How to Create & Submit a COVID Return Waste Report

**COVID-19 Vaccine Providers must report all wastage in the MCIR.** COVID-19 vaccine waste should be reported promptly, as indicated by CDC. A COVID-19 Vaccine Provider creates a COVID vaccine wastage report in the MCIR to be reviewed by the Local Health Department, then submitted on behalf of MDHHS to CDC. **Contact your Regional MCIR office for MCIR inventory transaction training.** Contact your [Local Health Department](#) for guidance and questions to determine if a COVID-19 vaccine should be reported as a wastage.

A wastage report will only generate if the appropriate transactions have been previously entered in the outbreak inventory. Review transaction guidance, review pages 3-4.

1. Log in on the [MILogin](#) website to access the MCIR. After log in, the MCIR Home Screen displays.

2. Select **Return/Waste Reporting**, from the Vaccine Mgmt. section (Figure 1).

3. Click **Create New**
   **Outbreak Return/Waste Report.** (Figure 2).
4. Check all the boxes, on the left of the form, regarding all vaccine being reported. These may be auto selected already, (Figure 3.)

5. In the **Action Plan** section, identify any steps that will be taken to mitigate losses going forward, (Figure 3).

6. In the **Notes** section, include any corrections to transactions reported if applicable, (Figure 3).

*Include any further details about the waste in the Notes section.*

7. Click **Submit for Approval**, (Figure 3).
MCIR Transactions for Wastage

QUICK STEPS
START on your MCIR Home Screen

1. Select Manage Inventory
2. Select Outbreak in dropdown
3. Click Get Inventory
4. Select and click on vaccine lot to be adjusted for wastage
5. Click Add New Transaction
6. Enter Date
7. Enter Doses
8. Select Action
9. Select Reason
10. Enter Comment
11. Submit
# Transactions Used to Report Waste in Outbreak Inventory

<table>
<thead>
<tr>
<th>ACTION</th>
<th>REASON</th>
<th>Inventory Effect</th>
<th>Loss/Waste/Borrow (LWB) Effect</th>
<th>Descriptions &amp; Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustment</td>
<td>Breakage</td>
<td>-</td>
<td>+</td>
<td>Vaccine is dropped, broken or defective and is not usable. How to Document COVID-19 Dose Breakage in the MCIR Instructions</td>
</tr>
<tr>
<td>Adjustment</td>
<td>Drawn Not Used</td>
<td>-</td>
<td>+</td>
<td>Vaccine is drawn up but not used and cannot be used within manufacturer guidelines. How To Document a COVID-19 Drawn Not Used Dose in the MCIR Instructions</td>
</tr>
<tr>
<td>Adjustment</td>
<td>Natural Disaster</td>
<td>-</td>
<td>+</td>
<td>Vaccine could not be found due to a true natural disaster (flood, tornado, earthquake, etc.). Use this transaction is RARE.</td>
</tr>
<tr>
<td>Adjustment</td>
<td>Unable to locate</td>
<td>-</td>
<td>+</td>
<td>Unable to locate vaccine at the time of inventory reporting. Every effort should be made to locate the dose, including making sure all records/shots have been entered in MCIR before using this transaction.</td>
</tr>
<tr>
<td>Figure 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Non-Return Opened MDV* | N/A                    | -                | +                             | Vaccine is no longer viable. Examples:  
--Expired  
--Compromised vaccine from exposure to out-of-range temperatures, improper storage and handling, equipment failure.  
--Doses remaining in vial at time of beyond-use date (BUD) expiration (exceeded timeframe after puncture)  
--Unable to extract expected doses from vial (cannot get 6th dose from Pfizer vial)  
How to Document No Longer Viable COVID-19 Doses from a Multi-Dose Vial (MDV) in the MCIR Instructions  
How to Document Unable to Extract Expected COVID-19 Dose of Pfizer, and or Moderna in the MCIR Instructions |

*Although the transaction indicates ‘open’ vials, this transaction may be used for UN-opened vials as well. See description column for examples.