

## Inventory & Ordering

# Wasting Vaccines Guide

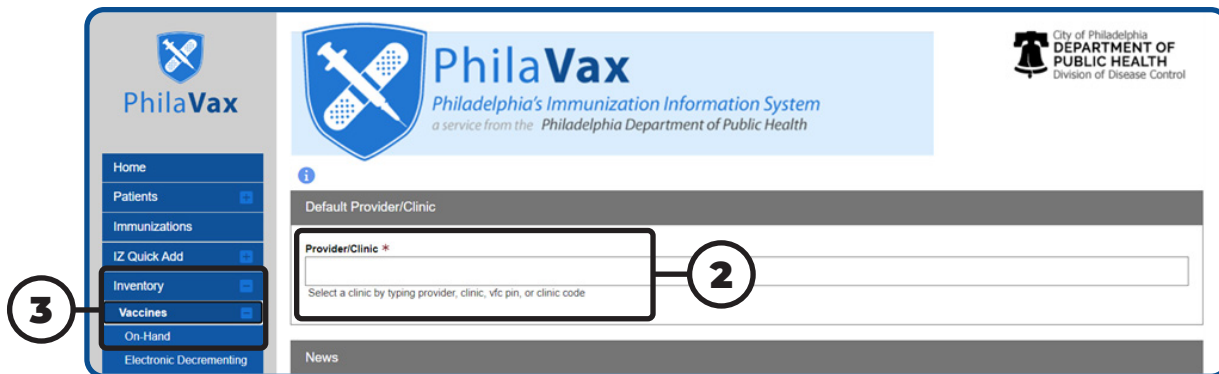
### Wasted vaccine is considered one of the following cases:

- 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 [dphproviderhelp@phila.gov](mailto:dphproviderhelp@phila.gov).

## Follow these steps to waste your vaccines.

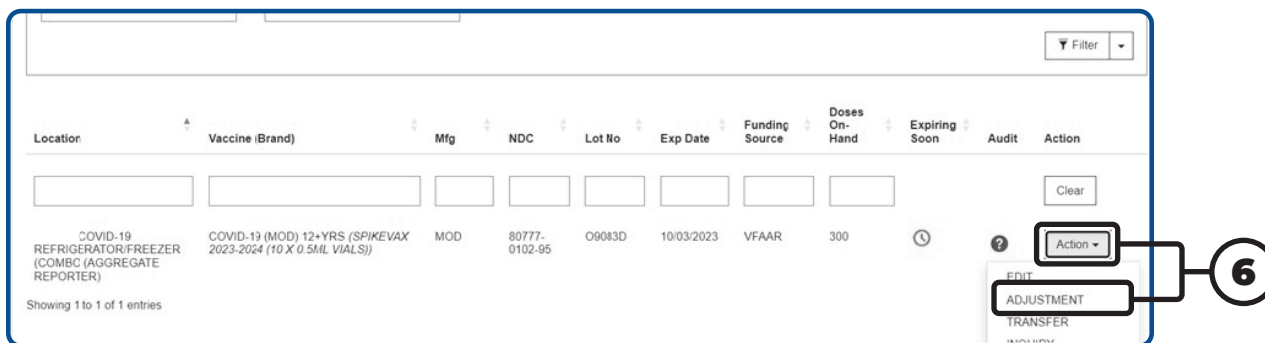
1. Login in to [PhilaVax](#).
2. Type in your **site pin** under **Default Provider/Clinic**.
3. Click **Inventory**, then **Vaccines**, then **On-Hand** from the left-hand navigation plane.



4. Select **your site pin** from the Inventory Location drop down.
5. Click **“Filter”**.



6. Click **Action** on the line item you need to waste doses from then click **Adjustment** from the dropdown menu.



7. Complete the vaccine inventory adjustment details:
  - a. **Double click in the date and time boxes** to auto populate today's date.
    - o Never back date.
  - b. Select your **Reason** from the drop down.
    - o 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.
  - f. Click "**Create**" in the top right corner.

