

Policy & Procedure Title	Provider Vaccine Returns	Issuing Date	7/17/2012
Policy & Procedure Number	17	Revision Date	04/01/2017
Policy & Procedure Approval Authority	<i>Dave McKeonick</i>		

Policy & Procedure Summary

The Immunization Division has a policy for management of incidents that result in the loss or wastage of any publicly funded vaccine. Providers are also required to document and report all incidents of vaccine loss or wastage. The policy applies to all providers who are actively enrolled in any Indiana publicly funded vaccine program.

Policy Statement

All providers collaborating with the Immunization Division to vaccinate the citizens of Indiana are required to document and report all incidents of vaccine loss and wastage. Providers must complete a Vaccine Return transaction in the Vaccine Ordering Management System, VOMS (when available), within 30 days of the vaccine loss. Currently, all returns are completed via a paper form (State Form 54052) and faxed to 317-972-8964. Providers will also need to mark doses as wasted in CHIRP.

The Indiana Immunization Division defines vaccine loss or wastage as any incident or vaccine loss involving 5 or more doses that prevents a vaccine from being properly administered. **This includes all spoiled, expired, or wasted vaccines.** It includes:

Spoiled – vaccine that has been spoiled as a result of the following:

- Natural disaster/power outage
- Refrigerator too warm or too cold
- Failure to store properly upon receipt
- Vaccine spoiled in transit
- Mechanical failure of storage unit

Expired – non-viable vaccine in its original container (vial or syringe) that was not administered prior to the expiration date. This includes vaccine that was ordered but unable to be administered or transferred prior to the expiration date.

Wasted- any vaccine that is unaccounted for which can be due to vaccine ordered but not delivered or loss of vaccine due to poor record keeping

- Vaccine drawn into the syringe but not administered (e.g., the parent refused vaccine after the dose was drawn up or a dose of Varivax could not be administered within 30 minutes of reconstitution).
- Vaccine in open vial but doses not administered
- Compromised vial (e.g., due to a drop causing damage to vial integrity or sterility), broken vial, or lost vial
- Lost or unaccounted for vaccines are also a form of wasted vaccine

The following wasted vaccine products should NEVER be returned to McKesson and should be disposed of properly by the provider. These vaccines should be reported to the Immunization Division but should NEVER be returned to McKesson.

1. Broken vial/syringe
2. Vaccine drawn up into syringe, but not administered
3. Lost or unaccounted vaccine

4. Non-vaccine product (e.g. tuberculosis skin tests, IG, HBIG, diluents)
5. Open multi-dose vial but all dose not administered

Procedure Details

The Immunization Division is in the process of converting vaccine returns to VOMS. In the interim, providers with vaccine returns must submit a paper Vaccine Return (State Form 54052) via email to vaccine@isdh.in.gov or fax a copy to 317-972-8964.

Once access to the Vaccine Return functionality of VOMS has been granted, providers can electronically submit returns using the following steps:

Step 1) Once a vaccine has expired or has been determined to be a spoiled dose, providers should remove all vaccines from the storage unit and complete a Vaccine Return transaction in the Vaccine Ordering Management System, VOMS. All non-viable vaccine, including influenza, must be documented in the system.

A. Log into CHIRP and using the Navigation Menu, click on **Orders/Transfers Menu** and then the **Vaccine Return** button to open the **Vaccine Return** screen.

Current Order/Transfer List								
Inbound Orders								
Select	Order Number	PIN	Submit Date	Approval Date	Status			
Backordered Orders								
Select	Order Number	PIN	Submit Date	Backorder Date				
Denied Orders								
Select	Order Number	PIN	Submit Date	Denial Date				
Inbound Transfers								
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility		Status		
Outbound Transfers								
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility		Status		
Rejected Transfers								
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility		Reject Date	Rejected By	Status

B. The Vaccine Return Page will display all wasted/expired/spoiled vaccine you identified in the Reconciliation screen.

C. Type the **Return Quantity**. Select Receiving Organizing (IRMS) and Facility.

D. Click on the **Submit and Print Vaccine Return** button. A new web page will open showing **Vaccine Return Packing List**.

E. Once you have submitted the vaccine return, ISDH and the State Approvers looks at the return and approve the vaccine return. Once the return is approved, a shipping label will be emailed.

1. If the provider has not received the return label from McKesson within 3 days, contact the Immunization Division so that a 2nd request can be made.

Step 2) Once return label is received, ship vaccines back to McKesson via UPS.

A. Providers can simply hand the labeled box of expired vaccine to the UPS driver at the next pick-up.

1. It is not recommended to call UPS for a pick-up as some charges may apply.

References & Resources

Centers for Disease Control and Prevention (CDC), Centralized Vaccine Distribution Guide. March 2012

Revision History

07/17/2012, Created

03/01/2014, Revised

02/15/2016, Revised

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