WASTED/EXPIRED INSTRUCTIONS
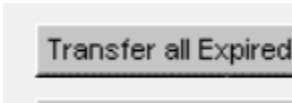
NC Health and Human Services

1) Click MANAGE TRANSFERS

manage transfers
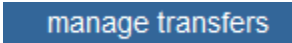
2) Click NEW TRANSFER

New Transfer

3) Click TRANSFER ALL EXPIRED

Transfer all Expired

> Open vials should be disposed of at your facility but still reported through NCIR.

4) Note the following:

Reminder: Open vials of state-supplied vaccine should be disposed of at your facility. All remaining doses of state-supplied vaccine should be returned to McKesson once the Return Packing List and Label(s) are available.

Edit Transfer: Create Date 08/29/2016

Sending Site CARIKUBE PEDIATRICS

Receiving Organization VACCINE DISTRIBUTION

Send Labels by Email ▼

Note: Only those sites which have inventory set up are displayed.

[Save] [Submit] [Cancel Transfer]

> Expired vaccines OTHER THAN influenza appear in the upper section.

Expired Non-flu Vaccine

Remove	NCIR Count	Physical Count	Trade Name	Lot Number	Exp Date	NDC	Open Vial	Preventive Action
☐	1	1	Bexsero	07080808	08/08/2015	46028-0114-01	N/A	Short Dated vaccine ▼
☐	10	5	Engerix-B Peds	7K344	06/30/2015	58160-0820-11	N/A	Staff will use remind ▼
! ☐	7	7	IPOL	7K344	06/30/2015	49281-0860-10	Y	Staff has been instr ▼
☐	10	10	PedvaxHIB	7K344	06/30/2015	00006-4897-00	N/A	Short Dated vaccine ▼

> Indicates an open multi-dose vial.

Expired Flu Vaccine

Remove	NCIR Count	Physical Count	Trade Name	Lot Number	Exp Date	NDC	Open Vial	Preventive Action
☐	10	5	FluMist LAIV4	8668hkll	07/18/2016	66019-0300-10	N/A	Administrators will o ▼
☐		2	Fluzone IIV4 P-Free, Ped	321321321	06/30/2016	49281-0514-25	N/A	Administrators will o ▼
☐	2	2	Fluzone IIV4 Pres-Free	321321321	06/30/2016	49281-0414-50	N/A	Administrators will o ▼

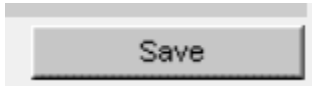> Expired INFLUENZA vaccines appear in the lower section.
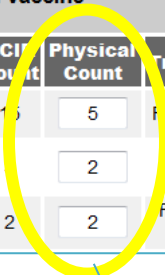
> Enter the PHYSICAL COUNT (the number of doses actually being returned) in this column.

> Choose a preventive action from the drop-down for *each* vaccine being returned.
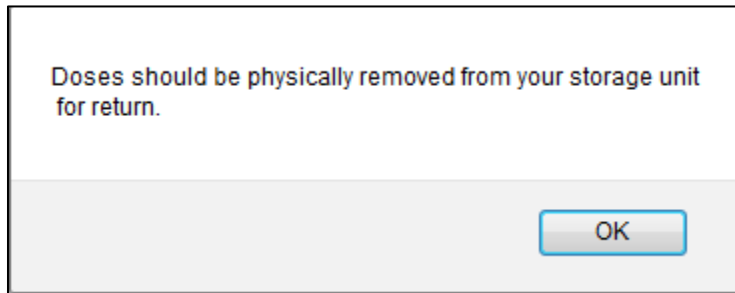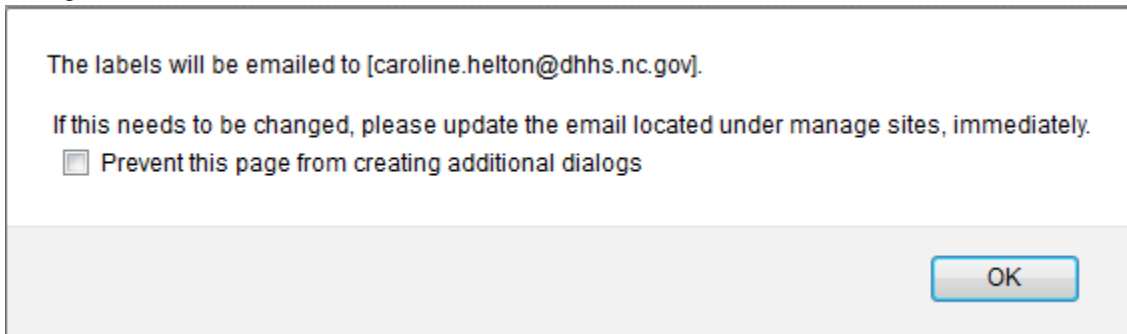
5) Click SAVE to save your work

Save

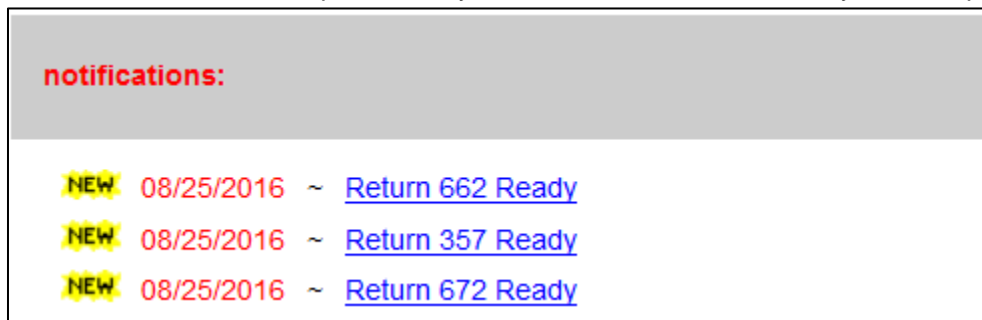6) Click SUBMIT when you are finished updating all of the information.

Submit

7) Click OK (note that doses should be removed from your storage units and prepared for return)
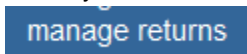
Doses should be physically removed from your storage unit for return.

OK

8) Click OK (note the email address where the labels will be sent). If it needs to be updated, make changes under MANAGE SITES.

The labels will be emailed to [caroline.helton@dhhs.nc.gov].

If this needs to be changed, please update the email located under manage sites, immediately.

☐ Prevent this page from creating additional dialogs

OK

9) When the return has been processed, you will receive a notification on your homepage

notifications:

NEW 08/25/2016 ~ Return 662 Ready

NEW 08/25/2016 ~ Return 357 Ready

NEW 08/25/2016 ~ Return 672 Ready

10) When you receive this notification, click MANAGE RETURNS

manage returns

11) Look for returns with a READY status, click the link

| ○ | Caroline Helton | 08/29/2016 | READY |
| ○ | Caroline Helton | 08/29/2016 | READY |

12) Click PACKING LIST
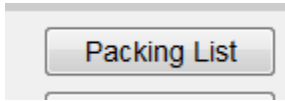
13) The packing list should be PRINTED, SIGNED and INCLUDED with the return shipment of vaccines

14) Package the vaccine so that it will not break (**IT DOES NOT NEED TO BE RETURNED ON COLD PACKS**).

15) Print the return mailing labels from your email. ** *If you do not receive this email from McKesson within 1-2 business day please contact the NCIR Help Desk at* NCIRhelp@dhhs.nc.gov.

16) Open the email from McKesson containing the UPS shipping label, click the RETRIEVE YOUR SHIPMENT LABEL link to print your return label. The following is an example of the email from McKesson containing the shipping label for your return.
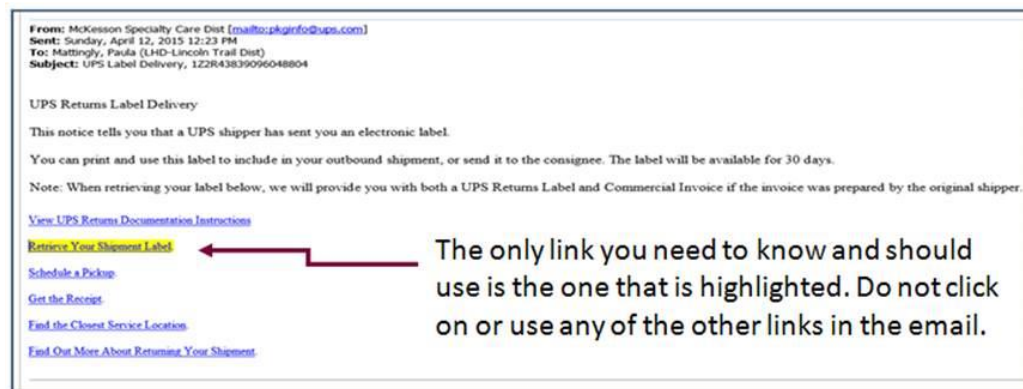
17) Attach the label to the box, include the vaccine and the packing list. Hand the package to your UPS driver. If you are not on a standard UPS route, please contact the NCIP to arrange a pick up for your facility.