VACCINE RETURN FORM

PENNSYLVANIA DEPARTMENT OF HEALTH

Date: _____ VFC PIN #: _____

Site Name: _____

Address: _____

_____

Person Reporting: _____ Phone: _____

ALL UNOPENED NON-VIABLE VACCINE MUST BE RETURNED TO MCKESSON FOR EXCISE TAX CREDIT IF ORDERED THROUGH THE DEPARTMENT OF HEALTH

IF THE VACCINE BEING RETURNED IS A RESULT OF ANYTHING OTHER THAN "EXPIRED" A VACCINE INCIDENT REPORT AND WORKSHEET MUST BE SUBMITTED TO THE DEPARTMENT OF HEALTH WITH THIS FORM.

To return expired/wasted vaccine to McKesson, follow these steps:

1. Fax a copy of the completed Vaccine Return Form to the Vaccine Manager (717) 214-7223. **Faxing this form will initiate a request for a return label. If you call FedEx or UPS directly you will be charged for the retrieval of the box(es).**
2. Returns can be sent in the McKesson shipping container or a container of your own. If you use your own container, ensure that vials are secure so they don't break during transport.
3. You **must** include a copy of the completed Vaccine Return Form in the box with the non-viable vaccines being returned to McKesson.
4. Keep a copy of the completed form for your records.
5. UPS will pick up all boxes to return to McKesson, even when packages are shipped to you via FedEx or DHL.
6. Once you have the label and affix it to the box, simply give to your UPS driver the next time they are at your facility.
7. Do you have routine UPS service at this facility – please check the appropriate box: **YES** ☐ **- NO** ☐

COMPLETION OF ALL COLUMNS IS REQUIRED

NDC #*	Vaccine	Manufacturer	Lot #	Expiration Date	# Doses	Reason Code

***The NDC Number can be found on each individual vaccine vial/syringe.**

Return Reason Codes:

A. Spoilage (e.g., refused or not needed after prepared)
B. Expiration date has passed
C. Damaged in transit from McKesson
D. Failure to store or handle properly (e.g. vaccine left out overnight – temperatures out of range)
E. Refrigerator or Freezer failure
F. Power outage