

<b>Action</b>	<b>Reason</b>	<b>Inventory Effect*</b>	<b>LWB (Lost/Wasted/Borrowed) Effect*</b>	<b>Description</b>
<b>Adjustment</b>	<b>Breakage</b>	—	+	<i>Vaccine is dropped, broken, or defective and is not usable.</i>
	<b>Drawn not used</b>	—	+	<i>Vaccine is drawn up but not used and cannot be used within manufacturer guidelines or by end of day.</i>
	<b>Found dose</b>	<i>-/+ or N/A User chooses</i>	<i>-/+ or N/A User chooses</i>	<i>A dose that had been marked as lost or wasted has been found and the inventory period is still open. Add to Inventory and Subtract from LWB.</i>
	<b>Natural Disaster</b>	—	+	<i>Vaccine could not be found due to a true natural disaster (flood, tornado, earthquake, etc.). Use of this transaction should be RARE.</i>
	<b>Data entry correction</b>	<i>-/+ or N/A User chooses</i>	<i>+/- or N/A User chooses</i>	<i>This transaction is used for data correction. Example: 200 doses were entered in the inventory on the day of shipment, this was found to be a data entry error, only 20 doses were received; in this example 180 doses would be entered under number of doses and subtract would be chosen for the Inventory Effect and N/A for the LWB effect.</i>
	<b>Unable to locate</b>	—	+	<i>Unable to locate vaccine at the time of inventory balance. Every effort should be made to locate the dose, including making sure all records/shots have been entered in MCIR, before using this transaction.</i>
<b>Return to Distributor</b>	<b>Equipment failure (too warm)</b>	—	+	<i>Vaccine is no longer usable because the refrigerator or freezer got too warm.</i>
	<b>Equipment failure (too cold)</b>	—	+	<i>Vaccine is no longer usable because the refrigerator or freezer got too cold.</i>
	<b>Expired vaccine</b>	—	+	<i>Vaccine is no longer usable because it has expired.</i>

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	<b>Failure to store properly</b>	—	+	Vaccine was not stored properly and therefore is not usable (left out on counter, stored in door of unit, etc.).
	<b>Power Outage</b>	—	+	Vaccine that was comprised due to a power failure and cannot be used.
	<b>Recalled</b>	—	N/A	Vaccine was recalled by the manufacturer or the FDA and can no longer be used.
	<b>Spoilage in Shipment</b>	—	N/A	Vaccine was spoiled during shipment from manufacturer or distributor and it can no longer be used.
<b>Transferred In</b>	<b>Add to Inventory</b>	+	N/A	This transaction is for vaccine that is being added to the inventory on the <b>private side</b> . On the VFC side, use this transaction if the vaccine is being picked up from the LHD.
	<b>Replaced Borrowed</b>	+	—	This replaces publicly purchased (VFC) vaccine that was used for a non-VFC (i.e. privately insured individual). The reverse is true when making this transaction under the Private Inventory.
	<b>Replaced Lost/Wasted</b>	+	—	This replaces publicly purchased (VFC) vaccine that was either lost or wasted; replacement is being made with private vaccine stock.
<b>Transferred Out</b>	<b>Distribution</b>	—	N/A	To re-distribute private stock. <b>(Private inventory only)</b>
	<b>Replaced Borrowed</b>	—	N/A	To replace a dose of privately purchased vaccine that was borrowed for VFC/publicly purchased eligible individual. Required Information 1.) Date of Service, 2.) First and last name, 3.) Date of Birth <b>OR</b> 1) Date of Service and MCIR ID
	<b>Replaced Lost/Wasted</b>	—	N/A	Used to replace VFC/Public vaccine that was either lost or wasted and is being replaced with privately purchased vaccine. <b>(Private Inventory Only)</b>

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	<b>IVEN Transaction</b>	—	N/A	To subtract doses transferred to another site through the Influenza Vaccine Exchange Network. <b>(Private Inventory Only)</b>
<b>Opted out of MCIR</b>		—	N/A	Used to document the inventory transaction of a person who has Opted Out of MCIR. Transaction subtracts from inventory but does not affect the LWB.
<b>Non Return Open MDV</b>		—	N/A	Use this to remove a partially used multi-dose vial that is no longer usable, cannot be returned and must be discarded.
<b>Vaccine Short Dated</b>		—	N/A	Use this to remove vaccine that has been short-dated by the manufacturer (not related to mishandling of vaccine by the provider/clinic).
<b>Return to Local Health Department (VFC/Public Inventory Only)</b>	<b>Soon-to-Expire</b>	—	N/A	This is for soon-to-expire vaccine being sent to the LHD to be utilized prior to expiration. <b>(Routinely vaccine should have at least a 6-month expiration to allow the LHD to utilize it prior to expiration).</b>
	<b>Wrong Vaccine Received</b>	—	N/A	Vaccine was inadvertently delivered to a clinic and must be returned or redistributed with the help of the LHD.
	<b>Excess Inventory</b>	—	N/A	Provider has more vaccine than can be used prior to expiration. <b>(Routinely, vaccine should have at least a 6-</b>

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				<i>month expiration to allow the LHD to utilize it prior to expiration).</i>