



Reporting Nonviable COVID-19 Vaccine to MIIC

4/22/2021

This guide describes how to use the Minnesota Immunization Information Connection (MIIC) to report nonviable COVID-19 vaccine. This is the same process used for the Minnesota Vaccines for Children (MnVFC) Program, even if you do not participate in the MnVFC program you should report wastage of COVID-19 through this process.

Tracking vaccine wastage is part of vaccine inventory. Sites will be asked to report wastage or spoilage of vaccine doses (e.g., exposure to out-of-range temperatures, vaccines in refrigerator past the allowed time, doses drawn up and not used, doses remaining in vial at the time of beyond-use date (BUD) expiration, vaccine discoloration or particulates, etc.).

Note that you **cannot return COVID-19 vaccine**. Depending on the reason that your COVID-19 vaccine is nonviable, MIIC may mention return shipping labels, but they do not apply to COVID-19 vaccines.

Refer to MDH’s Interim COVID-19 Vaccine Provider Guide at [COVID-19 Vaccine Providers \(www.health.state.mn.us/diseases/coronavirus/vaccine/provider.html\)](http://www.health.state.mn.us/diseases/coronavirus/vaccine/provider.html) for information on disposal of nonviable COVID-19 vaccine.

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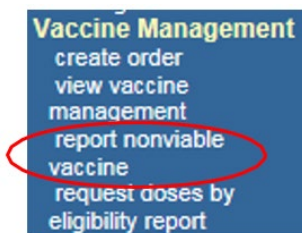
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Getting started

1. Gather all the information you need to report your nonviable vaccine, including lot numbers and number of doses.
2. Log in to MIIC.
 - a. Go to the [MIIC home page \(https://miic.health.state.mn.us\)](https://miic.health.state.mn.us).
 - b. Enter your organization code, username, and password. Select **Login**.
 - i. If you need help, contact your organization's MIIC administrator or the MIIC Help Desk at health.miichelp@state.mn.us or 651-201-5207.
 - ii. You must have ordering privileges in MIIC to report nonviable vaccine. If you need to change your MIIC status, contact the Immunization program staff at health.mdhvaccine@state.mn.us or 651-201-5522 (800-657-3970).

Report nonviable COVID-19 vaccine

1. Select **report nonviable vaccine** under **Vaccine Management** in the left-side navigation bar.



2. Enter MnVFC PIN in the **Search String** and select **Search**. Confirm your site is listed. Select **Report Nonviable Vaccine**.

Site Reporting Nonviable Vaccine
Identify the site reporting nonviable vaccine.

Site Search
Search for the site reporting nonviable vaccine.

Organization Type:

Search Field:

Search String:

Search Results
Select "Report Nonviable Vaccine" to the right of the reporting site.

MnVFC Pin	MnVFC Name	City	County	Zip	Select
999999	Minnesota Department Of Health - Vaccination Clinic	Forest Lake	Hennepin	55025	Report Nonviable Vaccine

3. On the **Report Nonviable MDH Vaccine** page, read the introductory information. Note, vaccine return information does not apply to COVID-19 vaccines.
 - a. If the COVID-19 nonviable doses you are reporting are related to a storage and handling incident, contact MDH at 651-201-5414 (for COVID-19 excursions) before continuing.
 - b. Select from the following options:

REPORTING NONVIABLE COVID-19 VACCINE TO MIIC

- i. Select **Instructions** in the upper left corner to view the *Reporting Nonviable MDH COVID-19 Vaccine to MIIC* user guide.
 - This will take you to the Vaccine Ordering and Management in MIIC webpage.
 - Select the *Reporting Nonviable MDH COVID-19 Vaccine to MIIC* user guide.
- ii. Select **Report Nonviable MDH Vaccine** in the upper right corner to report your nonviable vaccine.
- iii. Select **Cancel** in the upper right corner if you want to exit. Note: You may select **Instructions** or **Cancel** at any time before you submit your form.

Instructions**Report Nonviable MDH Vaccine**Report Nonviable MDH Vaccine

Cancel

Complete this form to report nonviable MDH vaccine doses to return and/or doses wasted. If these doses are part of a storage and handling incident, contact MDH at 651-201-5522 before filling out this form.

All nonviable MDH vaccine must be reported to MDH. Vaccine that is expired or exposed to out-of-range temperatures and is in its original vial or pre-filled syringe should be returned to McKesson Specialty Distribution within six months of expiration.

Nonviable vaccine in its original vial or syringe that should be reported for **return** includes:

- Expired vaccine.
- Vaccine that is recalled by the manufacturer.
- Vaccine that is nonviable due to exposure to out-of-range temperatures.

Do not return vaccine as "Expired vaccine" before its expiration date, including influenza, unless it was short-dated by the manufacturer.

Nonviable vaccine that should be reported for **wastage** includes:

- Vaccine drawn into the syringe but not administered.
- Vaccine in open vial but doses not administered.
- Compromised vial (e.g. due to a drop causing damage to vial integrity or sterility), broken vial, or lost vial.

Once you have determined vaccine is nonviable, remove it from your storage unit and mark the vaccine "Do Not Use" to avoid unintentional use.

Select "Report Nonviable MDH Vaccine" to continue.

4. On the **Step 1: Verify Contact Information** page, enter and confirm your contact information. MDH will use the information you enter to send you a confirmation email and to contact you with any questions after you submit this form. **You cannot return COVID-19 vaccine to MDH.** MIIC will mention returns and shipping labels which you should disregard. Note: If you would like to report nonviable doses for another site, please log in under that site's PIN.
 - a. Verify your pre-populated contact information (first name, last name, and email address). You may change the contact information if needed.
 - b. If your site's address has changed, check the **My address has changed** box. Then, continue with your nonviable form submission. An MDH COVID-19 vaccine staff member will contact you to update the address information.
 - c. Enter your contact information in the **Phone number** and **Confirm email address** fields. A confirmation email will be sent to the email address you provide in the **Email address** and **Confirm email address** fields.

REPORTING NONVIABLE COVID-19 VACCINE TO MIIC

- i. If the email address you enter in the **Confirm email address** field does not match the address in the **Email address** field, a pop-up message displays. To continue, make sure the email addresses match and are correct.

Site Information

Site Name: Minnesota Department of Health - Vaccination Clinic

MnVFC PIN: 999999

Address: 625 Robert Street North, 2nd Floor-Loading Dock St Paul, MN 55164 My address has changed.

Contact first name:

Contact last name: Phone number: - -

Email address: Confirm email address:

- d. Select **Continue** to move to the next step or select **Back to Intro Page** to return to the previous page.

5. On the **Step 2: Select Nonviable Vaccine Type** page, you will report nonviable COVID-19 doses. Note: This page displays information about vaccines that MDH sent directly to your site. On the next page, you will enter the number of doses and the nonviable vaccine reason for each selected vaccine. **If you received COVID-19 vaccines via redistribution from another site, select continue and enter that information on the next step.**

- a. In the **Nonviable Vaccines Type(s)** section, select **COVID-19** as the vaccine type being reported as nonviable. The list will expand to show all of the COVID-19 vaccine that MDH has shipped to your site.
 - i. If you select **COVID-19** and the list does not expand, click **Continue**. You will be able to enter it in Step 3.
- b. Check the box next to the vaccine that you want to report as nonviable. You can identify the correct vaccine by looking at the brand, presentation, lot number, and expiration date. If there are multiple products listed, you may need to scroll to locate the correct vaccine.

You may see duplicate NDC and lot numbers listed if your site received the same vaccine in multiple shipments. Please do not select duplicate listings of NDCs and lot numbers. You will receive an error message if you try to select the same NDC and lot number multiple times.

Step 2: Select Nonviable Vaccine Type

MnVFC Pin 001286

Select MDH vaccine you are reporting as nonviable. You will enter the number of doses and the nonviable vaccine reason(s) on the next page.

If you are reporting nonviable MDH vaccine that does not display below (for example, MDH vaccine you received in a transfer), you will enter those doses on the next page.

Nonviable Vaccine Type(s):

COVID-19				
<input type="checkbox"/>	Brand	Presentation	Lot Number (from box)	Expiration
<input type="checkbox"/>	Pfizer COVID-19 Vaccine	1 multi-dose vial of 5 doses	EJ1685	12/31/2069
<input type="checkbox"/>	Pfizer COVID-19 Vaccine	1 multi-dose vial of 5 doses	EJ1686	12/31/2069
<input type="checkbox"/>	Pfizer COVID-19 Vaccine	1 multi-dose vial of 5 doses	EJ1686	12/31/2069

DT pediatric

- c. Repeat Steps A and B to select all vaccine lot numbers you want to report as nonviable. Selected vaccines will pop up under the **Nonviable Vaccines Type(s) Selected** heading.
- d. Review your selected nonviable vaccine type(s). If incorrect, select the red **X** to delete.

Nonviable Vaccine Type(s) Selected:					
	Brand	Presentation	Lot Number (from box)	Expiration Date	Remove Nonviable Item?
MMR	MMR II	10 single-dose vials with diluent	9993322	11/02/2017	
HPV	Gardasil 4	10 single-dose vials	ITCPPN	12/29/2017	

- e. When the list of vaccines that you want to report as nonviable is accurate and complete, select the **Continue** button to move to the next step or select **Back to Step 1** to return to the previous step.
6. On the **Step 3: Complete Nonviable Vaccine Information** page, report the number of nonviable doses and the nonviable vaccine reason for each nonviable vaccine selected.

In the **Number of Doses** column, enter the number of nonviable doses for each vaccine. Note: For multi-dose vials, report how many doses are left in the vial.

- a. In the **Nonviable Vaccine Reason** column, select the drop-down arrow to choose a reason for each vaccine.
 - i. If you select “Expired vaccine” and the vaccine has not yet expired, MIIC will display a pop-up message to ensure the reason you entered is correct. To choose a different reason, select “Expired vaccine” and **keep holding down the mouse** to expand the drop-down menu and select a new reason.
- b. In the **Return or Wastage** column, **Return** or **Wastage** will automatically populate based on the nonviable vaccine reason you selected. **No matter the reason that the vaccine is nonviable, you cannot return COVID-19 vaccine.**
- c. If you would like to delete a vaccine from your report, select the red X.

Step 3: Complete Nonviable Vaccine Information Instructions

Complete information for all nonviable vaccine you are reporting.

Nonviable Doses

Report number of nonviable doses and nonviable vaccine reason for each nonviable vaccine type you selected.

Continue
Back to Step 2
Cancel

Brand	Presentation	Lot Number	Expiration Date	Number of Doses	Nonviable Vaccine Reason	Return or Wastage	
Pfizer COVID-19 Vaccine	1 multi-dose vial of 5 doses	EJ1686	12/31/2069	4	Expired vaccine	Return	
Pfizer COVID-19 Vaccine	1 multi-dose vial of 5 doses	EK4176	12/31/2069	3	Vaccine drawn into syringe but not admin	Wastage	

REPORTING NONVIABLE COVID-19 VACCINE TO MIIC

- d. You also have the option to add additional vaccines in the **Add Additional Nonviable Vaccine** section (if COVID-19 vaccine was not in the COVID-19 vaccine type drop-down).
 - i. Enter vaccine type, brand, unit size and packaging, lot number, expiration date, and number of nonviable doses. Then choose the nonviable vaccine reason from the drop-down list. Note: Fields display in this order. When you complete a field, the next field will display.
 - Lot numbers can contain letters, numbers, and dashes. No other special characters are accepted.
 - The expiration date field uses the date format “MM/DD/YYYY.” If an expiration date only contains month and year, use the last day of the month for the “DD” portion.
 - ii. Once all fields are complete, select **Add**.

- e. Select **Continue** to move to the next step or select **Back to Step 2** to return to the previous step.
7. Review the information about the nonviable doses. **Note that for COVID-19 vaccine, you cannot return doses, though MIIC will have instructions for shipping labels.** Disregard the instructions about shipping returns and dispose of those vaccines at your site.
- a. **You cannot return COVID-19 vaccine**, but MIIC requires a selection for number of shipping labels in the drop-down menu at the bottom of the page. Select 1, and then press **Continue**.

Site Information

Site Name: Minnesota Department of Health - Vaccination Clinic MnVFC Pin: 999999
 Address: 625 Robert Street North, 2nd Floor- Loading Dock
 Contact First Name: MnVFC
 Contact Last Name: Test St Paul, MN 55164
 Email: health.mdhvaccine@state.mn.us

The following vaccine will be picked up to return to McKesson:

Brand	Presentation	Lot Number	Expiration Date	Number of Doses	Nonviable Vaccine Reason	Return or Wastage
Moderna COVID-19 Vaccine	1 multi-dose vial of 10 doses	S021924	07/15/2021	2	Failure to store properly upon receipt	Return

Select the number of shipping labels you will need to return these doses:

- b. Select the **Continue** button to move to the next step or select **Back to Step 3** to return to the previous step.

8. On the **Step 4: Review and Submit Nonviable Vaccine Form** page, review your nonviable vaccine information and submit your form.
 - a. Review your form to ensure it is accurate and complete.
 - i. If your form is accurate and complete, select **Submit Form**. Once you submit your form, you cannot make further changes.
 - ii. If changes are necessary, select **Modify Form**. This will take you back to **Step 3** to modify your nonviable vaccine information.
 - iii. If you want to cancel your form and delete its information from MIIC, select **Cancel Form**.

Step 4: Review and Submit Nonviable Vaccine Form

Carefully review the information below to ensure it is accurate. If it is accurate and final, select "Submit Form." To make changes, select "Modify Form." Note: You cannot make changes to the form after you submit it.

Site Information

Site Name:	Minnesota Department of Health - Vaccination Clinic	MnVFC Pin:	999999
Contact First Name:	MnVFC	Address:	625 Robert Street North, 2nd Floor-Loading Dock
Contact Last Name:	Test		St Paul, MN 55164
Email:	health.mdhvaccine@state.mn.us		

Vaccine Wastage

Your site will properly dispose of the following vaccine:

Brand	Presentation	Lot Number	Expiration Date	Number of Doses	Nonviable Vaccine Reason	Return or Wastage
Moderna COVID-19 Vaccine	1 multi-dose vial of 10 doses	S021924	07/15/2021	2	Broken vial/syringe	Wastage

9. On the **Step 5: Print Nonviable Vaccine Form** page, print copies of your Nonviable Vaccine Form for your records.
 - a. Select the **Print Preview** button to display a copy of your Nonviable Vaccine Form that is formatted for print.

Step 5: Print Nonviable Vaccine Form Submission for Minnesota Department of Health - Vaccination Clinic

Nonviable Vaccine Form Confirmation Number: 385
 Submitted Date: 01/17/2021

Your nonviable vaccine form has been saved and submitted to MDH for review and processing.

MDH will send a confirmation email to health.mdhvaccine@state.mn.us once we approve your form. You can view the status of your form at any time by selecting "view vaccine management" from the left-side navigation bar.

Site Information

Site Name:	Minnesota Department of Health - Vaccination Clinic	MnVFC Pin:	999999
Contact First Name:	MnVFC	Address:	625 Robert Street North, 2nd Floor-Loading Dock
Contact Last Name:	Test		St Paul, MN 55164
Email:	health.mdhvaccine@state.mn.us		

Vaccine Wastage

Your site will properly dispose of the following vaccine:

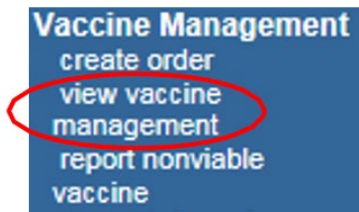
Brand	NDC	Lot Number	Expiration Date	Nonviable Doses	Nonviable vaccine reason	Return or wastage
Moderna COVID-19 Vaccine	55555-4444-22	S021924	07/15/2021	2	Broken vial/syringe	Wastage

10. MDH approves your form, you will receive a confirmation email.
11. Dispose of the nonviable COVID-19 vaccine at your site to prevent it from being used inadvertently.
You cannot return nonviable COVID-19 vaccine.

View vaccine management

1. You will receive a confirmation email when MDH approves your form. To view your form information and status in MIIC:

Go to **Vaccine Management** on the left-side navigation bar and choose **view vaccine management**.



- a. Select the **Nonviable Vaccines** tab.

View Vaccine Management

Search Criteria

Use the search criteria below to display vaccine management history.

Search Field: MnVFC PIN Search

Search String:

Date Filter: Past 2 weeks

Search Results

Select the status of an order or nonviable request to view additional details.

Orders
Nonviable Vaccines

Nonviable Form ID	MnVFC PIN	MnVFC Site Name	User	Submit Date	Status
181	666666	VFC Test Clinic	Elizabeth Muenchow	08/23/2017	Completed with Changes
180	666666	VFC Test Clinic	Lucy Cosgrove	08/23/2017	Completed
179	666666	VFC Test Clinic	Kristin Hardy	08/23/2017	Approved

- b. Select your form’s status. Nonviable form statuses include:
 - i. **Submitted:** your form is with MDH for review.
 - ii. **Approved:** MDH has approved your form.
 - iii. **On Hold-Contact MnVFC:** contact Immunization staff at 651-201-5522 or health.mdhvaccine@state.mn.us.
 - iv. **Approved with Changes:** MDH approved your form; some changes were made.
 - v. **Not Approved:** MDH did not approve your form.
 - vi. **Completed:** MDH has sent your form to CDC.
 - vii. **Completed with Changes:** MDH submitted your form to CDC and some changes were made.

- c. View your Nonviable Vaccine Form information.

View Nonviable Vaccine Form

Nonviable Form Number: 188

Nonviable Form Submission Date: 08/24/2017

Nonviable Form Status: **Approved**

Print Preview

View Vaccine Management

Site Information

Site Name:	MN DEPT OF HLTH-MNVFC PROGRAM	MnVFC PIN:	999999
Contact First Name:	Lucy	Status:	Active
Contact Last Name:	Cosgrove	Address:	625 Robert Street North, 2nd Floor- Loading Dock
Email:	Lucy.Cosgrove@state.mn.us		St Paul, MN 55164
Phone:	111-111-1111		

Vaccine Returns

Shipping label method: Email

Number of shipping labels requested: 1

Site will return the following vaccine to McKesson:

Brand	NDC	Lot Number	Expiration Date	Nonviable Doses	Approved Doses	Nonviable Vaccine Reason	Return or Wastage	Status	Remove Nonviable Item?
Gardasil 9		testlot	01/01/2018	1	1	Refrigerator/freezer too cold	Return	Approved	✗
MMR II - MRK	00006-4681-00	123456	08/01/2017	2	2	Expired vaccine	Return	Approved	✗

MIIC help

For MIIC assistance, contact the MIIC Help Desk at health.miichelp@state.mn.us or 651-201-5207.

COVID-19 vaccine help

For COVID-19 vaccine management assistance, contact the Immunization program staff at health.mdhvaccine@state.mn.us or 651-201-5522 or 1-800-657-3970.



Minnesota Department of Health | health.mn.gov | 651-201-5000
 625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975

Contact health.communications@state.mn.us to request an alternate format.