

Clinic Tools

Mpox 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 Mpox. 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

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' (selected: PROJ01 COVID-19 ULTR), 'Status' (selected: ON-HAND), 'Vaccine', and 'Funding Source'. A 'Filter' button is located at the bottom right of the filter options section, with a circled '3' next to it. A circled '2' is next to the 'Inventory Location' dropdown.

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

Mpox 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 *
PROJ01 COVID-19 ULTRALOW COLD FREEZER

Vaccine | Mfg | NDC *
COVID TRIS-SUC (PFR 12+) | PFR | 59267-1025-04

Lot Number *
FJ6369

Expiration Date *
05/31/2022

Funding Source *
PANDEMIC

Doses On-Hand *
3048

Reason * **7**
OPEN VIAL BUT ALL DOSES NOT ADMINISTERED ▾

Modification *
SUBTRACT ▾

Doses Adjusted *
10

Container Id

Comments *
NOT ENOUGH PATIENTS

(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

Mpox Vaccine Wastage Guide

Adding Wastage from the Reconciliation

For guidance opening a reconciliation, visit 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 **1** Last Count Date/Time: 10/12/2021 12:00:00 AM Last Order Date: 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		2 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		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 * 2021 11:30 AM **4** 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 **5**

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

Comments * NOT ENOUGH PATIENTS **8**

Clear