Clinic Tools
Vaccine Wastage Guide

Use this guide to account for vaccine wastage. Vaccine is considered wastage in the following situations:
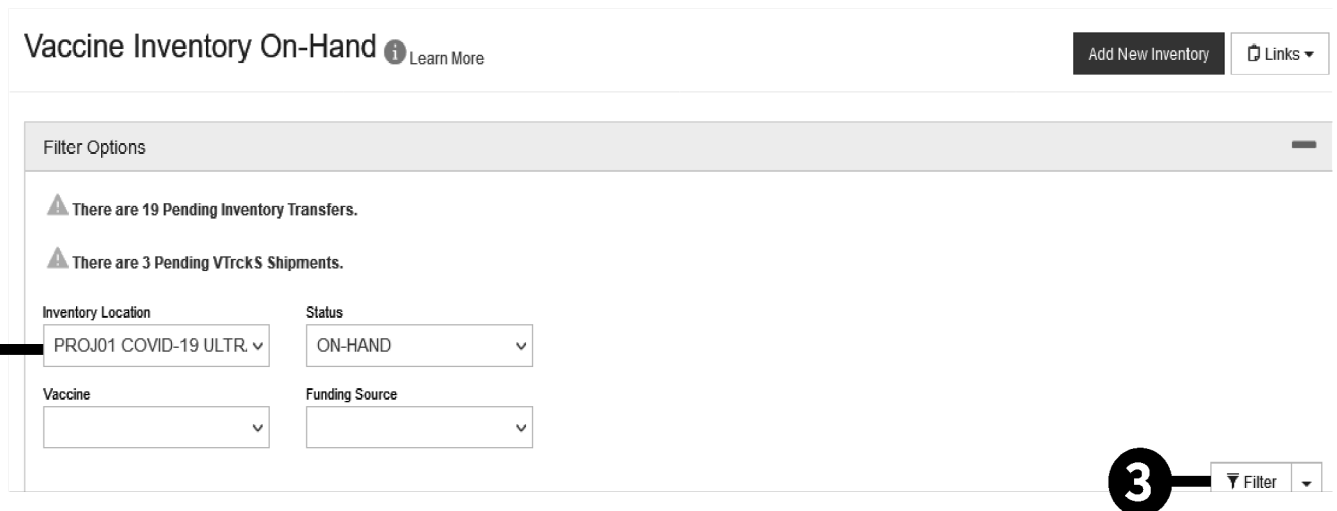
- The vial or syringe is broken or damaged.
- The vaccine is drawn into the syringe but not administered for any reason (ie. contamination, patient refusal, beyond use date/time (BUD) reached).
- Open vials of vaccine where all doses are not administered before the expiration date or BUD.
- Closed vials 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**.

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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For guidance opening a reconciliation, scan our reconciliation guide:

Inventory Location: PROJ01 COVID-19 ULTRALOW COLD FREEZER

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

Count Date: *	Count Time: *	Last Count Date/Time:	Last Order Date:
11/19/2021	11:30 AM	**1** 10/12/2021 12:00:00 AM	11/18/2021

Inventory by Doses

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**
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		**3** 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 ⓘ

9 Cancel | Create

Date/Time *	Inventory Location
4 '2021 11:30 AM	PROJ01 COVID-19 ULTRALOW COLD FREEZER

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

Lot Number	Expiration Date *
FK5127	01/31/2022

Funding Source	Doses On-Hand
PANDEMIC	3679

Reason *
5 OPEN VIAL BUT ALL DOSES NOT ADMINISTERED

Modification *	Doses Adjusted *	Container ID
6 SUBTRACT	**7** 45	

Comments *
8 NOT ENOUGH PATIENTS

Clear

Department of Public Health
Immunization Program
CITY OF PHILADELPHIA