

Clinic Tools

Vaccine Wastage Guide

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

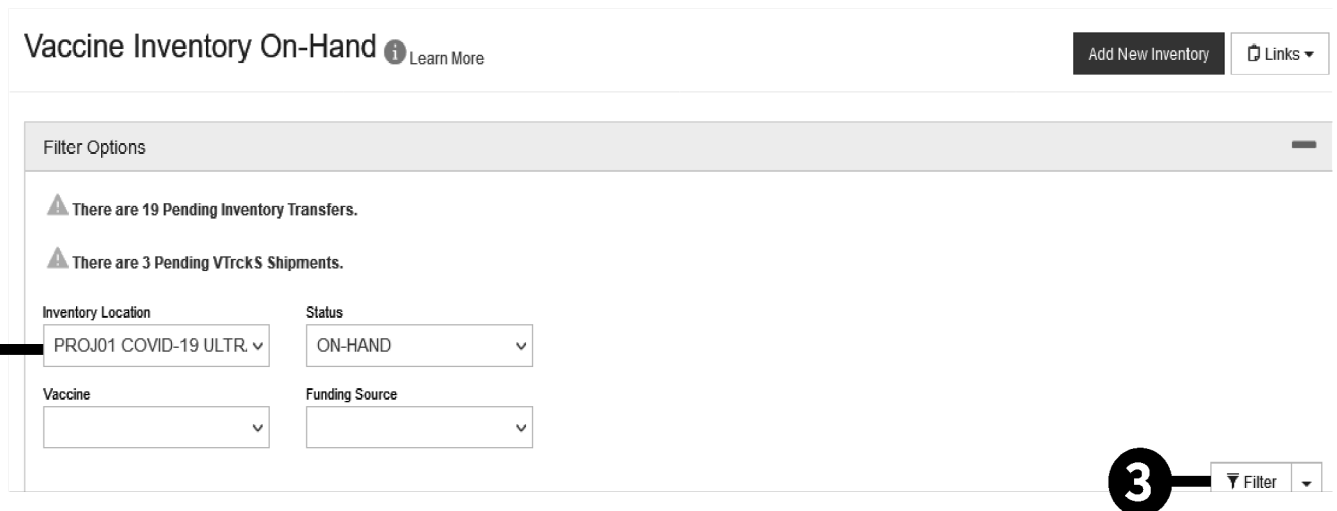
- The vial or syringe is broken or damaged.
- The vaccine is drawn into the syringe but not administered for any reason (ie. contamination, patient refusal, beyond use date/time (BUD) reached).
- Open vials of vaccine where all doses are not administered before the expiration date or BUD.
- Closed vials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



The screenshot shows the 'Vaccine Inventory On-Hand' interface. At the top, there is a title 'Vaccine Inventory On-Hand' with a 'Learn More' link and two buttons: 'Add New Inventory' and 'Links'. Below the title is a 'Filter Options' section. It contains two warning messages: 'There are 19 Pending Inventory Transfers.' and 'There are 3 Pending VTrckS Shipments.' Below these are four dropdown menus: 'Inventory Location' (set to 'PROJ01 COVID-19 ULTR'), 'Status' (set to 'ON-HAND'), 'Vaccine', and 'Funding Source'. A 'Filter' button is located at the bottom right of the filter options section. Numbered callouts '2' and '3' point to the 'Inventory Location' dropdown and the 'Filter' button, respectively.

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**.

Clinic Tools

Vaccine Wastage Guide

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 5 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	
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 *

Inventory Location *

Vaccine | Mfg | NDC *

Lot Number *

Expiration Date *

Funding Source *

Doses On-Hand *

Reason * **7**

(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.

Clinic Tools

Vaccine Wastage Guide

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