



Vaccine Return Policy (Appendix C)

Requirement: All non-viable vaccines received from the Georgia Vaccines for Children Program (VFC) must be returned to McKesson for excise tax credit processing within six (6) months following the date of expiration. Vaccines that expired or were spoiled more than six months ago must still be returned to McKesson.

Ordering vaccine amounts proportional to providers' eligible patient populations and ordering frequency help significantly reduce the need for vaccine return. All spoiled, expired, or wasted vaccines must be properly accounted for and reported to the VFC Program.

Return Process for Spoiled or Expired Vaccines:

1. Remove wasted/expired doses from the refrigerator and/or freezer, place in a box labeled "DO NOT USE" and store it securely outside of the storage unit to avoid accidental administration of non-viable vaccine. Return only full vials of unused vaccine and be sure to include padding to prevent vials from breaking. Do not include ice packs in your return shipments.
2. Wastage will automatically appear in the wastage section of the Monthly Comprehensive Report submitted following the date of expiration. Example: Provider submits a Monthly Comprehensive Report on May 1. MMR doses expired on May 2. Expired MMR doses will appear on the following month's comprehensive report. Once doses are removed from the storage unit for return:
 - a) Go to GRITS and click on the "Order, Transfer, or Return Vaccines" button at the of the home page.
 - b) Click on the menu option, manage inventory.'
 - c) Click on the 'show inventory.'
 - d) Scroll down to the section titled 'Public, expired vaccine to be returned to McKesson.'
 - e) Select items to be returned and then click the return button.
 - f) Once the Vaccine Logistics Coordinator receives notification of expired vaccines, they will generate a return invoice for your vaccines that you'll receive via email. Keep a copy of the return invoice for your records and place a copy in each box containing vaccines pending return to McKesson.
 - g) In approximately 1-2 days, the primary contact will receive a UPS return label via email from voltsupport@ups.com. The subject line for the return label will read, "UPS Shipping API".
 - h) Package and ship the spoiled or expired vaccine to McKesson. Label the package using the return shipment label. Cold packs are not necessary since the vaccines are not viable.
 - i) Affix return label to the box and give it to your UPS driver the next time s/he is in your office.

Note: If you call UPS or FedEx directly, you will be charged for the retrieval of the box(es).

Wasted Doses

Careful vaccine management and administration should minimize wasted vaccines. Wastage reports received by VFC will be entered into VtrckS by the Vaccine Logistics Associate. Vaccines are considered wasted and non-viable if they have been opened and unused (such as multi-dose vials with leftover doses) and cannot be administered to patients. Wasted vaccines may not be returned. Dispose of wasted VFC vaccine according to your usual medical biosafety procedures.

DO NOT return these items to McKesson:

Used syringes, with or without needles.
Broken vials or multi-dose vials with some doses administered.
Doses drawn up but not administered.
Diluent or IG, HBIG, PPD

For questions contact VFC at (800) 848-3868 or send an email to DPH-gavfc@dph.ga.gov.