

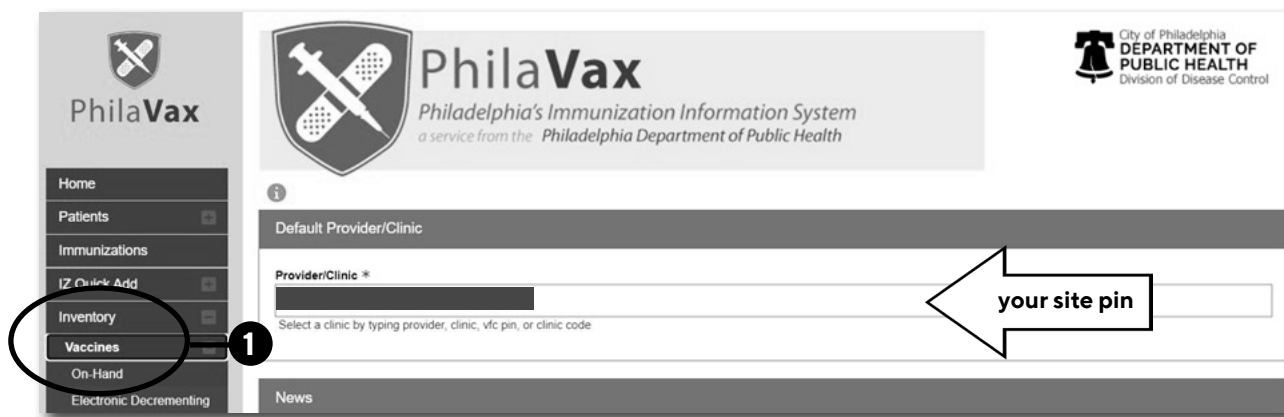
Guide to Wasting Vaccines

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.

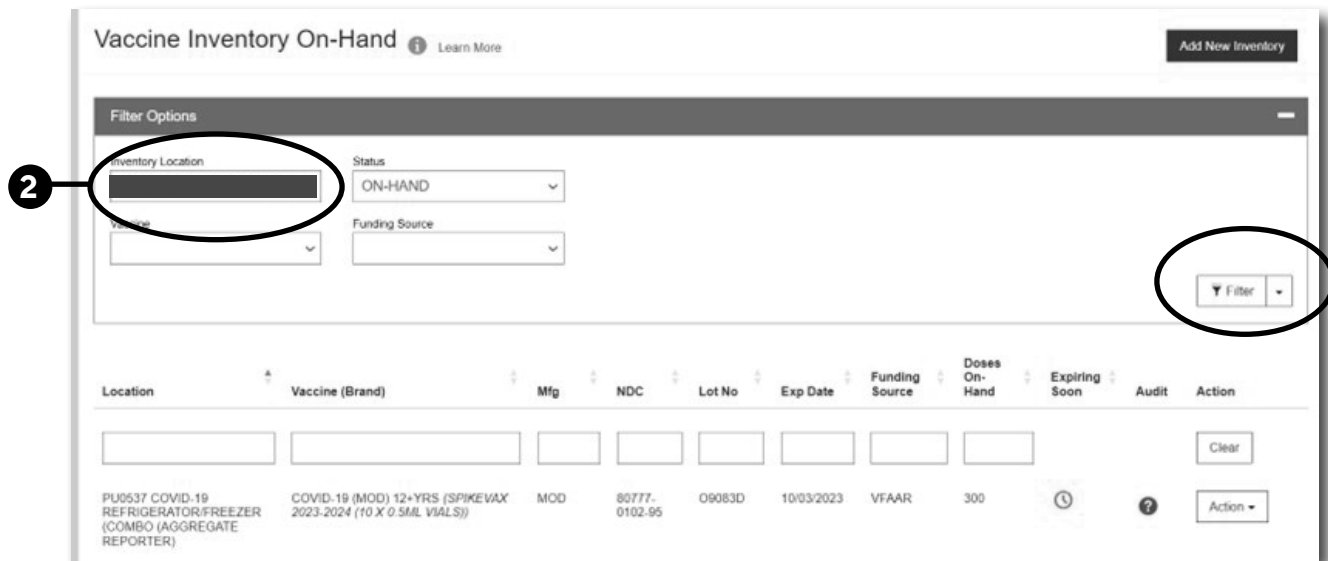
You must complete all wastage *before* opening your reconciliation. If you have any questions reach out to dp-providerhelp@phila.gov.

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

Vaccine Inventory On-Hand Learn More Add New Inventory

Inventory Location: [Dropdown] Status: ON-HAND [Dropdown]
Vaccine: [Dropdown] Funding Source: [Dropdown]

Filter [Dropdown]

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
[Redacted]	COVID-19 (MOD) 12+YRS (SPIKEVAX 2023-2024 (10 X 0.5ML VIALS))	MOD	80777-0102-95	O9083D	10/03/2023	VFAAR	300			[Action]

Showing 1 to 1 of 1 entries

- Complete the vaccine inventory adjustment details:

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

Vaccine Inventory Adjustment Cancel Create

Add

4a Date/Time [MM/DD/YYYY] [HH.MM AM/PM] (HH.MM A/P)

Inventory Location * [COVID-19 REFRIGERATOR/FREEZER (COMBO)]

Vaccine | Mfg | NDC * [COVID-19 (MOD) 12+YRS | MOD | 80777-0102-95]

Lot Number * [O9083D]

Expiration Date * [10/03/2023]

Funding Source * [VFAAR]

Doses On-Hand * [300]

4b Reason * [BROKEN VIAL/SYRINGE]

4c Modification * [SUBTRACT]

4d Doses Adjusted []

Container Id []

4e Comments []

Clear