

VOMS RETURN & WASTE PROCESS V5.2022



Utah Department of Health
**IMMUNIZATION
PROGRAM**
Immunize for healthy lives

Utah VFC



Utah Vaccines for Children



Utah Department of
Health & Human Services
Population Health



VOMS Return & Waste Process Training

Utah's Vaccine Order Management System (VOMS)

Updated 10/18/2017

<http://www.fda.gov/oc/ohrt/ohrt-1018-2017.pdf>

<https://www.mckesson.com/images/whse/VOMSDeltaDACCQ/WASTE001106D-41gr00734ofA45QJest61000Q>

Determine if your product(s) is a return (returnable to McKesson) or a waste (disposed of as medical waste).

Return vs. Waste

➤ Return (sealed):

- Unopened/cap on
- Expired
- Deemed not viable by the manufacturer due to a temperature excursion.



➤ Waste (broken seal):

- Opened/cap off
- Broken
- Mixed incorrectly
- Lost or unaccounted
- Drawn, but not administered.



<http://www.mckesson.com/images/whse/VOMSDeltaDACCQ/WASTE001106D-41gr00734ofA45QJest61000Q>

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<http://www.mckesson.com/images/whse/VOMSDeltaDACCQ/WASTE001106D-41gr00734ofA45QJest61000Q>

FOR RETURNS:

- Return to McKesson for an excise tax credit:
- Verify the product is still sealed:
- Vial- plastic cap is intact
- Syringe- needle sheath (cap) has not been removed
- Only products that are unopened may be returned to McKesson.
- Returnable products may include:
- Expired
- Not viable/deemed spoiled by manufacturer due to out-of-range temperature exposure:
- Fridge or freeze temperature excursion
- Power outage
- Natural Disaster
- Mechanical Failure
- Spoiled in transit
- Vaccine neglected to be put away when delivered

Determine if your product(s) is a **waste** (NOT returnable to McKesson) and should be disposed of as medical waste after reporting.

FOR WASTE:

- All products that have a broken seal or are unaccounted for are considered non-returnable to McKesson:
- Vial- plastic cap has been removed (including any multi-dose vials e.g., IPOL and some Flu products)
- Syringe- needle sheath (cap) has been removed
- Broken vials or syringes
- Mixed incorrectly or together
- Vaccine that was drawn, but not administered (i.e. parent refused, wrong timing, too ill).
- Product lost or cannot be accounted during a reconciliation.

*****Transfer requests still need to be done by paper. Transfer Requests are not yet an application within VOMS.*****

There are 8 steps to final submission of your Return or Waste.



Step 2—USIIS website

1. Open a web browser.
2. Type into the address bar the following address: <https://apps.usiis.org>.
3. Hit "Enter" on your keyboard.

Step 2—Login to USIIS

Step 2—Login to USIIS

1. Enter your **“Provider ID”** (USIIS ID)
Or
Click on the dropdown under **“Provider Name”** to find your facility’s name.
2. Enter your **“User Name”** and **“Password”**—both are case sensitive.
3. Click **“Login”**.

**** “Forgot password/username?.” Use this link if your email address has been verified in USIIS. Otherwise, call the IT Help Desk to create a ticket****

USIIS Portal

Login

USIIS

Provider ID
224

User Name

Password

Provider Name
VOHS-AMERICAN FORK

Login Clear

[Forgot password/username?](#)

IT Help Desk: (307) 535-3443 / (800) 410-3443
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Version 1.00.00_31150903


- In the box under “Provider ID” enter your USIIS Provider ID.
- If you entered your Provider ID in correctly, you will see your provider’s name in the box titled “Provider Name”.
- If you prefer, you can go directly to the dropdown under “Provider Name” to find your facility.
- Click on the dropdown and either scroll to find your provider or enter in the first letter of the provider’s name. Entering the first letter will speed the search through the names.
- Enter your user name under “User Name” and your password under “Password”.
- Please note—your user name and password are both case sensitive.
- If you have forgotten your password or username, and you have verified your email in USIIS, click on the link “Forgot password/username?” This will direct you to the “Recover USIIS Login Credentials” page.
- However, if you have not verified your email in USIIS you will need to file a help desk ticket. The USIIS IT Help Desk phone number is located in the bottom right hand corner.
- Click on the “Login” button.

Step 3—Select VOMS (Vaccine Ordering Management System)

Step 3—Select VOMS

1. Verify the information in the box below “**Home Page**” is correct.
2. Select VOMS from the list of services by double clicking on the word “**VOMS**”.

****VOMS will be listed after you have completed this training. If VOMS is not listed and you have completed the training, contact vacteam@utah.gov for access.****



The screenshot shows the USIIS Portal Home Page. At the top, it says 'USIIS Portal' and 'Home Page'. Below that, it displays the user's login information: 'Logged in User: EAREN TSUNDER' and 'Provider Name: VOMS-AMERICAN FORK'. A yellow circle highlights this information. Below the login information, there is a list of services to select. A hand icon points to 'VOMS' in the list. The list includes: UCMS, USIIS Immunize, Vaccine Inventory, Disease Administered Reporting, VOMS, and Clinic Reports & Batch Processes. At the bottom of the page, there is a 'Change USIIS Service' dropdown menu and a 'Help Desk' link.

- Once you have successfully logged in, you will come to the USIIS “Home Page” screen.
- Verify that the information in the grey box below “Home Page” is correct.
- If not, repeat Step 3-Login to USIIS.
- Double click on the word “VOMS” from the list of services.
- VOMS will be listed after you have completed training.
- Contact the VFC Program if you have completed training and it is not listed.

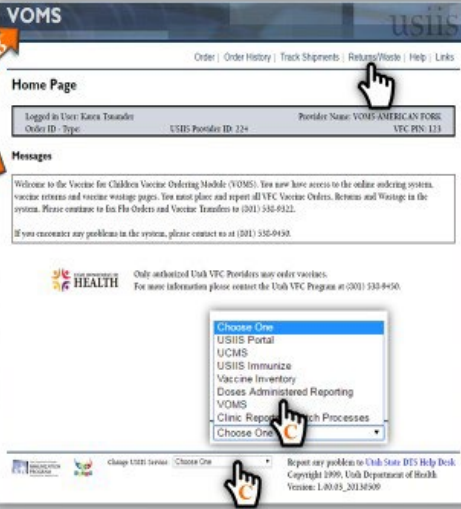
On the VOMS “Home Page” screen and note a few features:

VOMS Home Page

- A. Read “**Messages**” to check for any updates.
- B. To return to this Home Page at any point, click on the “**VOMS**” in the upper left-hand corner of any screen.
- C. To maneuver within USIIS, click on “**Change USIIS Service**” and select from the dropdown.

Step 4—Returns/Waste

Click “Returns/Waste”.



The screenshot shows the VOMS Home Page. At the top, it says 'VOMS' and 'Home Page'. Below that, it displays the user's login information: 'Logged in User: Earen Tsunder' and 'Provider Name: VOMS-AMERICAN FORK'. A hand icon points to the 'VOMS' link in the top left corner. Below the login information, there is a 'Messages' section with a welcome message. At the bottom of the page, there is a 'Change USIIS Service' dropdown menu and a 'Help Desk' link.

- Read the box labeled “Messages” to check for updates.
- Messages will notify you of any important information and/or changes.
- Some messages may be specific to you and can only be viewed by you.
- If at any point you wish to get back to this home page, you can do so by clicking on the “VOMS” in the upper left hand corner of any screen.
- If you would like to move from VOMS to another USIIS application, you can also do so at any point on any screen, by going to the bottom and clicking on “Change USIIS Services” and selecting the application you desire from the dropdown.

Step 4—Returns/Waste

- Click “Returns/Waste” from the list at the top of this page.

Returns

“Returns” automatically directs you to the “Returns” page. From here, determine if a Return or Waste should be filed.

A. Review and answer the questions to help determine if a Return or Waste should be filed.

B. Click “Waste” if you answered “yes” to any of the questions.

C. Click “Create New Return” if you have determined your product is a return.

Before filling out a Return, you should ask yourself the following questions:

- Is the vaccine missing a cap on the vial/syringe?
- For any MDV, was the cap removed? Ex: IPOL has 9 doses remaining.
- Was the vaccine drawn up into a syringe and not administered?
- Was the vial/syringe broken?

If yes to any of these questions, you should fill out a **Waste Form**. These items are not returnable to McKesson.

All items listed on a Return Form must be received by McKesson Specialty within 30 days. Information should match the external box packaging, including product, lot number and NDC. Please ensure quantity is accurate for accountability.

Editable Returns that have not been submitted. (Maximum amount 20)

Return ID	Return Reason	User Last Edited	Date Last Edited
127	Refrigerant too warm	Karen Tsuyoshi	11/13/14

****Returns saved but not submitted can be located in the Editable Returns table. Please verify the Return has not already been started before creating a new Return.****

- Clicking on “Returns/Waste” automatically takes you to the “Returns” page.
- Review and answer the questions below your name to ensure you have properly determined whether your product is a return or a waste.
- If you have determined your product is a waste, answered “Yes” to any of the questions, click “Waste History” and go to slide #19.
- If you have determined your product is a return, click “Return History”.

Step 5—Create New Return

Review the “Editable Returns” table—If there are any previously entered returns listed in this section, review them to determine if they need to be submitted or deleted.

Click “Create New Return”

Returns

Logged in User: Karen Tsuyoshi
USIS Provider ID: 224

Provider Name: VOMS-AMERICAN FORK
VFC PIN: 123

Before filling out a Return, you should ask yourself the following questions:

- Is the vaccine missing a cap on the vial/syringe?
- For any MDV, was the cap removed? Ex: IPOL has 9 doses remaining.
- Was the vaccine drawn up into a syringe and not administered?
- Was the vial/syringe broken?

If yes to any of these questions, you should fill out a **Waste Form**. These items are not returnable to McKesson.

All items listed on a Return Form must be received by McKesson Specialty within 30 days. Information should match the external box packaging, including product, lot number and NDC. Please ensure quantity is accurate for accountability.

Editable Returns that have not been submitted. (Maximum amount 20)

Return ID	Return Reason	User Last Edited	Date Last Edited
127	Refrigerant too warm	Karen Tsuyoshi	11/13/14

Create New Return

Change USIS Server: [Choose One] * Report any problems to Utah State D1S Help Desk
Copyright 1999, Utah Department of Health
Version: 1.00.03_20130509

Now on the “Returns” page, check for any previously entered returns under “Editable Returns.” If there are any returns listed in this section, click on the blue “Return ID” link to review them and determine if this is a return that needs to be completed and submitted or if it should be deleted.

Step 6—Create New Return

- Click “Create New Return”.

Step 6—Return Info

1. Enter a brief “**Summary**” without any punctuation or special characters.
2. Enter a “**Description**” of what happened (Incident Report) and how it will be prevented in the future (Plan of Action).
3. Select “**Yes**”—“**Return Label Needed**”
4. Choose applicable “**Return Reason**”
5. Click “**Save/Update**”

Step 7—Return Info

- Under “Return Info” enter in the following information:
- “Summary” – a brief description of the reason for the return (e.g. expired vaccine, spoiled vaccine, recalled vaccine). Do not use any punctuation in this summary as it affects the way it is downloaded/causes a glitch.
- Only vaccines distributed by the State should be entered, includes VFC, Flu and Adult Initiatives.
- “Description” – a detailed description of the reason for the waste (Incident Report) and an explanation of the plan implemented to prevent such an occurrence in the future (Plan of Action).
- “Return Label Needed” – select “Yes” as vaccine must be shipped back to McKesson.
- “Return Reason” – select the most applicable reason. Note that any reason selected except “Expired vaccine” will automatically place your clinic on vaccine ordering hold and your VFC rep may be contacting you to follow-up.
- Diluent is not returned to McKesson; it is discarded as medical waste. No entry or notes need to be made for the diluent.
- Click “Save/Update”

Step 7—Return Item

1. Choose “**Order Type**”
 - All order types may be selected.
2. Select “**Package NDC**”
3. Enter (from package):
 - “**Lot Number**”
 - “**Expiration Date**”
 - “**# of Doses**”
4. Click “**Add/Update**”
 - Repeat for all vaccine with the same return reason.

Step 8—Return Item

Under “Return Item” enter in the following information and making sure it is all ACCURATE:

- “Order Type” – anything you have access to will be listed and you may use any of the types listed, unlike an order where only VFC is allowed at this point.
- Flu refers to VFC Flu Vaccine.
- “Package NDC” – click on the dropdown to select the correct NDC from the box/package of the vaccine you are returning. Each vaccine presentation (multi-dose vial (MDV), single dose vial (SDV), syringe (SYR), Adult, Pediatric) has its own NDC. Make sure you are getting this information from the box/packing the vaccine came in.
- “Lot Number” – this information is also from the original package the vaccine came in.
- “Expiration Date” – from the original box/package the vaccine came in.
- “# of Doses” – enter the number of total number of doses you are returning for this lot number.
- Click “Add/Update”.
- Repeat for each vaccine you have to return with the same return reason. If you have additional returnable vaccine but with a different return reason(s), you will need to create a new return for each additional reason.

A NOTE about NDCs listed in VOMS

- ✓ VOMS NDCs have a standardized format.
 - 5 numbers - 4 numbers- 2 numbers
- ✓ Leading 0's often have to be added to the manufacturers NDCs to meet this format.

Examples:

A. Gardasil 9—a leading 0 was added to the first set of numbers (0006 to 00006).

B. Kinrix—a leading 0 was added to the second set of numbers (812 to 0812).

If you find you are having a difficult time matching your package NDC's exactly to what is listed in VOMS this may be the reason:

- NDC's in VOMS has been standardized to 5 numbers – 4 numbers – 2 numbers (xxxxx-xxxx-xx).
- This often mean that leading 0's have had to have been added to the manufacturers NCDs as not all manufacturers follow this format.
- In the examples above:
 - NDC on the Gardasil's package is: 4 numbers – 4 numbers – 2 numbers (0006-4119-03)
 - NDC on the Kinrix's package is: 5 numbers – 3 numbers – 2 numbers (58160-812-11)
 - To put them into the standardized format of 5 numbers – 4 numbers – 2 numbers for entry into the VOMS system:
 - A leading 0 was added to the first set of numbers for Gardasil changing it to: **00006**-4119-03
 - A leading 0 was added to the second set of numbers for Kinrix changing it to: 58160-**0812**-11

How to edit or delete any return vaccine items:

Edit/Delete Return Items

A. Click on the blue “Return Item ID” to edit or delete that vaccine.

B. Edit—change any info necessary and click on “Add/Update.”
Or
Delete—click “Delete Item.”

C. To delete the entire return click “Delete Return & Items” at the bottom of the screen.

Return Item ID	NDC	Lot Number	Expiration Date	Doses
17B.00343	PEDIARIX * VFC * 50160-0011-52	AC211BA12	09/03/2010	41
17B.00344	Prevnar 13 * VFC * 00085-1971-02	L123545	03/02/2020	4
17B.00361	Boostrix * VFC * 50160-0942-52	L35156	06/30/2018	64
17B.00365	DAPIACEL * VFC * 49201-0206-10	C312345	01/01/2010	7
17B.00369	Fluarix * FLU * 50160-0903-52	L321564	06/30/2017	43
17B.00360	Adacel * VFC * 49201-0405-10	U35646	06/30/2019	54
17B.00360	HAVERX-PED5 * VFC * 50160-0625-52	C032156	06/30/2019	5
17B.00372	Boostrix * VFC * 50160-0942-11	C65454	08/31/2018	3
17B.00369	Fluarix * FLU * 49201-0414-10	A46544	06/30/2017	5
17B.00375	Boostrix * VFC * 50160-0942-52	L35156	09/01/2020	5
17B.00377	Fluarix * FLU * 49201-0414-10	L32645	06/30/2017	42
17B.00366	Infanrix * VFC * 50160-0010-11	C50400	05/31/2019	5
17B.00366	Fluarix * FLU * 50160-0900-52	L32156	06/30/2018	54
17B.00366	DAPIACEL * VFC * 49201-0206-10	C351654	04/21/2019	24
17B.00367	Fluarix * FLU * 49201-0621-15	C35156	06/30/2018	54
17B.00362	Boostrix * VFC * 50160-0942-52	C35456	06/31/2019	54

- To edit:
- Click on the blue “Return Item ID” the corresponds to the vaccine(s) you need to edit.
- Edit any of the information under “Return Items Info” (i.e., Order Type, Package NDC, Lot Number, Expiration Date, and/or # of Doses)
- Click on “Add/Update”.
- To delete:
- Click on the blue “Return Item ID” the corresponds to the vaccine(s) you need to delete.
- Click on “Delete Item”.
- To delete an entire return:
- Click on the “Delete Return & Items” at the bottom of the screen.

Step 9—Review and Submit

Step 8— Review & Submit

1. Review the return(s) for accuracy.
2. Click “Submit”
3. Click “Yes” confirming your accuracy, that the vaccine will be returned within 30 days, and that steps have been taken to avoid future vaccine loss.

Return Edit

Logged in User: Karen Tsuander Provider Name: WMS-AMERICAN FORK
 USER: Pwskids ID: 214 VFC PIN: 113

Return Info

Return ID: 187
 Summary: Expired VFC vaccine
 Description: We were not able to the vaccine prior to expiration, we will monitor inventory and conduct a recall with our patients in the future.

Return Items Info

Return Item ID	NDC	Lot Number	Expiration Date	Doses
167 A0320	Biovectix * VFC * 30160-0042-02	U1113AA	09/30/2017	4
167 A0321	Flucelvax * FLU * #9201-0514-25	UT5949SA	04/01/2017	8

Submit Delete Return & Items

Callout: If a return has been submitted and errors are located. Contact the Vaccine Management Team immediately before returning the vaccine to McKesson.

- Review each return item making sure all information is correct:
- It is actually a return and not a waste
- Each item is being returned is for the same reason (if not create separate returns)
- The correct NDC(s) were selected
- Expiration date and number of doses are accurate
- Click “Submit”
- Click “Yes” on the pop-up confirming that you have accurately entered all information, that the vaccine will be returned within 30 days, and that actions have been taken to prevent this same occurrence in the future...if possible.

Vaccine Mgmt Team HI

We have approved your VFC Vaccine Return and a Return Authorization for the returnable items has been created.

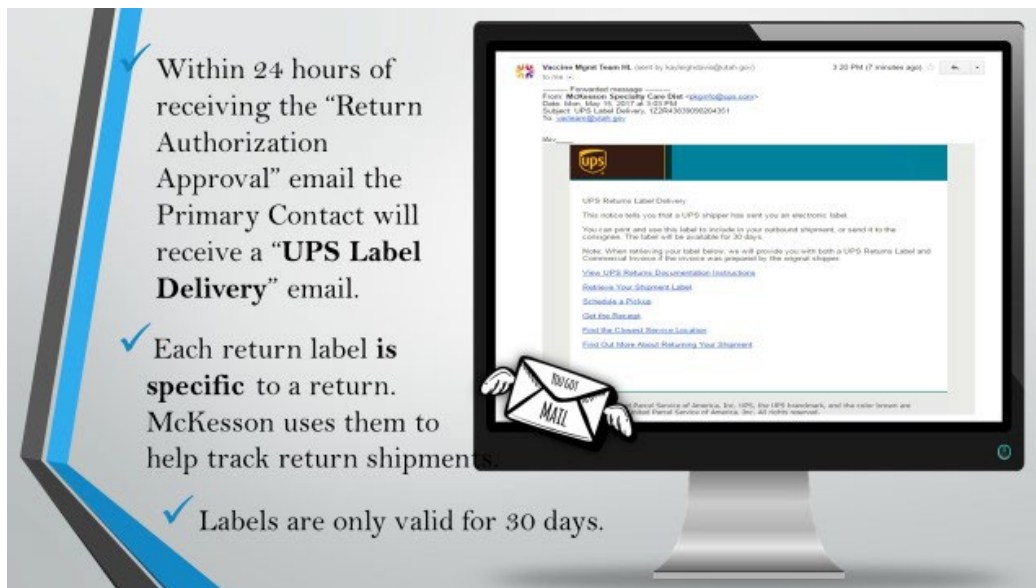
APPROVED

SHIP MAIL

- ✓ Your Return has now been submitted for the VFC Program to review.
- ✓ You will know the Vaccine Management Team has approved and transmitted your Return request when your VFC Primary Contact receives a “Return Authorization Approval” email.
- ✓ Print out the “Return Authorization” attachment.

- Your Return Request has now been submitted!
- The Vaccine Management Team will now review your Return request.
- Once approved and transmitted to CDC VTrcks, the Primary Contact will receive a “Return Authorization Approval” email.
- If this is not received within 5 days of your return request submission:
- Make sure the Primary Contact we have on file is current.
- Contact the Vaccine Management Team at vacteam@utah.gov or (801) 538-9450.
- Print out the “Return Authorization” attachment and include that inside the package with the vaccine being returned.

Within 24 hours of receiving the “Return Authorization Approval” email the Primary Contact will receive a “UPS Label Delivery” email.



✓ Within 24 hours of receiving the “Return Authorization Approval” email the Primary Contact will receive a “UPS Label Delivery” email.

✓ Each return label is **specific** to a return. McKesson uses them to help track return shipments.

✓ Labels are only valid for 30 days.

- If you have not received this in that 24 hour period:
 1. Check your spam or junk emails to make sure it is not there.
 2. Respond to the “Return Authorization Approval” email with a note that you have not received the UPS Return label.
- Each UPS return label is specific to a return. McKesson uses the return labels to help track all return shipments. Do not save them and try to reuse them.
- The return label you will receive is only valid for 30 days. After 30 days we have to delete each return and recreate it in the CDC system.

Return History

Return History

Return History allows you to verify a “Return” has not already been created for the product(s) you are returning and to check the status.

A. Click on blue “**Return Item ID**” to review the details of previously submitted returns.

B. The status will update as the return moves throughout the system.

- “Return History” allows you to check or verify that an entry has not been previously submitted for the product(s) you are returning.
- Click on the blue “Return ID” of any recent “Date Last Edited” entries to review the details of that/those return submission(s).
 - Check the NDC and Lot Number(s) to make sure they do not match the product(s) you currently have to return.
 - If they match you are most likely waiting for the return label; contact the VFC Program if it has been longer than 7 days since submission of your return and you still have not received a return label from UPS.
 - UPS return labels are emailed to the Primary VFC Contact within 12 hours of submission to CDC.
 - Status:
 - Saved but not submitted – Return has been started but never submitted to the State.
 - Submitted to State-Return has been submitted to the State but not transmitted to CDC VTrcks for authorization.
 - Export Accepted by CDC-Return has been transmitted to CDC VTrcks. Primary Contact should have received email with Return Authorization (RA) and UPS shipping Label.
 - If RA or shipping label have not been received and item reflects Export Accepted by CDC, contact Vaccine Management to resend.
 - Completed-Item has been successful returned to McKesson.
 - Once verified the product(s) you have to return have not been previously submitted, click “Returns”.

**** RULES for ALL Vaccine Returns ****

- ✓ Once a return has been submitted, you have **30 days** from the date you submitted the return request to **return the vaccine to McKesson**.



- ✓ **Only return vaccine** that was **approved and listed** in the “Return Authorization Approval” email...no more, no less.
- ✓ Each return label **is specific** to a return. Do **NOT** save shipping labels and try to reuse.

- ✓ **NEVER** return a product with a needle; **discard all needles**.

- ✓ Do **NOT** include any **opened MDV** (e.g., IPOL) with a return.

If vaccine is not returned within 30 days from date submitted, the Return Authorization will be voided and must be resubmitted.

If multiple returns are submitted, please contact the Vaccine Management Team to verify which shipping label belongs to each Return Authorization ID.

Step 5—Create New Waste

Review “**Editable Wastes**” table—similar to Returns, if there are any previously entered wastes listed in this section, review them to determine if they need to be submitted or deleted.

Click “**Create New Waste**”

Now on the “Waste” page, check for any previously entered wastes under “Editable Wastes.” If there are any wastes listed in this section, click on the blue “Waste ID” link to review them and determine if this is a waste that needs to be completed and submitted or if it should be deleted.

Step 5—Create New Waste

- Click “Create New Waste”.

Step 6—Waste Info

1. Enter a brief “**Summary**” without punctuation or special characters.
2. Enter a “**Description**” of what happened (Incident Report) and how it will be prevented in the future (Plan of Action).
3. Choose applicable “**Waste Reason**”
4. Click “**Save/Update**”

Step 6—Waste Info

- Under “Waste Info” enter in the following information:

- “Summary” – a brief description of the reason for the waste (e.g. Broken vial, Lost vaccine, vaccine drawn, not used). Do not use any punctuation or any special characters in this summary as it affects the way it is downloaded/causes a glitch with the program.
- Only vaccines distributed by the State should be entered, includes VFC, Flu and Adult Initiatives.
- “Description” – a detailed description of the reason for the waste (Incident Report) and an explanation of the plan implemented to prevent such an occurrence in the future (Plan of Action).
- “Waste Reason” – select the most applicable reason.
- Click “Save/Update”

Step 7—Waste Item

1. Choose “**Order Type**”
 - All order types may be selected.
2. Select “**Package NDC**”
3. Enter (from package):
 - “**Lot Number**”
 - “**Expiration Date**”
 - “**# of Doses**”
4. Click “**Add/Update**”
 - ✓ Repeat for all vaccine with the same waste reason.

Step 7—Waste Items Info

Under “Waste Item Info” enter in the following information and making sure all it is all ACCURATE:

- “Order Type” – anything you have access to will be listed and you may use any of the types listed, unlike an order where only VFC is allowed at this point.
- Flu refers to VFC Flu Vaccine.
- “Package NDC” – click on the dropdown to select the correct NDC from the box/package of the vaccine you are wasting. Each vaccine presentation, multi-dose vial (MDV), single dose (SDV), syringe (SYR), Adult, Pediatric) has its own NDC. Make sure you are getting this information from the box/packing the vaccine came in.
- “Lot Number” – this information is also from the original package the vaccine came in.
- “Expiration Date” – from the original box/package the vaccine came in.
- “# of Doses” – enter the number of total number of doses you are wasting for this lot number.
- Click “Add/Update”.

- Repeat for each vaccine you have to waste with the same waste reason. If you have additional wasted vaccine with a different waste reason, you will need to create a new waste.

Edit/Delete Waste Items

A. Click on the blue “Waste Item ID” to edit or delete that vaccine.

B. Edit—change any info necessary and click on “Add/Update.”
Or
Delete—click “Delete Item.”

C. To delete the entire return click “Delete Waste & Items” at the bottom of the screen.

Waste Items Info

Order Type: VFC Lot Number: C47895
 Package NDC: ActHIB * VFC * 49281-0545-05 Expiration Date: 06/25/2019
 # of Doses: 1

Add/Update Clear Form Delete Item

Waste Item ID	Waste Reason	Lot Number	Expiration Date	Doses
144-02261	ActHIB * VFC * 49281-0545-05	C47895	06/25/2019	1
144-02262	Hexaxero * VFC * 46010-0114-02	H67234	04/21/2010	1
144-02263	VAQTA-PEDS * VFC * 00006-4631-41	P004789	03/05/2019	1

Submit Delete Waste & Items

How to edit or delete any waste vaccine items:

- To edit:
 - From the Waste Edit screen, click on the blue “Waste Item ID” the corresponds to the vaccine(s) you need to edit.
 - Edit any of the information under “Waste Items Info” (i.e., Order Type, Package NDC, Lot Number, Expiration Date, and/or # of Doses)
 - Click on “Add/Update”.
- To delete:
 - Click on the blue “Waste Item ID” the corresponds to the vaccine(s) you need to delete.
 - Click on “Delete Item”.
- To delete an entire return:
 - Click on the “Delete Waste & Items” at the bottom of the screen.

Step 8—Review & Submit

- ➔ Review the waste(s) for accuracy.
- ➔ Click **“Submit”**
- ➔ Click **“Yes”** confirming your accuracy of info, vaccine has been discarded as medical waste, and that steps have been taken to avoid future vaccine loss.

❗❗ Waste can not be corrected once processed to the VTrcks System. Please verify information is correct before submitting. Contact the Vaccine Management Team with any questions. ❗❗

Step 8—Review and Submit

- Review each waste item making sure all information is correct and that it is actually a waste and not a return.
- Click “Submit”
- Click “Yes” on the pop-up confirming that you have accurately entered all information, that the vaccine has been discarded as medical waste, and changes have been implemented to avoid this same occurrence in the future.

Waste Authorization Approval

✓ Your Waste has now been submitted for the VFC Program to review.

✓ You will know the Vaccine Management Team has approved and transmitted your Waste request when your VFC Primary Contact receives a “Waste Authorization Approval” email.

- Your Waste Request has now been submitted!
- The Vaccine Management Team will now review your Waste request.

- Once approved the Primary Contact will receive a “Waste Authorization Approval” email.
- If this is not received within 5 days of your return request submission:
- Make sure the Primary Contact we have on file is current.
- Contact the Vaccine Management Team.

Waste History

Waste History allows you to verify a “Waste” has not already been created for the product(s) you are wasting.

A. Click on blue “**Waste Item ID**” to review the details of previously submitted wastes.

B. If the status is marked complete. Verify the product NDC and Lot Number match your current waste—discard the product(s) as medical waste.

Waste History

- “Waste History” allows you to check or verify that an entry has not been previously submitted for the product(s) you are wasting.
- Click on the blue “Waste Item ID” of any recent “Date Last Edited” entries to review the details of that/those waste submission(s).
- Status
- Saved but not submitted – Waste has been started but never submitted to the State.
- Submitted to State- Waste has been submitted to the State but not transmitted to CDC VTrcks for authorization.
- Export Accepted and Complete-Waste has been transmitted to CDC VTrcks. Primary Contact should have received email with Waste Authorization (WA).
- Once Waste marked as complete, no corrections are allowed by CDC.
- Check the NDC and Lot Number(s) to make sure they do not match the product(s) you currently have to waste.
- If they match discard the matching products as medical waste.
- Once verified the product(s) you have to waste have not been previously submitted, click “Waste”.

**** RULES for ALL Vaccine Waste ****

- ✓ Once a Waste has been approved and authorization is given, **dispose** of only the **vaccine listed** on the Authorization **as medical waste**.
- ✓ Do **NOT** include any vaccine listed on the Waste Authorization in a **return shipment to McKesson**.
- ✓ Waste submissions **CAN NOT** be corrected once processed to VTrcks.

Rules for All Vaccine Waste

- ✓ Once a Waste has been approved and Authorization is given, dispose of only the vaccine listed on the Authorization Form as medical waste.
- ✓ Do Not include any vaccine listed on the Waste Authorization in a return shipment to McKesson.
- ✓ Waste submissions Can Not be corrected once processed to VTrcks.

8 Return/Waste Steps

- 1 – Open USIIS Webpage
- 2 – Login to USIIS
- 3 – Go to VOMS
- 4 – Select “Return/Waste”

Return ↙
Waste ↘

<ol style="list-style-type: none"> 5 – Create New Return 6 – Enter Return Info 7 – Enter Return Item 8 – Review & Submit 	<ol style="list-style-type: none"> 5 – Create New Waste 6 – Enter Waste Info 7 – Enter Waste Item 8 – Review & Submit
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Review: the 8 steps to final submission of your Return or Waste. Steps 5-8 are the same for both Returns and Waste.



QUESTIONS?

Contact the Vaccine Management Team

vacteam@utah.gov

(801) 538-9450

We are here to help.

