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## Vaccine Return Protocol

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**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.

**Process for returning wasted/expired vaccine to McKesson:**

1. Remove wasted/expired doses from the refrigerator and/or freezer and place in a box labeled “DO NOT USE” and store it securely outside of the refrigerator 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. No ice packs needed.

2. *GRITS reporters:* 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 5/1. MMR doses expired on 5/2. Expired MMR doses will appear on the following month’s comprehensive report. Once doses are removed from the refrigerator for return:

- (a) Log into GRITS,
- (b) Click on the menu option, ‘manage inventory’,
- (c) Click ‘show inventory’,
- (d) Click ‘count inventory’.
- (e) Scroll down to the section titled ‘Public, expired vaccine to be returned to McKesson’
- (f) Select items to be returned and then click the returned button.

3. *Manual reporters:* Enter expired dose information into the wastage section of the Excel form used to submit monthly reports.

4. Wastage reports received by VFC will be entered into VTrckS by the Vaccine Logistics Associate.

5. The Vaccine Logistics Associate will send a return confirmation invoice via email to the primary and secondary contacts. Keep a copy of the return invoice for your records and place a copy in the each box containing vaccines pending return to McKesson.

6. In approximately 7 days, the primary contact will receive a UPS return label via email from McKesson Specialty Distribution’s email address [pkginfo@ups.com](mailto:pkginfo@ups.com). The subject line for the return label will be titled, “UPS Label Delivery, Label tracking Number”. Labels expire in 30 days so it is imperative that you print and pack the vaccines for return immediately upon receipt.

7. 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).*

**What should not be included in the return?**

- Needles or syringes with needles (Vaccine that has been drawn into a syringe should be disposed of on-site, not returned.)
- Broken or partially used vials (including partially used multi-dose vials)
- Paperwork or other reports intended for VFC
- Any other objects

For questions contact VFC at (404) 657-5013 or (800) 848-3868 or send an email to [DPH-gavfc@dph.ga.gov](mailto:DPH-gavfc@dph.ga.gov).