This guide describes how to use the Minnesota Immunization Information Connection (MIIC) to report nonviable COVID-19 vaccine.

Tracking vaccine wastage is part of vaccine inventory. Sites are asked to report wastage or spoilage of vaccine doses by manufacturer (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.

As of May 26, 2021, providers may choose to report COVID-19 vaccine wastage weekly. Additionally, providers with more than one location may report all wastage under one hub. We recommend that providers choosing to report under a single hub choose the site that directly receives the most shipments of COVID-19 vaccine for the organization. Providers must report wastage by manufacturer but may combine reporting under one lot number of the same manufacturer.

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

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Getting started

1. Gather all the information you need to report your nonviable vaccine, including brand/manufacturer and number of doses.

2. Log in to MIIC.
   a. Go to the MIIC home page (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 Moderna wastage with booster (half) doses

When extracting only booster doses, or a combination of Moderna primary series and booster doses, the maximum number of doses that may be extracted from either vial presentation should not exceed 20 doses. Do not puncture the vial stopper more than 20 times.

Wastage should be reported only as whole doses. Each dose administered, whether it is a half dose or a full dose, counts against the total possible wastage of 10 doses (for Moderna 10) or 14 doses (for Moderna 14).
For a Moderna-14 vial, wastage should only be reported up to 14 doses; do not report wastage over 14 doses even though you can administer up to 20 booster doses from one vial.

**Moderna 14 dose vial wastage table**

<table>
<thead>
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</tr>
</tbody>
</table>

Green Area = No Waste Reported
Orange Area = Maximum Punctures Reached

Maximum Punctures Reached (20)-Open New Vial

Maximum Punctures Reached (20)-Open New Vial
- For a Moderna-10 vial, wastage should only be reported up to 10 doses; do not report wastage over 10 doses even though you can administer up to 20 booster doses from one vial.

**Moderna 10 dose vial wastage table**

<table>
<thead>
<tr>
<th>Beyond use time:</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<th>7</th>
<th>8</th>
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<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half doses</td>
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<td>Full doses</td>
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</tr>
</tbody>
</table>

- Green Area = No Waste Reported
- Orange Area = Maximum Punctures Reached
Report nonviable COVID-19 vaccine in MIIC

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**.

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:
      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.

Complete this form to report nonviable MDH vaccine doses to return and/or doses wasted. If these doses are a part of a storage and handling incident, contact MDH at 631-291-5622 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.
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.

<table>
<thead>
<tr>
<th>Site Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Name:</td>
</tr>
<tr>
<td>MnVFC PIN:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>My address has changed:</td>
</tr>
<tr>
<td>Contact first name:</td>
</tr>
<tr>
<td>Contact last name:</td>
</tr>
<tr>
<td>Phone number:</td>
</tr>
<tr>
<td>Email address:</td>
</tr>
<tr>
<td>Confirm email address:</td>
</tr>
</tbody>
</table>

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.

i. If you choose to aggregate the reporting of wastage, you may choose any lot number from the appropriate brand/manufacturer from the list.
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.

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.

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.

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.

    ![Additional Nonviable Vaccine](image)

    - **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.

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

Select the number of shipping labels you will need to return these doses: [1]

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.
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 6: 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
   MrVFC Pin: 999999
   Address: 625 Robert Street North, 2nd Floor, Loading Dock
   St Paul, MN 55102
   Email: health.mdhvaccine@state.mn.us

   **Vaccine Wasteage**
   Your site will properly dispose of the following vaccine:

<table>
<thead>
<tr>
<th>Brand</th>
<th>NDC</th>
<th>Lot Number</th>
<th>Expiration Date</th>
<th>Nonviable Dosas</th>
<th>Nonviable Vaccine Reason</th>
<th>Return or Wasteage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderna COVID-19</td>
<td>55555.4444.22</td>
<td>5021924</td>
<td>07/15/2021</td>
<td>2</td>
<td>Broken vial/syringe</td>
<td>Wasteage</td>
</tr>
</tbody>
</table>

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.**

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**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](image)

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.

![Nonviable Vaccine Form Image]

**MIIC help**

For MIIC assistance, contact the MIIC Help Desk at [health.miichelp@state.mn.us](mailto: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](mailto:health.mdhvaccine@state.mn.us) or 651-201-5522 or 1-800-657-3970.