

VACCINE LOSSES - RETURN & WASTAGE LOG (This is NOT for borrowed doses: Borrows must be documented separately on the Borrowing Log.)

VFC PIN: _____ Clinic Name: _____ Date Range or Month/Year: _____

Use this form when: Vaccine has been wasted, expired, or otherwise spoiled. This allows staff to document such losses at the time of occurrence, supporting the VFC Primary and/or Backup in inventory management. Non-viable vaccine must be **removed from inventory** in the unit and MCIR using the correct transactions detailed below. Doses must be replaced dose for dose except breakage or drawn not used (although excessive wastage of any sort may necessitate replacement according to the LHD). Detailed guidance can be found at www.michigan.gov/vfc.

Important! After MCIR transaction, submit a **ret/waste report** in MCIR. Obtain a return label if applicable, and replace dose in unit and MCIR: **Transfer in** → **Replaced Loss/wastage**

VACCINE LOSS/WASTE									REPLACEMENT			
Date	Child's MCIR ID or Name*, if applicable	DOB, if applicable	Inventory (VFC or P)	Vaccine Type (ex: MMR) If Flu, specify type/dose	Manufacturer	Lot # of Dose Wasted or Pending Return	Reason # (options below)	Date Returned, if applicable	Date Dose Replaced	Vaccine Type	Manufacturer	Lot # of Replacement Dose

Reason for Loss/Waste & Corresponding VFC Transaction in MCIR	
**Please note that opened multi-dose vials require a specific transaction and cannot be returned to McKesson (see #7 below).	
1. Breakage: Adjustment → Breakage (add MCIR comment with patient, DOB, DOS)	5. Failure to Store Properly: Return to Distr → Failure to Store Properly (left on counter, in door, etc.)
2. Drawn Not Used: Adjustment → Drawn Not Used (add comment in MCIR with patient, DOB, DOS)	6. Power Outage: Return to Distr → Power Outage
3. Expired: Return to Distr → Expired	7. Opened multi-dose vial: Non-return opened MDV (waste appropriately, cannot return)
4. Equipment Failure: Return to Distr → Equip Failure – too warm/too cold (temperature excursion)	