

**DEFINITION****1. Eligible Vaccine for Return:**

- a. Expired and unopened vaccine in its original container (vial or syringe).
- b. Vaccine deemed non-viable by the Wyoming Immunization Program.

**2. Do NOT Return:**

These items should NEVER be included on a Vaccine Return Form, nor sent to the vaccine distribution center. These items should be disposed of according to the standard medical biosafety procedure and reconciled out of the WylR inventory.

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- Any multi-dose vial from which doses have been withdrawn

**3. Expired and Spoiled Vaccines:**

- a. Expired and spoiled vaccines must be removed from the storage unit immediately and marked “Do Not Use.”
- b. Vaccines must be reconciled out of the WylR inventory immediately upon expiration or determination as non-viable by the Immunization Program. *See Quick Reference Guide: WylR Inventory*
- c. Expired vaccine must be submitted for return within 30 days of expiration to avoid vaccine return errors.

**THE VACCINE RETURN PROCESS**

Vaccine loss (expired/nonviable) that qualifies for return must be processed in the Wyoming Immunization Registry within 30 days of loss. The Immunization Program will review and approve all Vaccine Returns once monthly on the last business day of the month.

**1. Reconcile Inventory**

- a. Expired/non-viable vaccines that qualify for return must be reconciled using the appropriate Category/Reason in the WylR to ensure vaccines are approved for return.

**2. Create/Submit the Vaccine Return in the WylR**

- a. Print a copy of the Vaccine Return Form.
  - A copy of the Vaccine Return Form must be included inside every box that is being returned.

**3. Prepare Vaccines for Return**

- a. Box the vaccines, insert a copy of the Vaccine Return Form, seal the box, and attach the ‘Returns Label’.
  - **Only** ship vaccines identified on the Vaccine Return Form.
  - Boxes should not exceed 3 lbs.

**4. Pending State Approval**

- a. All Vaccine Returns must be approved by the Immunization Program.
- b. Upon approval, the Immunization Program will send both Vaccine Coordinators a confirmation email.
- c. Vaccine Return Labels will be emailed to the contact email listed on the Vaccine Return page of the WylR on the same day as the Immunization Program confirmation email.
- d. Return labels are sent from: McKesson Specialty Care Dist. <pkginfo@ups.com>  
**Notify the Immunization Program immediately if a vaccine return email is not received within one business day of the approved return. Failure to take action may result in vaccine return errors.**

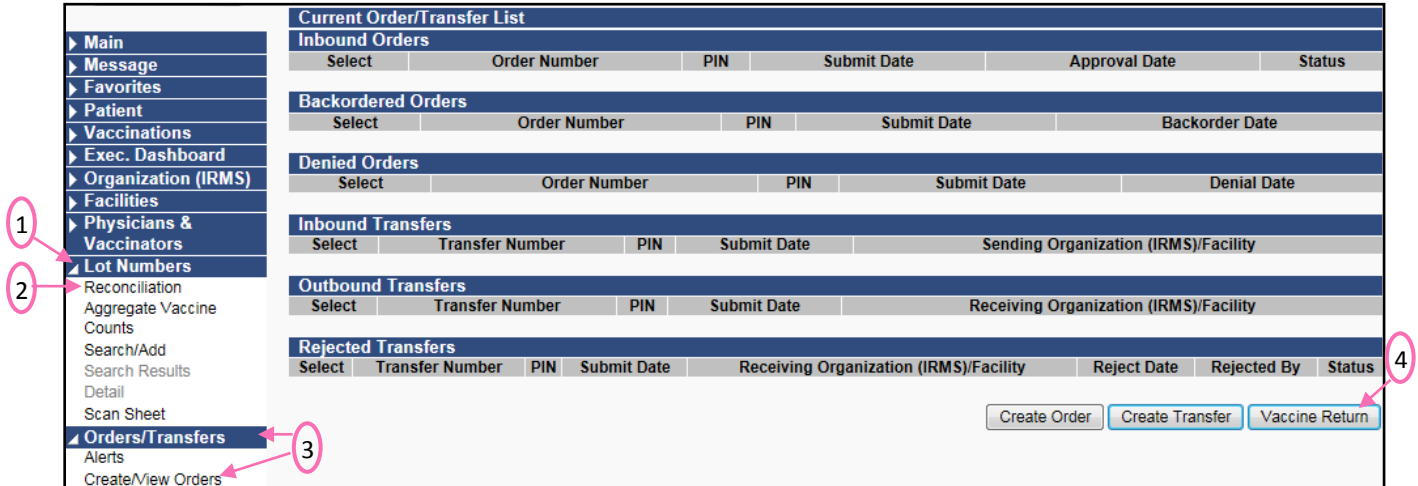
**5. Inactivating PUBLIC Lot Numbers With Zero (0) Doses**

- a. PUBLIC vaccine lot numbers must NEVER be inactivated prior to creating a vaccine return or vaccine order.
  - If a public lot number is accidentally inactivated, notify the Immunization Program for further instructions.

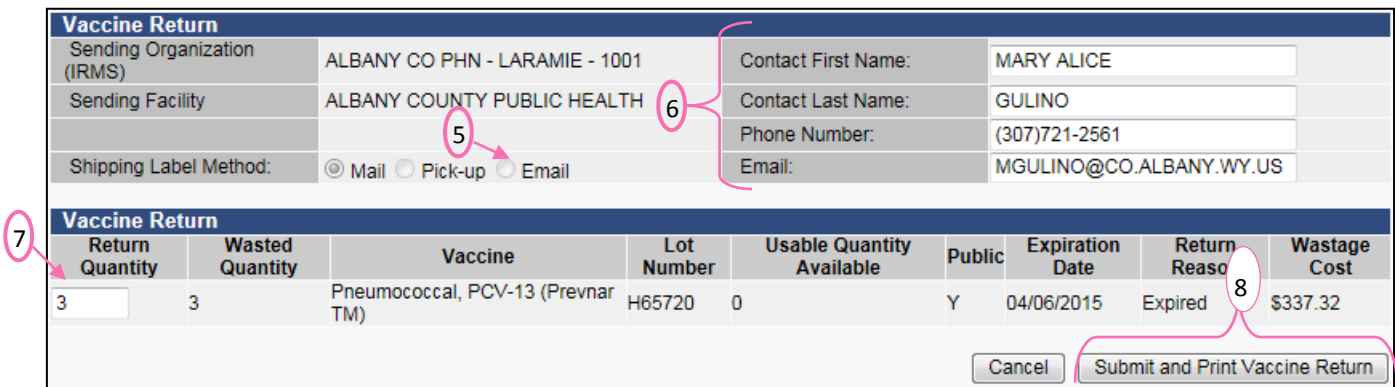
## VACCINE RETURNS—WYIR SCREENSHOTS

Log in at [https://wyir.health.wyo.gov/wyir\\_wy/](https://wyir.health.wyo.gov/wyir_wy/)

1. Open the *Lot Numbers* menu and click *Reconciliation*.
2. Reconcile inventory.
3. Open the *Orders/Transfer* menu and click *Create/View Orders*.
4. Click *Vaccine Return*.



5. Select *Email* for *Shipping Label Method*.  
**No other method should be selected.**
6. Enter/verify contact information.
7. Enter *Return Quantity* for the vaccines you want to include in the return.
8. Click *Submit and Print Vaccine Return*.



9. Print the PDF that is produced and place a copy in the box that contains the vaccines for return.  
If the Vaccine Return form has been misplaced, contact the Immunization Program to be emailed an original copy.

