

Clinic Tools

Vaccine Wastage Guide

Use this guide to account for vaccine wastage. Vaccine is considered wastage in the following situations:

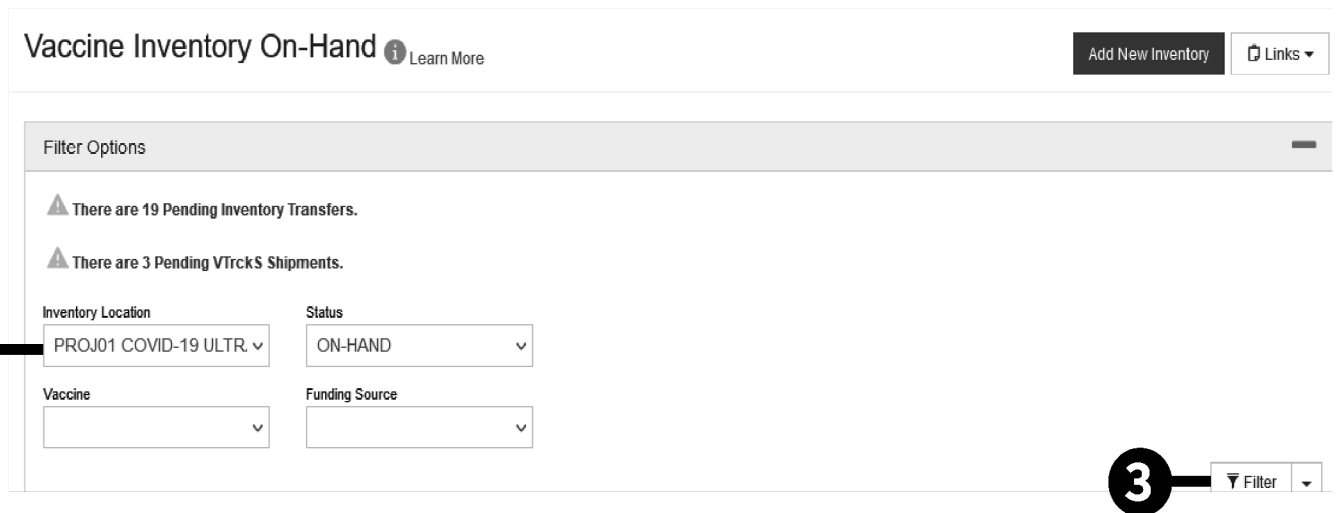
- The vial or syringe is broken or damaged.
- The vaccine is drawn into the syringe but not administered for any reason (ie. contamination, patient refusal, beyond use date/time (BUD) reached).
- Open vials of vaccine where all doses are not administered before the expiration date or BUD.
- Closed vials of COVID-19 vaccine that are not used before the expiration date or BUD.

Un-opened vials of VFC/VFAAR vaccine should be returned. Scan the QR code for our returns guide:

All un-used COVID-19 vaccines are considered wasted. COVID-19 vaccines can not be returned.



Adding Wastage from Inventory On-Hand



1. Login to PhilaVax. From the left-side navigation panel select **Inventory > Vaccines > On-Hand** from the dropdown menus.

2. Select your **Inventory Location** from the drop-down menu.

3. Click **Filter**.

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Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PROJ01 COVID-19 ULTRALOW COLD FREEZER - PROJ01 (AGGREGATE REPORTER)	COVID TRIS-SUC (PFR 12+) (COV-19 (PFIZER 12+); TRIS; MDV6;10-PACK)	PFR	59267-1025-04	FJ6369	05/31/2022	PANDEMIC	3048	4 Action ▾
PROJ01 COVID-19 ULTRALOW COLD FREEZER - PROJ01 (AGGREGATE REPORTER)	COVID TRIS-SUC (PFR 5-11) (PFIZER COVID-19 MRNA 5-11 YEARS OF AGE 10MCG/0.2ML)	PFR	59267-1055-04	FL0007	02/28/2022	PANDEMIC	800	5 EDIT ADJUSTMENT TRANSFER INQUIRY TRANSACTIONS
PROJ01 COVID-19	COVID-19 MRNA (MOD) (MODERNA	MOD	80777-0273-99	033H21A	12/31/2069	PANDEMIC	200	

Vaccine Inventory Adjustment i

Cancel
11 Create

Add

6 Date/Time *

8 Modification *

9 Doses Adjusted *

10 Comments *

(HH:MM A/P)

7 Reason *

(HH:MM A/P)

Clear

- 4.** Click **Action** next to the lot number you want to report wastage for.
- 5.** Click **Adjustment**.
- 6.** Select today's date and time by double-clicking in the respective boxes.
- 7.** Under **Reason**, select an option from the drop down menu besides **Other**.
- 8.** Under **Modification**, always select **Subtract**.
- 9.** Under **Doses Adjusted**, enter in the number of doses to adjust out.
- 10.** In the **Comments** section, write the reason(s) the vaccine had to be wasted.
- 11.** Click **Create** to complete the wastage and return to the on-hand screen.

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Adding Wastage from the Reconciliation

For guidance opening a reconciliation, scan our reconciliation guide:



Inventory Location: PROJ01 COVID-19 ULTRALOW COLD FREEZER

Description: 11/19 RECON Authorized By: DDC, PDPH (-) Status: OPEN

Count Date: 11/19/2021 Count Time: 11:30 AM Last Count Date/Time: 10/12/2021 12:00:00 AM Last Order Date: 11/18/2021

Description	Summary	Aggregate Administered	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
PANDEMIC						
1. COVID Tris-Suc (PFR 5-12) (Pfizer COVID19 MRNA 5-11 years of age 10mcg/0.2ml) PFR • 59267-1055-04 • FK5127 • 01/31/2022	Σ			-3679		Action
2. COVID Tris-Suc (PFR 5-12) (Pfizer COVID19 MRNA 5-11 years of age 10mcg/0.2ml) PFR • 59267-1055-04 • FK5618 • 02/28/2022	Σ			-3000		Create Inventory Adjustment Transactions

1. Note the time and date that you started the reconciliation.

2. Click on the **Action** tab to the right of the vaccine/LOT# that you want to complete wastage for.

3. Click on **Create Inventory Adjustment**.

4. Enter a Date/Time in the past, when the wastage occurred.

- Enter the day before you started the reconciliation if the wastage reflects multiple days or the date is unknown.
- The date cannot be a future date or time.

5. Under **Reason**, select an option from the drop down menu besides **Other**.

6. Under **Modification** select **Subtract**.

7. Enter the number of doses wasted in **Doses Adjusted**.

8. Describe why doses were wasted.

9. Click **Create** to finish the wastage and return to the reconciliation.

Vaccine Inventory Adjustment

Date/Time: 2021 11:30 AM Inventory Location: PROJ01 COVID-19 ULTRALOW COLD FREEZER

Vaccine | Mfg | NDC: COVID TRIS-SUC (PFR 5-12) | PFR | 59267-1055-04

Lot Number: FK5127 Expiration Date: 01/31/2022

Funding Source: PANDEMIC Doses On-Hand: 3679

Reason: OPEN VIAL BUT ALL DOSES NOT ADMINISTERED

Modification: SUBTRACT Doses Adjusted: 45

Comments: NOT ENOUGH PATIENTS

Clear Create