

Reporting Nonviable MDH Vaccine to MIIC

This guide describes how to use the Minnesota Immunization Information Connection (MIIC) to report nonviable vaccine for the Minnesota Vaccines for Children (MnVFC) program and the Uninsured and Underinsured Adult Vaccine (UUAV) program.

Contents

Reporting Nonviable MDH Vaccine to MIIC.....	1
Getting started	1
Report nonviable vaccine	1
View vaccine management	5
MIIC help	5
MnVFC help	5

Getting started

1. Gather all the information you need to report your nonviable vaccine, including lot numbers and number of doses.
 - Pediatric and adult doses will need to be submitted on separate nonviable forms. Keep nonviable pediatric and adult vaccine separate when removed from vaccine storage units.
2. Log into MIIC using your organization code, username, and password.
 - Go to [MIIC 101 MIIC User Guidance and Training Resources \(www.health.state.mn.us/people/immunize/miic/train/intro.html\)](http://www.health.state.mn.us/people/immunize/miic/train/intro.html) to learn more about logging in.

Report nonviable vaccine

1. Select **report nonviable vaccine** under **Vaccine Management** in the left-side navigation bar.
2. On the **Report Nonviable MDH Vaccine** page, read the introductory information.
 - If the nonviable doses you are reporting are related to a storage and handling incident, contact MDH at 651-201-5522 before continuing.
 - Select what **vaccine program** you are reporting nonviable vaccine for:
 - MnVFC pediatric vaccines: Use to report nonviable vaccine ordered through the MnVFC program.
 - UUAV adult vaccines: Use to report nonviable vaccine ordered through the UUAV program.
 - Special vaccine projects (MDH approved): Use to report nonviable vaccine ordered for a special project as directed by MDH, such as an outbreak response.
 - Select **Report Nonviable MDH Vaccine** in the upper right corner to report your nonviable vaccine.
 - Select **Cancel** in the upper right corner to exit.

Note: You may select **Instructions** or **Cancel** at any time before you submit your form.

REPORTING NONVIABLE MDH VACCINE TO MIIC

Instructions
Report Nonviable MDH Vaccine
Report Nonviable MDH Vaccine

Please select the vaccine program that you are reporting nonviable vaccine for:

Vaccine Program:

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. Separate vaccine by which vaccine program it was ordered under.

Select "Report Nonviable MDH Vaccine" to continue.

3. 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. If you are returning doses, shipping labels will be sent to the email address you provide on this page.
 - Verify your pre-populated contact information (first name, last name, and email address). You may change the contact information if needed.
 - If your site's address has changed, check the **My address has changed** box. Then, continue with your nonviable form submission. A MnVFC staff member will contact you to update the address information.
 - Enter your contact information in the **Phone number** and **Confirm email address** fields.
 - Shipping labels will be emailed to the email address you provide in the **Email address** and **Confirm email address** fields.
 - 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: 348 TOTS
 MnVFC PIN: RG6780
 Address: 500 Tester Street, Suite 5000
 Minneapolis, MN 53999 My address has changed.

Contact first name:

Contact last name:

Email address:

Phone number: 222 - 222 - 2222

Confirm email address:

- Select **Continue** to move to the next step or select **Back to Intro Page** to return to the previous page.
4. On the **Step 2: Select Nonviable Vaccine Type** page, select MDH vaccines to report as nonviable. 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 want to report nonviable MDH vaccine that is not displayed on this page (for example, MDH vaccine you received in a transfer), you can enter those doses on the next page.
 - In the **Nonviable Vaccines Type(s)** section, select a vaccine type (for example, DTaP) you are reporting as nonviable. The list will expand to show all of the vaccines of that type that MDH has shipped to your site.

REPORTING NONVIABLE MDH VACCINE TO MIIC

You may need to scroll to find the vaccine type(s) you need.

- If you select a vaccine type and the list does not expand, that means MDH has not shipped vaccine of that type directly to your site. If you would like to report vaccine of that type, you may enter it on the next page.
 - 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.
 - Repeat Steps A and B to select all of the vaccines you want to return. Selected vaccines will pop up under the **Nonviable Vaccines Type(s) Selected** heading.
 - Review your selected nonviable vaccine type(s). If incorrect, select the red **X** to delete.
 - 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.
5. 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. You can also report any additional nonviable vaccine.
- In the **Number of Doses** column, enter the number of nonviable doses for each vaccine.
 - In the **Nonviable Vaccine Reason** column, select the drop-down arrow to choose a reason for each vaccine.
 - 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.
 - In the **Return** or **Wastage** column, **Return** or **Wastage** will automatically populate based on the nonviable vaccine reason you selected.
 - If you would like to delete a vaccine from your report, select the red **X**.
 - You also have the option to add additional vaccines in the **Add Additional Nonviable Vaccine** section.
 - 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. 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.
 - Once all fields are complete, select **Add**.
 - Select **Continue** to move to the next step or select **Back to Step 2** to return to the previous step.
6. If you are reporting any nonviable vaccine for return, stay here to learn about **Step 3a: Select Number of Shipping Labels for Vaccine Return**. If you are only reporting vaccine wastage, skip to step 7.
- Review the information about the nonviable doses you are returning.

REPORTING NONVIABLE MDH VACCINE TO MIIC

- Select the number of shipping labels needed in the **Select the number of shipping labels you will need to return these doses** drop-down menu at the bottom of the page. The number of shipping labels you select corresponds to the number of boxes you will need to return your nonviable doses. Options are 1, 2, 3, or 4.
 - Select the **Continue** button to move to the next step or select **Back to Step 3** to return to the previous step.
7. On the **Step 4: Review and Submit Nonviable Vaccine Form** page, review your nonviable vaccine information and submit your form.
- Review your form to ensure it is accurate and complete.
 - If your form is accurate and complete, select **Submit Form**. Once you submit your form, you cannot make further changes.
 - If changes are necessary, select **Modify Form**. This will take you back to **Step 3** to modify your nonviable vaccine information.
 - If you want to cancel your form and delete its information from MIIC, select **Cancel Form**.
8. On the **Step 5: Print Nonviable Vaccine Form** page, print copies of your Nonviable Vaccine Form.
- Select the **Print Preview** button to display a copy of your Nonviable Vaccine Form that is formatted for print. Print a copy of this form to include with each box of vaccine you will return to McKesson.

Step 5: Print Nonviable Vaccine Form Submission for Alexandria Clinic

Nonviable Vaccine Form Confirmation Number: 258
 Submitted Date: 09/25/2017
 Your nonviable vaccine form has been saved and submitted to MDH for review and processing.

MDH will send a confirmation email to lucy.cosgrove@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.
 Once MDH approves and processes your form, McKesson will email shipping label(s) to lucy.cosgrove@state.mn.us. Please follow the instructions on the label(s) to return your vaccine.

Site Information

Site Name:	Alexandria Clinic	MnVFC Pin: 000206
Contact First Name:	test	Address: 555 West St
Contact Last Name:	testing	Testing, MN 53555-1234
Email:	lucy.cosgrove@state.mn.us	

Vaccine Returns

Your site will return the following vaccine to McKesson:

Brand	NDC	Lot Number	Expiration Date	Nonviable Doses	Nonviable vaccine reason	Return or wastage
Kinrix	58160-0812-11	GNQVJU	11/18/2017	1	Expired vaccine	Return

9. Shipping labels will be emailed to you from "UPS Quantum View. [pkginfo@ups.com]" after MDH approves your form. If you do not see the shipping label in your inbox within one day after your nonviable form has been approved, check your spam and junk mail folders. If you still cannot find the label, reach out to health.mnvfc@state.mn.us. In the meantime, remove the nonviable doses from your storage unit and mark them "Do Not Use" to avoid unintentional use.
10. Once you receive the shipping label(s) by email, follow the instructions on the label(s) to return your vaccine.
- Pack the vaccine you are returning to protect it from breakage. No frozen water bottles needed.
 - There are two options for returning your vaccine.
 - If your site has a routine UPS pick-up, put one label on each box of vaccine returns and include the boxes with your other outbound shipments.
 - If your site does not have a routine UPS pick-up, put one label on each box of vaccine returns and take the boxes to a UPS drop-off location near you. To find the closest drop-off location, visit [UPS Global](#)

[Location \(http://www.ups.com/dropoff\)](http://www.ups.com/dropoff).

Return shipping labels expire 30 days after your nonviable form was approved. If you do not send the return shipment before then you will need to enter another nonviable form in MIIC for the vaccines, you need to return.

View vaccine management

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.
- Select the Nonviable Vaccines tab.
- Select your form's status. Nonviable form statuses include:
 - **Submitted:** Your form is with MDH for review.
 - **Approved:** MDH has approved your form.
 - **On Hold-Contact MnVFC:** Contact MnVFC staff at 651-201-5522 or health.mnvfc@state.mn.us.
 - **Approved with Changes:** MDH approved your form and some changes were made.
 - **Not Approved:** MDH did not approve your form.
 - **Completed:** MDH has sent your form to CDC. If you are returning doses, UPS will email you the shipping labels within two business days.
 - **Completed with Changes:** MDH submitted your form to CDC and some changes were made.
- View your Nonviable Vaccine Form information.

MIIC help

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

MnVFC help

For vaccine ordering and management assistance, contact MnVFC program staff at health.mnvfc@state.mn.us or 651-201-5522 or 800-657-3970.

Minnesota Department of Health
PO Box 64975
St. Paul, MN 55164-0975
651-201-5522
www.health.state.mn.us/mnvfc

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To obtain this information in a different format, email health.miichelp@state.mn.us.