

Return Vaccine Form (RVF) Instructions

The Return Vaccine Form is to be completed when your office has either wasted or expired vaccines. Complete the form by using the following instructions:

- 1) DATE: List the date you are completing the RVF
- 2) PIN NUMBER: Make sure you indicate your PIN number
- 3) PHONE: Please list your phone number or direct line if available
- 4) FAX: Please indicate your office fax number
- 5) CONTACT PERSON: Please indicate the person we need to speak with regarding the expired vaccine.
- 6) RETURN CODE REASON: Please use one of these codes in the chart on the RVF. Then complete the remaining sections of the chart. You need to list the vaccines, doses, manufacturer, lot number, and expiration date. If you use return codes 2-8, you will need to explain the reason for return in the box above the chart.
- 7) Please review the following page regarding "What Not to Return to McKesson" before returning any vaccine.
- 8) Fax a copy of this form to the Immunization Program immediately 1-304-957-7591.
- 9) Include a copy of this form with the vaccine you returning to McKesson
** You must dispose of your own private stock vaccine **
- 10) Keep a copy of the RVF for your records
- 11) If you have questions about completing this form call the VFC program at (304) 558-2188 or 1-800-642-3634

NONVIABLE VACCINE RETURNS

What NOT to Return to McKesson

The following items should *NEVER* be returned to McKesson:



- Used syringes, with or without needles;
- Broken vials;
- Wasted products such as a syringe that was drawn up but not used;
- Any multidose vial from which some doses have been withdrawn;
- IG, HBIG, PPD;
- Diluent (expired or not expired); or
- Private-purchased vaccine.

The items listed above should be disposed of according to usual medical biosafety procedures, and according to your immunization program's procedures.

What Should be Returned to McKesson

The following items should be returned to McKesson:

- Spoiled or expired product in its original vial or manufacturer pre-filled syringe.
- Unused manufacturer pre-filled syringes with an NDC printed on them.

Federal excise tax (FET) credits can only be processed for unopened vials and for unopened manufacturer pre-filled syringes. Returns of product other than these are not eligible for FET credit.

REMINDER: You must contact your VFC program office before returning any vaccines to McKesson Specialty Distribution.