



City and County of San Francisco

SFDPH Vaccine Return Form

Please fill out this form and bring it with you when you return vaccine. Before transporting vaccine, email immunization@sfdph.org with the subject line "Vaccine Return", so we can set up a time for you to return the vaccine during normal business hours.

Date:				
Health Center:				
Name Of Person Returning Vaccine:				
Phone Number:			Email:	
Vaccine Type & Brand	# Doses	Lot No.	Exp. Date mm/dd/yyyy	Reason For Return

Viable vaccine should be returned using a hard sided cooler, ice packs, bubble wrap, along with your backup digital data logger to monitor temperatures while transporting vaccine. Refer to the [SFDPH Vaccine Transport Guide](#) to learn more about best practices for transporting refrigerated vaccine.

Non-viable and/or expired vaccine does not need to be transported in a cooler.

IMPORTANT: Do NOT return open vials or syringes with needles attached. Please discard appropriately at your facility and account for them as wasted (unused) in your usage report.

Pick up times vary – our program will contact you with pick up times when your vaccine order is ready.