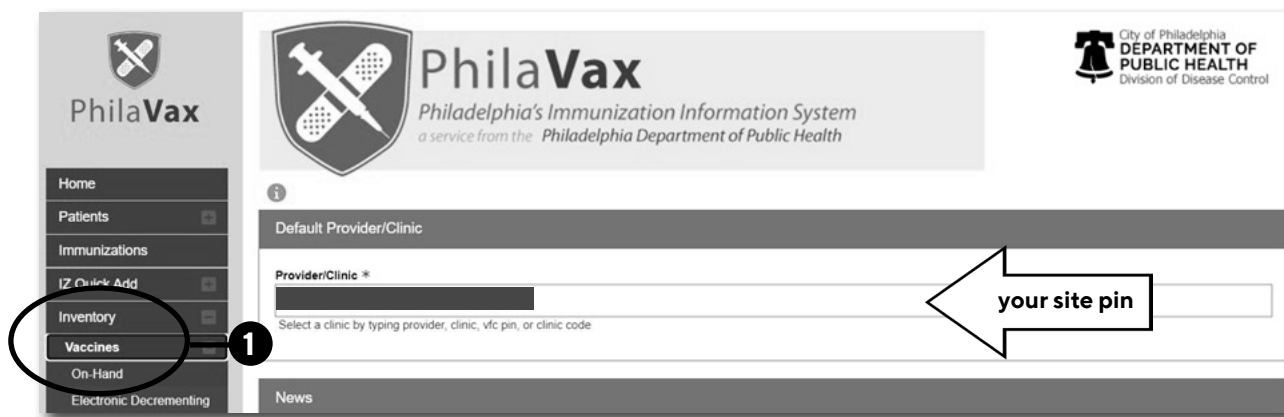# Guide to Wasting Vaccines

Follow these steps to waste your vaccines. Wasted vaccine is considered one of the following cases:

- **A broken vial or syringe.**
- **The vaccine is drawn into the syringe but not administered for any reason (i.e., 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.**
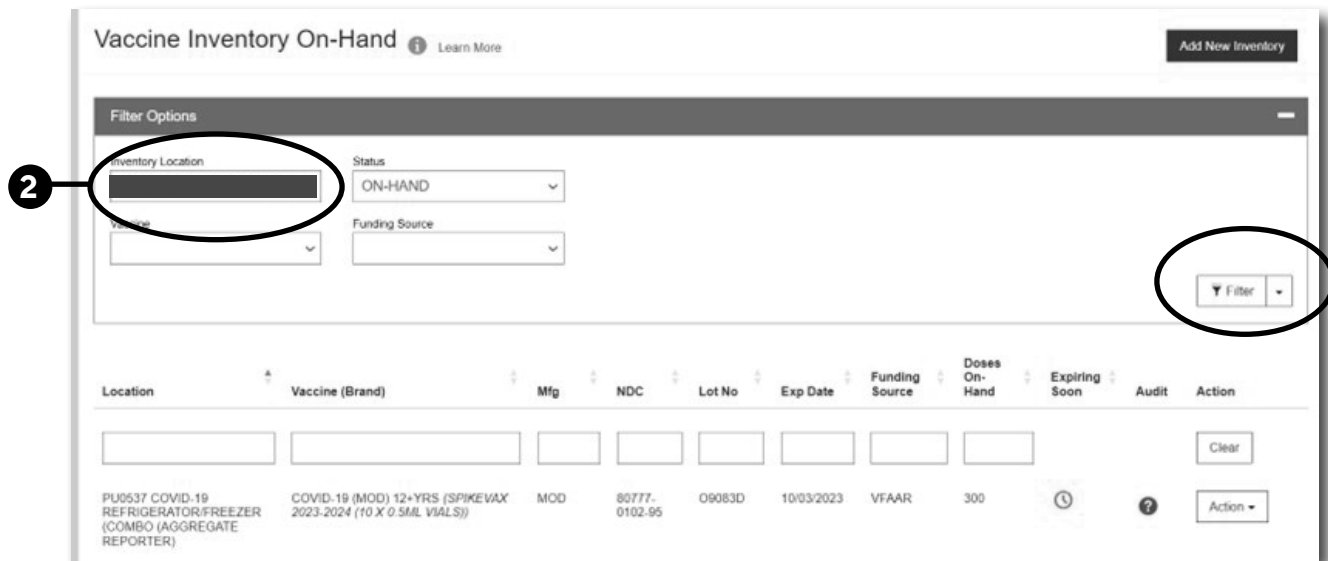
You must complete all wastage *before* opening your reconciliation. If you have any questions reach out to dph-providerhelp@phila.gov.

1. Login in to PhilaVax and click **Inventory**, then **Vaccines**, then **On Hand** from the left-hand navigation plane.

2. Select your site pin from the Inventory Location drop down, then click **"Filter"**.
   NOTE: Notice the number of doses currently on hand. This will change when done correctly.

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3. Click **Action (a)** on the line item you need to waste doses from, then click **Adjustment (b).**

4. Complete the vaccine inventory adjustment details:

    a) **Double click in the date and time boxes** to auto populate today's date. *Never back date.*
    b) Select your **Reason** from the drop down. *Never select Other.*
    c) In the **Modification** box, select **Subtract**.
    d) In the **Doses Adjusted** box, type in the number of doses that need to be wasted.
    e) In the **Comments** box, type in the reason for the wastage. Next, click **"Create"** in the top right corner.