



Immunization Registry Information System (IRIS) Vaccines for Children (VFC) Program Providers Nonviable Vaccine Return Instructions November 2016

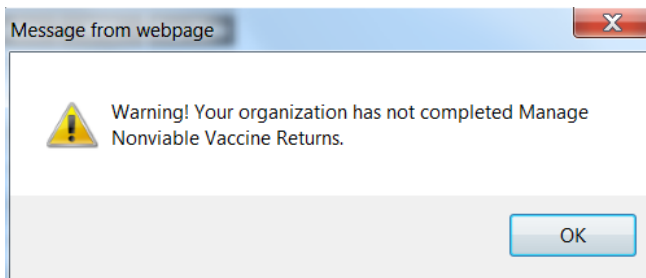
The following instructions outline the process to return nonviable vaccines in IRIS. For questions regarding this process, please contact the Vaccines for Children Program at 800-831-6293 ext. 4 or the IRIS Helpdesk at 1-800-374-3958.

Any adjustments made to VFC inventory in IRIS using the following reason codes will require providers to return vaccines to McKesson.

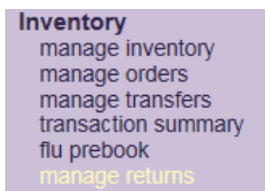
- Expired
- Natural Disaster/Power Outage
- Refrigerator Too Warm
- Refrigerator Too Cold
- Failure to store properly upon receipt
- Vaccine spoiled in transit
- Mechanical Failure
- Spoiled
- Recall

The following steps outline the process to return nonviable vaccines:

- 1) Users will be notified of returns to be processed when navigating to the 'Show Inventory' menu in IRIS. A message will display to inform providers to return nonviable vaccine via the Manage Nonviable Vaccine Returns process. Select 'OK' to close the message. Users will continue to receive this notification until all returns have been processed.



- 2) To create a return, select the 'manage returns' link under the Inventory section of the menu panel.



- 3) On the Manage Returns page, select the 'Create Return' button.

Manage Returns
 Special Instructions: Report only VFC vaccines that have expired, spoiled, or wasted WITHIN 6 MONTHS after expiration. Do NOT return expired and spoiled vaccines to Iowa Immunization Program. A return label will be sent via email from McKesson's email address of 'Mckessonsspecialtycaresdistpkginfo@ups.com'. Print this nonviable vaccine return form and include it in the return shipment when blue hyperlinked return status updates to "PRINT RETURN LIST".

Create Return

VFC PIN	Z77000	Delivery Contact	IRIS IOWATEST	<input type="button" value="Create Return"/>
Initiating Organization	Iowa Training Org	Delivery Address	1234 FAKE STREET	<input type="button" value="Cancel"/>
Initiating User	Joseph Zehner			
Org Phone	(800) 374-3958		DES MOINES IA 50321	
Org Fax	(515) 555-1111	Email Address	Iristestorg@iristestorg.com	

Returns List Show : Current Historical Both

Current Returns

- 4) The Create Nonviable Vaccine Returns page includes vaccine return reasons and contains all VFC doses adjusted from the organization's inventory. To return vaccines, select the section header for the specific reason code. Reason codes with a down arrow indicate return vaccines are included.

Create Nonviable Vaccine Returns

VFC PIN	Z77000	Delivery Contact	IRIS IOWATEST	<input type="button" value="Submit Return"/>
Initiating Organization	Iowa Training Org	Delivery Address	1234 FAKE STREET	<input type="button" value="Cancel"/>
Initiating User	Joseph Zehner			
Org Phone	(800) 374-3958		DES MOINES IA 50321	
Org Fax	(515) 555-1111	Email Address	Iristestorg@iristestorg.com	
Return Date	10/28/2016			
Shipping Labels Needed	1			

Expired ▼

Natural Disaster/power outage

Refrigerator too warm

Refrigerator too cold

Failure to store properly upon receipt ▼

Vaccine spoiled in transit

Mechanical Failure

Spoiled ▼

Recall

- 5) The vaccine, trade name, lot number, and number of modified doses will display for each reason code. To return doses, type the number of doses for each lot number being returned in the '# Doses returned' field.

Expired ▼

Vaccine	Trade Name	Manufacturer	Packaging	NDC Number	Lot Number	Expiration Date	Modified Qty	# Doses returned	Return Type
HPV, Quadrivalent	Gardasil	MSD	HPV SDV 10-PACK	00006-4045-41	GARD-20	01/01/2019	4	<input type="text" value="4"/>	RETO
Tdap	Boostrix	SKB	TDAP SYR 10-PACK	58160-0842-41	J00123	01/01/2019	4	<input type="text"/>	RETO

Natural Disaster/power outage

Refrigerator too warm

Refrigerator too cold

Failure to store properly upon receipt ▼

Vaccine	Trade Name	Manufacturer	Packaging	NDC Number	Lot Number	Expiration Date	Modified Qty	# Doses returned	Return Type
HPV, Quadrivalent	Gardasil	MSD	HPV SDV 10-PACK	00006-4045-41	GARD-20	01/01/2019	6	<input type="text" value="6"/>	RETO
Tdap	Boostrix	SKB	TDAP SYR 10-PACK	58160-0842-41	J00123	01/01/2019	6	<input type="text"/>	RETO

Vaccine spoiled in transit

Mechanical Failure

Spoiled ▼

Vaccine	Trade Name	Manufacturer	Packaging	NDC Number	Lot Number	Expiration Date	Modified Qty	# Doses returned	Return Type
HPV, Quadrivalent	Gardasil	MSD	HPV SDV 10-PACK	00006-4045-41	GARD-20	01/01/2019	20	<input type="text" value="20"/>	RETO
Tdap	Boostrix	SKB	TDAP SYR 10-PACK	58160-0842-41	J00123	01/01/2019	10	<input type="text" value="10"/>	RETO

Recall



- 6) Only full, unopened multi-dose vials can be returned. Users will be unable to return partial multi-dose vials. Partial multi-doses vials will continue to be displayed until the expiration date.

Spoiled ▼

Vaccine	Trade Name	Manufacturer	Packaging	NDC Number	Lot Number	Expiration Date	Modified Qty	# Doses returned	Return Type
HPV, Quadrivalent	Gardasil	MSD	HPV SDV 10-PACK	00006-4045-41	GARD-20	01/01/2019	20	<input type="text"/>	RETO
Polio-Inject	IPOL	AVENTIS	INACT. POLIO-IPOL-10 DOSE VIAL	49281-0860-10	IPOL234	12/12/2018	1	<input type="text" value="1"/>	RETO
Tdap	Boostrix	SKB	TDAP SYR 10-PACK	58160-0842-41	J00123	01/01/2019	10	<input type="text"/>	RETO

Recall

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Message from webpage

Only full, unopened multi-dose vials can be returned!

- 7) Once all doses being returned have been entered, select the 'Submit Return' button.

Create Nonviable Vaccine Returns

VFC PIN: Z77000 Delivery Contact: IRIS IOWATEST **Submit Return**

Initiating Organization: Iowa Training Org Delivery Address: 1234 FAKE STREET Cancel

Initiating User: Joseph Zehner

Org Phone: (800) 374-3958 DES MOINES IA 50321

Org Fax: (515) 555-1111 Email Address: Iristestorg@Iristestorg.com

Return Date: 10/28/2016

Shipping Labels Needed: 1

Expired

Vaccine	Trade Name	Manufacturer	Packaging	NDC Number	Lot Number	Expiration Date	Modified Qty	# Doses returned	Return Type
HPV, Quadrivalent	Gardasil	MSD	HPV SDV 10-PACK	00006-4045-41	GARD-20	01/01/2019	4	4	RETO
Tdap	Boostrix	SKB	TDAP SYR 10-PACK	58160-0842-41	J00123	01/01/2019	4		RETO

- 8) The submitted return will display in a 'Processed' status, grouped by the return reason code.

Manage Returns

Special Instructions: Report only VFC vaccines that have expired, spoiled, or wasted WITHIN 6 MONTHS after expiration. Do NOT return expired and spoiled vaccines to Iowa Immunization Program. A return label will be sent via email from McKesson's email address of 'Mckessonspecialtycaresdistpkginfo@ups.com'. Print this nonviable vaccine return form and include it in the return shipment when blue hyperlinked return status updates to "PRINT RETURN LIST".

Create Return

VFC PIN: Z77000 Delivery Contact: IRIS IOWATEST Create Return

Initiating Organization: Iowa Training Org Delivery Address: 1234 FAKE STREET Cancel

Initiating User: Joseph Zehner

Org Phone: (800) 374-3958 DES MOINES IA 50321

Org Fax: (515) 555-1111 Email Address: Iristestorg@Iristestorg.com

Returns List Show : Current Historical Both

Current Returns

User	Submit Date	Status	Return ID
Joseph Zehner	10/28/2016	PROCESSED	0104
Joseph Zehner	10/28/2016	PROCESSED	0103
Joseph Zehner	10/28/2016	PROCESSED	0102

- 9) Select the 'Processed' status link to review the return. The view return page will display, and the user can verify returned items.

View Return ID 104

VFC PIN	Z77000	Delivery Contact	IRIS IOWATEST	Print Preview
Initiating Organization	Iowa Training Org	Delivery Address	1234 FAKE STREET	Cancel
Initiating User	Joseph Zehner			
Org Phone	(800) 374-3958		DES MOINES IA 50321	
Org Fax	(515) 555-1111	Email Address	lristestorg@lristestorg.com	
Return Date	10/28/2016			

Vaccines Returned

Item #	Return Qty.	Vaccine	Trade Name	Packaging	NDC	Lot Number	Exp Date	Return Reason	Return Type	Status
104	20	HPV, Quadrivalent	Gardasil	HPV SDV 10-PACK	00006-4045-41	GARD-20	01/01/2019	Spoiled	RETO	Filled Pending
105	10	Tdap	Boostrix	TDAP SYR 10-PACK	58160-0842-41	J00123	01/01/2019	Spoiled	RETO	Filled Pending

- 10) Iowa VFC Program staff will review and submit the nonviable vaccine return to CDC. The status of the return will change from 'Processed' to 'Sent to CDC'. Users can view the return by selecting the 'Sent to CDC' link. The provider's VFC contact will receive an email notification from McKesson which includes the return label for the nonviable vaccine return shipment.

Create Return

VFC PIN	Z77000	Delivery Contact	IRIS IOWATEST	Create Return
Initiating Organization	Iowa Training Org	Delivery Address	1234 FAKE STREET	Cancel
Initiating User	Joseph Zehner			
Org Phone	(800) 374-3958		DES MOINES IA 50321	
Org Fax	(515) 555-1111	Email Address	lristestorg@lristestorg.com	

Returns List Show : Current Historical Both

Current Returns

User	Submit Date	Status	Return ID
Joseph Zehner	10/28/2016	PROCESSED	0104
Joseph Zehner	10/28/2016	PROCESSED	0103
Joseph Zehner	10/28/2016	PROCESSED	0102
Joseph Zehner	10/28/2016	PROCESSED	0101
Joseph Zehner	10/28/2016	SENT TO CDC	0081
Joseph Zehner	10/27/2016	SENT TO CDC	0054
Joseph Zehner	10/27/2016	SENT TO CDC	0053

- 11) Once the returns have been processed by CDC, the status will change from 'Sent to CDC' to 'Print Return List'. Select the 'Print Return List' link.

Manage Returns
 Special Instructions: Report only VFC vaccines that have expired, spoiled, or wasted WITHIN 6 MONTHS after expiration. Do NOT return expired and spoiled vaccines to Iowa Immunization Program. A return label will be sent via email from McKesson's email address of 'Mckessonspecialtycaresdistpkginfo@ups.com'. Print this nonviable vaccine return form and include it in the return shipment when blue hyperlinked return status updates to "PRINT RETURN LIST".

Create Return

VFC PIN: P98543 Delivery Contact: JOEY ZEHNER Create Return
 Initiating Organization: Joey Training Org Testing Delivery Address: 1234 FAKE AVENUE Cancel
 Initiating User: Joseph Zehner
 Org Phone: (909) 576-8345 DAVENPORT IA 52803
 Org Fax: (909) 576-8340 Email Address:

Returns List Show : Current Historical Both

Current Returns

User	Submit Date	Status	Return ID
Kimberly Tichy	10/21/2016	SENT TO CDC	0024
Becky Moisant	10/18/2016	PRINT RETURN LIST	0001

- 12) Select the 'Print Return List' button.

Print Return List Vtrcks Return # 0023582358

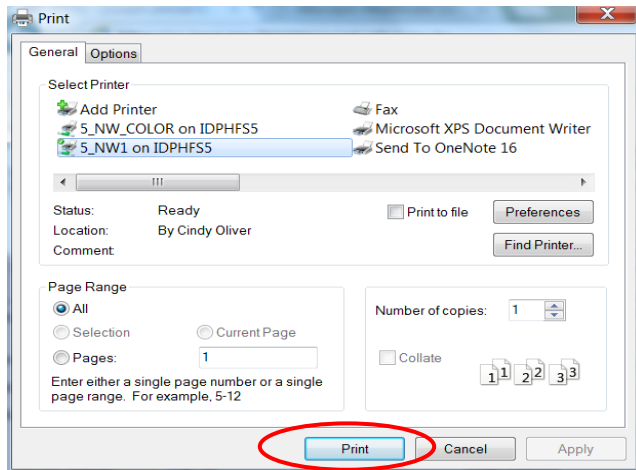
Instructions: Click on "Print Return List" and enclose list in the returned vaccine shipment box. Please send only the vaccines included on the printed list. A postage-paid return label will be sent from McKesson's email address of 'Mckessonspecialtycaresdistpkginfo@ups.com' to the email address indicated below.

VFC PIN: P98543 Delivery Contact: JOEY ZEHNER Print Return List
 Initiating Organization: Joey Training Org Testing Delivery Address: 1234 FAKE AVENUE Cancel
 Initiating User: Joseph Zehner
 Org Phone: (909) 576-8345 DAVENPORT IA 52803
 Org Fax: (909) 576-8340 Email Address:
 Return Date: 10/18/2016

Mechanical Failure

Item Number	# Doses returned	Vaccine	Trade Name	Manufacturer	Packaging	NDC Number	Lot Number	Expiration Date	Return Type
1	1	Polio-Inject	IPOL	AVENTIS	10-PACK 1-DOSE SYRINGES	49281-0860-55	LOTL	01/01/2019	RETO

- 13) The print menu will display. Select the print button to print the return list. The return list must be included in the box with the nonviable vaccines.



- 14) After the return list is printed, the status of the return will display as 'Complete' under the historical radio button. If additional copies of the return list are needed, select the 'Historical' radio button and the 'Complete' status link to print the return list again. **The return list must be included in the box with the nonviable vaccines.**

Manage Returns
Special Instructions: Report only VFC vaccines that have expired, spoiled, or wasted WITHIN 6 MONTHS after expiration. Do NOT return expired and spoiled vaccines to Iowa Immunization Program. A return label will be sent via email from McKesson's email address of 'Mckessonspecialtycaresdtpkginfo@ups.com'. Print this nonviable vaccine return form and include it in the return shipment when blue hyperlinked return status updates to "PRINT RETURN LIST".

Create Return

VFC PIN	P98543	Delivery Contact	JOEY ZEHNER	<input type="button" value="Create Return"/>
Initiating Organization	Joey Training Org Testing	Delivery Address	1234 FAKE AVENUE	<input type="button" value="Cancel"/>
Initiating User	Joseph Zehner			
Org Phone	(909) 576-8345		DAVENPORT IA 52803	
Org Fax	(909) 576-8340	Email Address		

Returns List Show : Current Historical Both

historical Returns (last 30 days by default)

Show Historical Returns by Date From: To:

User	Last Updated Date	Status	Return ID
Becky Moisant	10/28/2016	COMPLETE	0001

For questions regarding the nonviable vaccine return process, please contact the Vaccines for Children Program at 800-831-6293 ext. 4 or the IRIS Helpdesk at 1-800-374-3958.