

SECTION 1 – INSTRUCTIONS FOR HEALTHCARE PROVIDER

1. Complete all mandatory fields (*).
2. York Region Public Health will only accept wastage of publicly-funded vaccines listed in our vaccine order forms. **Do not drop off other products, including: drugs, specimens, test kits or medical waste.**
Important: Return only unopened vials/syringes/ampoules to York Region Public Health as wastage.
Opened vials, ampoules, or syringes either empty or with vaccine remaining, should be disposed of per regulation and guidelines by the Ministry of the Environment and Climate Change:
 - Environmental Protection Act, R.S.O. 1990, c. E.19, Regulation 347
 - C-4: The Management Of Biomedical Waste In Ontario
 - Registration Guidance Manual for Generators of Liquid Industrial and Hazardous Waste
3. **Do not return COVID-19 vaccines to York Region Public Health.** Wasted or expired COVID-19 vaccine doses, either in punctured or unpunctured vials, should be disposed of at your office per regulation and guidelines above. These doses must be documented as **wastage** on COVaxON and **must be reported** to York Region Public Health using the **Vaccine Reporting Tool (Geocortex)**.
4. Please email vaccineinventory@york.ca or call us at 1-877-464-9675 ext. 74033 for more information.

SECTION 2 – HEALTHCARE PROVIDER INFORMATION

*Holding Point Code (HPC): YOR_NW_

*Premise/Provider Name

*Address

*Phone number

SECTION 3 – DROP-OFF LOCATIONS

*Select Drop-Off Location – drop-off hours may vary. Please visit york.ca/vaccineinventory or call 1-877-464-9675 ext. 74033 for information on current office hours.

Newmarket
17150 Yonge Street

Richmond Hill
50 High Tech Road

Georgina
24262 Woodbine Avenue

Vaughan
9060 Jane Street

Markham
4261 Highway 7 East

SECTION 4 – ACCOUNTABILITY STATEMENT

By submitting this form, I verify on behalf of the premise/provider that I am only returning **publicly-funded** vaccines received from York Region Public Health and that all due diligence has been taken to prevent unnecessary wastage.

*Print Name

*Signature

*Date (mm/dd/yyyy)

DID YOU KNOW?

Vaccines remain potent until the last day of the month unless a specific expiry date is labelled. For example, if an expiry states MR 2022, the vaccine can be used until March 31, 2022.

Complete and submit pages 1 and 2

SECTION 5 – WASTAGE CODES

CCE – Cold Chain: Emergency/Natural Disaster

CCH – Cold Chain: Human Error

CCM – Cold Chain: Equipment Malfunction

CCP – Cold Chain: Power Outage

CTP – Cold Chain: Breach in Transit

DE – Defective Product

DI – Discontinued Product

DP – Damaged Product

EQ – Excessive Quantity

EX – Expired Product

FC – Facility Closure

RP – Recalled Product

SV – Suspected Vaccine Contamination

Note: Return only unopened vials/syringes/ampoules to York Region Public Health as wastage.

Opened vials/syringes/ampoules and any non-reusable COVID-19 vaccines should be discarded as biohazard waste at your premises.

*Vaccine Name	*LOT Number	*Expiry Date (MMM/DD/YYYY)	*No. of Doses	*Wastage Code	Office Use Only
					Verified By
Example: Adacel®	1A2B3C	MAR-31-2022	4	EX	

FOR OFFICE USE ONLY

Access York CCA Received By/Date

Sorted By/Date

Entered to Panorama By/Date

Return ID

Return Authorization Number

Panorama Ship Status Updated By/Date