Clinic Tools

Mpox Vaccine Wastage Guide

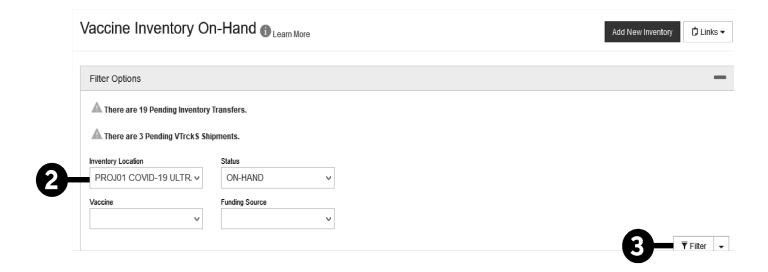
Wastage should be reported weekly. Use this guide to account for vaccine wastage.

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.

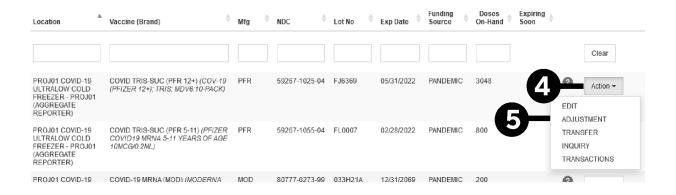
Adding Wastage from Inventory On-Hand

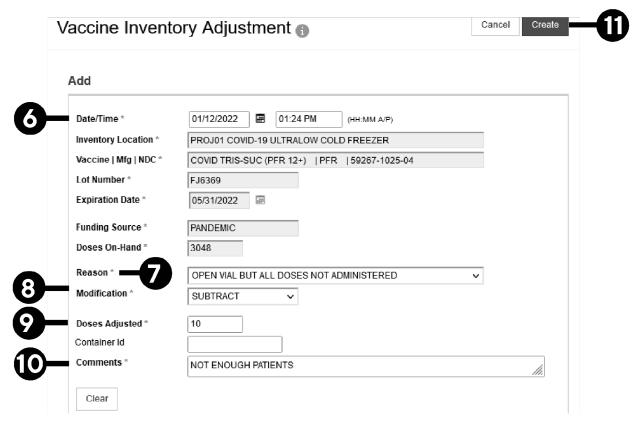


- **1. Login to PhilaVax.** From the left-side navigation panel select **Inventory > Vaccines > On-Hand** from the dropdown menus.
- 2. Select your **Inventory Location** from the drop-down menu.
- 3. Click Filter.

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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.

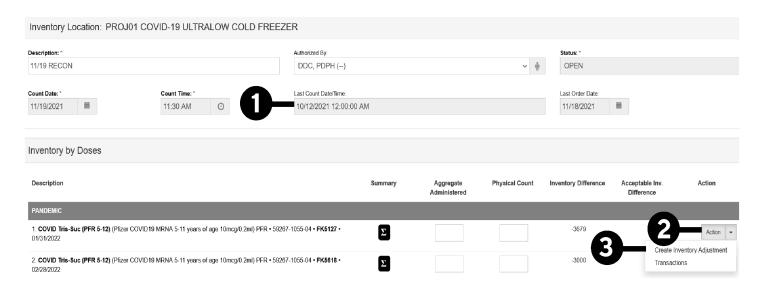


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Adding Wastage from the Reconciliation

For guidance opening a reconciliation, visit our Reconciliation Guide.



- 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.
- 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.

