



Brenda Fitzgerald, MD, Commissioner

Nathan Deal, Governor

2 Peachtree St NW, 15th Floor  
Atlanta, Georgia 30303-3142  
www.health.state.ga.us

Dear Vaccines for Children (VFC) Provider,

All vaccine received from the Vaccines for Children Program must always be accounted for. This includes doses administered and inventory as well as wasted and expired vaccine. Your office is required to report doses wasted or expired on the Federal Return of Vaccine Form which begins the processing of your return request. Once returns have been approved, McKesson will ship your site a return UPS return label. Returns should be boxed properly to ensure safe transit of the vials. Since the doses are no longer viable, ice packs and dry ice are unnecessary. Simply, box up the vaccine to be returned, place the return label on top of the box, and give it to the UPS driver the next time s/he is in your office. There is no need to schedule a pickup. If you would specifically like a pickup scheduled, please call our office at (404) 657-5013.

You are encouraged to send returns every three to six months. Return requests are processed and screened to ensure that your office has collected a large amount of vaccines prior to approval of the return request. Until you are ready to return vaccines, remember to clearly label wasted or expired vaccine “DO NOT USE” and store it securely and outside of the refrigerator to avoid accidental administration of non-viable vaccine.

**What should be included in the return?**

- ❖ At least one full shipping box of vaccines (use McKesson shipping boxes as a size gauge)
- ❖ Full vials of unused vaccine
- ❖ Appropriate padding to protect vials from breaking
- ❖ Federal Return Form (also fax to the VFC office)
- ❖

**What should not be included in the return**

- ❖ Needles or syringes with needles  
(vaccine that has been drawn into a syringe should be wasted on-site, not returned.)
- ❖ Broken or partially used vials (including partially used multi-dose vials)
- ❖ Paperwork or other reports intended for VFC
- ❖ Any other objects

**Remember –NEEDLES should NEVER be returned to McKesson!**



Contact VFC with questions at (404) 657-5013