

# Vaccine and Biologics Return Policy and Procedure

## Public Health Branch

Date Updated: May 2023  
 Applicable to: All Immunization Providers

### Purpose:

This document outlines the policy and the procedures for returning publicly-funded Manitoba Health (MH) vaccines and biologics to the Provincial Vaccine Warehouse (PVW).

### Policy:

Publicly-funded vaccines and biologics from MH are to be returned to the PVW for potential cost recovery based on the following guidelines:

- Products that are to be returned to the PVW:
  1. All vaccines and biologics that have been deemed not usable after exposure to temperatures outside of 2-8°C and reported to MH using the *Cold Chain Failure Response Form and Procedure* located at <http://www.gov.mb.ca/health/publichealth/cdc/coldchain.html> .
  2. All vaccines and biologics that are in full or part packaging that have been expired for less than a year.
  3. All Influenza products must be returned to the PVW within 4 months after expiry.
- Products that are not to be returned to the PVW and should be disposed of in an appropriate biologics container:
  1. Any product that had not been provided by MH.
  2. All vaccines and biologics that have been expired for more than a year.
- The maintenance of cold chain for returns is not required, unless otherwise advised.

### Procedure:

For assistance with returning product back, contact the PVW at 204-948-1333 or toll-free 1-855-683-3306 or by email at [vacmda@gov.mb.ca](mailto:vacmda@gov.mb.ca).

- Each setting must complete a *Vaccine & Biologics Return Form* by following the instructions included on the form and include it with the product.
  - Clearly label the return package – RETURNS
- Returns can be sent back to the PVW based on the following schedule:
  - Within Winnipeg and in most Manitoba communities: once a month
  - Remote northern communities including First Nations Inuit Health (FNIH): once every three (3) months
- For returns from locations within Winnipeg:
  - Returns can be provided to the delivery driver at the same time as when a new order is delivered (the delivery driver will ensure the returns are delivered to the PVW).
  - In certain circumstances where product is to be returned but no new order for product is needed, the PVW can be contacted to arrange for a driver to pick up the returns.
- For returns from immunization providers outside of Winnipeg:
  - Product to be returned can be kept in storage until an order is placed with the PVW.
  - When a new order is received, the shipping container, the packaging, and the cold chain monitor are to be returned to the PVW using the waybill that comes with the order. Place and secure the returns in that container with the temperature monitor and packaging and return it to the PVW as per the instructions provided.
  - If there is insufficient space in the shipping container, place the remaining product in other well-sealed boxes.
- For returns from immunization providers in northern and remote locations including FNIH:
  - Collect product to be returned in a box and keep in storage.
  - Indicate on a calendar the four times per year that returns will be processed and returned to the PVW (i.e. April, July, October, January).
- Contact the PVW for assistance in arranging the return using the appropriate transportation.
- Please ensure all returned products are secured within the return box.

## Vaccines & Biologics Return Form: INSTRUCTIONS AND DEFINITIONS

\* Contact the Provincial Vaccine Warehouse at (204) 948-1333, Toll-Free 1-855-683-3306, or email at [vacmda@gov.mb.ca](mailto:vacmda@gov.mb.ca) to arrange for a return.

\* "Quantity" must refer to the single unit(s) of –Vial/Syringe/Capsules/Kit e.g. if the standard unit of measure is a Package (pkg) of 10 vials and you are returning a pkg that has only 4 vials left, the return must be written as 4 vials.

\* Once the form(s) are completed include it with the returns package back to the Provincial Vaccine Warehouse.

Provincial Vaccine Warehouse address: 7-1715 St. James St., Winnipeg MB R3H 1H3

<b>Client Identification Number:</b>			<b>Phone:</b>	
<b>Facility Name:</b>			<b>Address:</b>	
Product Name	Product Code	QTY	LOT	Reason Code
Act-Hib®	1715027			
Adacel® TDAP 5 Dose	1715054			
Adacel-Polio® 5 Dose Pack	1715050			
Afluria Tetra (Syringes)	1715115			
Afluria Tetra (Vials)	1715126			
AstaZeneca Covid-19	1715130			
Bexsero®	1715067			
Boostrix® 10 Dose Pack	1715015			
Boostrix-Polio® 10 Dose Pack	1715055			
Covishield Covid-19	1715131			
Diluent for Pfizer Covid-19	1715128			
Diluent for Priorix, Priorix Tetra, Varilrix	1715048			
Diluent for Varivax 1 Dose pack	1715046			
Diluent for Varivax 10 Dose pack	1715047			
Engerix B Adult (Syringes)	1715119			
Engerix B Pediatric (Syringes)	1715121			
Flulaval® Tetra	1715079			
Flumist Quadrivalent	1715068			
Fluzone® High-Dose Quadrivalent	1715134			
Fluzone® Quadrivalent (Syringes)	1715073			
Fluzone® Quadrivalent (Vials)	1715072			
GamaSTAN™ SD	1715028			
Gardasil 9® (Syringes)	1715142			
Gardasil 9® (Vials)	1715085			

Havrix™ 1440	1715021			
Havrix™ 720	1715020			
Hiberix	1715078			
HyperHep B™ 0.5ml	1715025			
HyperHep B™ 5ml	1715026			
HyperRab™	1715113			
HyperTet™ S/D	1715033			
Imovax® Polio	1715029			
Imvamune (Monkeypox)	1715139			
Janssen Covid-19	1715132			
Menactra™ (5 Dose Pack)	1715122			
Menactra™ (Singles)	1715030			
Menveo	1715063			
Moderna® Bivalent BA 4/5 Covid-19 (Royal Blue Cap)	1715150			
Moderna® Bivalent Covid-19 (Blue Cap)	1715144			
Moderna® Covid-19	1715133			
Moderna® Covid-19 (10 dose vials)	1715129			
Moderna® Covid-19 (14 dose vials)	1715133			
Moderna® Infant Pediatric Covid-19 (Blue Cap)	1715143			
Naloxone Kit	1715081			
Neisvac-C™	1715009			
Nimenrix (10 Dose Packs)	1715114			
Nimenrix (Singles)	1715082			
Novavax®	1715137			
Pediacel®	1715001			
Pfizer® Bivalent BA 4/5 Covid-19 (Grey Cap)	1715146			
Pfizer® Covid-19 (Grey Cap)	1715141			
Pfizer® Infant Pediatric Covid-19 (Maroon Cap)	1715145			
Pfizer® Pediatric Bivalent BA 4/5 Covid-19 (Orange Cap)	1715147			
Pfizer® Covid-19 (Purple Cap)	1715127			
Pfizer® Pediatric Covid-19	1715135			
Pneumovax 23® 1 Dose pack	1715012			
Pneumovax 23® 10 Dose packs	1715013			
Prevnar®13	1715011			
Priorix Tetra®	1715040			

