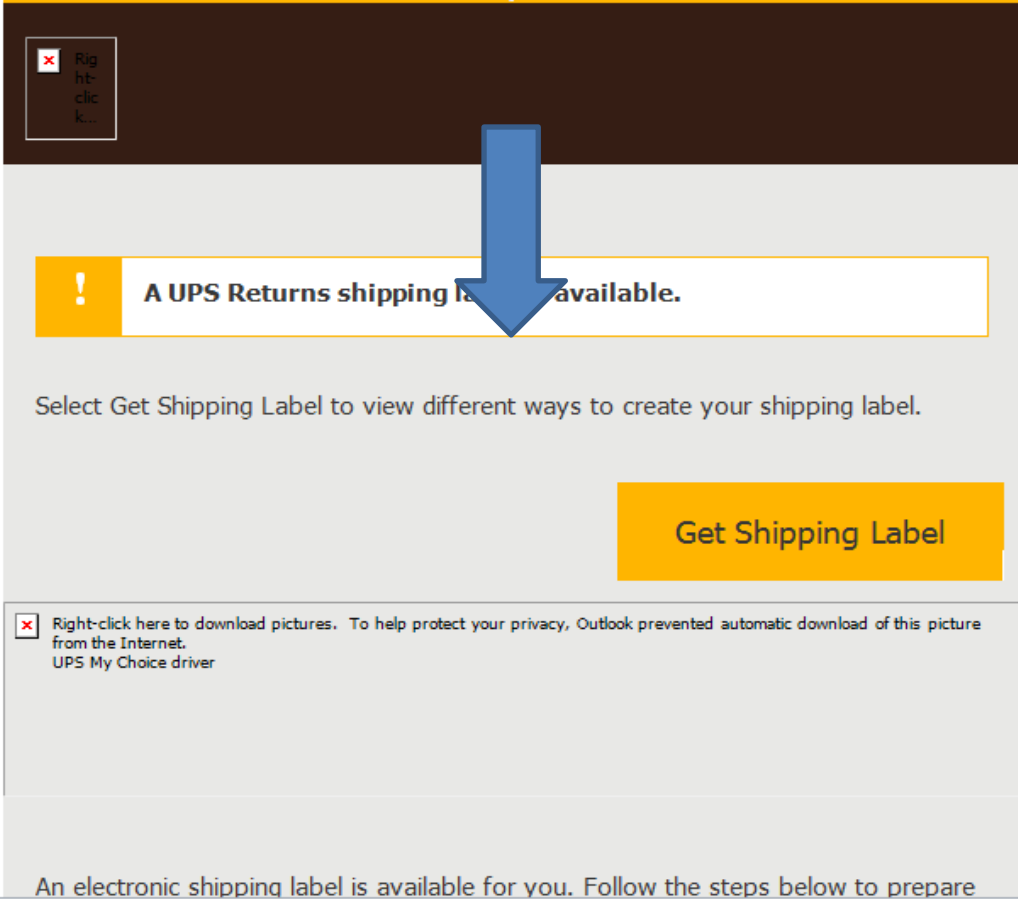
# Shipping Label

From: UPS Quantum View <pkginfo@ups.com>  
To: ChicagoVFC  
Cc:  
Subject: UPS Label Delivery, 1Z2R43839092635589

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





A screenshot of an email interface. At the top, there is a dark header bar with a small error icon and the text "Right-click here to download pictures...". Below this is a white notification box with a yellow background on the left containing an exclamation mark icon, and the text "A UPS Returns shipping label is available." A large blue arrow points down from the notification box. Below the notification box, the text reads "Select Get Shipping Label to view different ways to create your shipping label." At the bottom right of this section is a yellow button with the text "Get Shipping Label". Below the main content area, there is another error icon and text: "Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet. UPS My Choice driver". At the very bottom of the screenshot, the text reads "An electronic shipping label is available for you. Follow the steps below to prepare".


# Print Shipping Label

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


 **QUICK START** ▾ [Tracking](#) [Shipping](#) [Services](#)

Log In | Sign Up | Locations |  United States - English ▾ | My Profile ▾

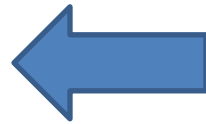
Search 

 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: **Edit Lot** Add Transaction Return

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: **Save** Cancel

## 90 days Notice



- Hooray, you got 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 impending expired vaccine

# Example email - Soon to expire vaccine



Send

To... ChicagoVFC;

Cc...

Subject: Provider C02018 - Expiring Vaccine

1 2 3 4 5

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)

312.746.5385