VFC Vaccine Return Checklist

☐	**Check your vaccine storage units weekly to identify expired or expiring vaccines.** • The expiration date is the last date the vaccine may be used and is printed on the dose. • Rotate stock so that vaccines with shorter expiration dates are used first. • Contact the VFC Program if you have doses expiring within 90 days that you will not be able to use. The VFC Program will attempt to move the doses to another VFC provider prior to expiration. • Use CIIS Inventory Module to review doses in your On-Hand Inventory that are expiring soon.
☐	**Remove expired vaccines from your storage unit so doses are not administered accidentally.** • Expired and spoiled vaccines must be returned within 6 months of the expiration date or the date the vaccine was spoiled.

☐	**Report vaccine losses in the CIIS Inventory Module.**
	• All doses of VFC vaccine that are expired, spoiled, wasted or unaccounted for must be reported through the CIIS as part of the inventory reconciliation process.
	• Guidance for making adjustments for expired vaccines is available at https://www.colorado.gov/pacific/cdphe/ciis-vfc-health-care-provider-quick-guides-and-job-aids
	  ○ Guidance differs for manual users (you enter immunization information directly into CIIS) and aggregate users (you enter aggregate doses administered when reconciling inventory). Make sure you select the correct guidance for your clinic.
	  ○ The same guidance for expired vaccines can be used to make adjustments for other types of vaccine losses by selecting a different reason code when making the adjustment. See the Return Guidance available at the VFC Guidance link at www.coloradovfc.com for additional information.

☐	**Complete a Vaccine Return Form and submit to the VFC Program. Fax the completed form to 303-691-6118 or email to cdphe_vfc@state.co.us** • Vaccine Return Forms are available at www.coloradovfc.com • Use the separate VFC Flu Return Form to return influenza vaccine. ○ Viable flu vaccine cannot be returned until after it has expired, and must be properly stored through the expiration date. • Always get a current form from the website to submit your return requests. Using outdated forms will delay processing your return.
☐	**Package non-viable vaccine in a box or boxes. There is no need to pack with ice or with a monitoring thermometer** • Include a copy of the return form in the package with the returned vaccines and keep a copy for your VFC records. • Do NOT put additional expired or spoiled vaccines in the package without contacting the VFC Program. You will need to complete another VFC Return Form to report the additional doses.

☐	**Print emailed return label and place on package**
	• Return labels will be emailed from pkginfo@ups.com
	  ○ If you have not received an email within 3 days after submitting your Vaccine Return Form, check your email spam folder.
	  ○ If you have not received an email within 1 week contact the VFC Program at 303-692-2650.
	• Place any unused labels in the box being returned to McKesson.
	• Labels cannot be photocopied or reprinted for multiple uses.

☐	Give the labeled box or boxes to the UPS delivery person next time they come to your office.