



COVID-19 VACCINE MCIR OUTBREAK INVENTORY DO'S AND DON'TS CHECKLIST

Follow these “do’s” and “don’ts” to get your Covid-19 Vaccine Inventory up to date and accurate.

DO'S

- ☐ **ENSURE VACCINE IS ENTERED INTO INVENTORY**
If received from OCHD, enter the vaccine details within 24 hours. If received via MDHHS distributor, vaccine details will already be entered. Use correct transactions and utilize the comment section (i.e. Received redistribution from OCHD; BUD is 12/31/22).
- ☐ **ENTER THE MANUFACTURER'S EXPIRATION DATE INTO MCIR**
Do not enter Beyond Use Date (BUD) or the date the vaccine was manufactured. Look up expiration dates:
<https://modernacovid19global.com/vial-lookup>
<https://lotexpiry.cvdvaccine.com>
<http://www.vaxcheck.jnj/>
<https://us.novavaxcovidvaccine.com/hcp>
- ☐ **LABEL VACCINE WITH BEYOND USE DATES (BUD)**
Label units, boxes, bags, and/or vials with the BUD. This is dependent on the vaccine brand, how you are storing it, and when you first punctured the vial.
- ☐ **REVIEW THE DETAILS**
Enter the correct lot number, NDC, presentation, manufacturer's expiration date, and quantity. Review the Chain of Custody form from OCHD or the shipping invoice.
- ☐ **REVIEW [HTTPS://MCIR.ORG/COVID-19-PROVIDERS](https://mcir.org/covid-19-providers)**
Online tip sheets are available to assist with important transactions you need to maintain an accurate inventory.
- ☐ **CALL FOR HELP**
Contact OCHD at ochd-vaccine@oakgov.com if you need assistance with your MCIR Outbreak Inventory.

DON'TS

- ☐ **WAIT TO ENTER INVENTORY**
Staff could administer vaccine that is not in the inventory and cause deductions to be off.
- ☐ **ENTER BEYOND USE DATE (BUD) INTO MCIR**
This will cause deductions to the appropriate lot to be off in the inventory, especially if the same lot is entered multiple times with different BUDs.
- ☐ **ADMINISTER VACCINE AFTER BUD OR MANUFACTURER'S EXPIRATION DATE – WHICHEVER COMES FIRST**
This would be a vaccine error and could result in the need to revaccinate the patient, depending on the manufacturer's determination.
- ☐ **GUESS OR ASSUME**
We know there's a lot going on and information changes very quickly. If you have any questions, please reach out and the OCHD IAP Covid-19 Vaccine Partnership is ready to help! ochd-vaccine@oakgov.com

What is the difference between the manufacturer's expiration date and the BUD (Beyond Use Date)?

Manufacturer Expiration Dates - Based on the optimal storage of the vaccine (example: Pfizer that is stored in an ultra-cold freezer)

- The manufacturer expiration date may be printed on the box or accessed via a QR code or website:
 - [Pfizer Expiration Date Look Up](#)
 - [Moderna Expiration Date Look Up](#)
 - [Janssen Expiration Date Look Up](#)
 - [Novavax Expiration Date Look Up](#)
- This may or may not be the date printed on a vaccine vial. Some manufacturers print the date that the vaccine was produced on the vial.
- Some Covid-19 vaccine may be shipped to you direct from the distributor and entered directly into your MCIR inventory with a "placeholder" expiration date (example: 12/31/2069). This is due to the possibility of updating expiration dates due to new stability data. Before administering doses of the new shipment of vaccine, please update the expiration date to the actual manufacturer's expiration date (see online look up tools above). This ensures that patients have the correct information in their vaccine record. Please use the MCIR tip sheet to assist you: [Correct Expiration Date in the MCIR](#)

The manufacturer's expiration date is the expiration date that should be entered into MCIR in your inventory.

Beyond Use Dates (BUD) – Based on temporary storage and/or viability after vial puncture; BUDs are typically dates before the manufacturer expiration date, but not always. Some vaccine may be redistributed from OCHD or the distributor with shorter manufacturer expiration dates. Do not administer vaccine after the BUD or manufacturer's expiration date – whichever comes first.

- Based on alternate storage (example: Moderna stored in the refrigerator instead of the freezer = 30 days)
- Punctured vials (example: Pfizer vial, once punctured is viable for 12 hours)

To help providers track expiration dates and beyond use dates (BUDs), CDC has a [COVID-19 Vaccine Expiration Date Tracking Tool](#) and printable labels.

Please label and track the BUD on your vials/units to know when remaining vaccine should be discarded.

Let us know if you have questions about manufacturer expiration dates and beyond-use-dates by emailing ochd-vaccine@oakgov.com