Clinic Tools

Monkeypox Vaccine Wastage Guide

Wastage should be reported weekly. Use this guide to account for vaccine wastage.

Only wastage of a whole vial should be reported for Monkeypox. Vaccine is considered wastage in the following situations:

- The vial is broken or damaged or the rubber stopper is compromised and unusable.
- Vaccine is drawn into syringe, but no vaccine was administered from an open vial (ie. contamination, patient refusal, beyond use date/time (BUD) reached).
- Closed vials of vaccine that are not used before the expiration date or BUD.
- PDPH has instructed you to discard the vials due to improper storage and handling.

If you have any questions, please email vaccines@phila.gov.

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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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:

 inventor y Location: PROJ01 COVID-19 ULTRALOW COLD FREEZER

<table>
<thead>
<tr>
<th>Description</th>
<th>Summary</th>
<th>Aggregate Administered</th>
<th>Physical Count</th>
<th>Inventory Difference</th>
<th>Acceptable Inv. Difference</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>PANDemic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. COVID Vsv-vac (PFR 5-12) (Pfu/p)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. COVID Vsv-vac (PFR 5-12) (Pfu/p)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.


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.