

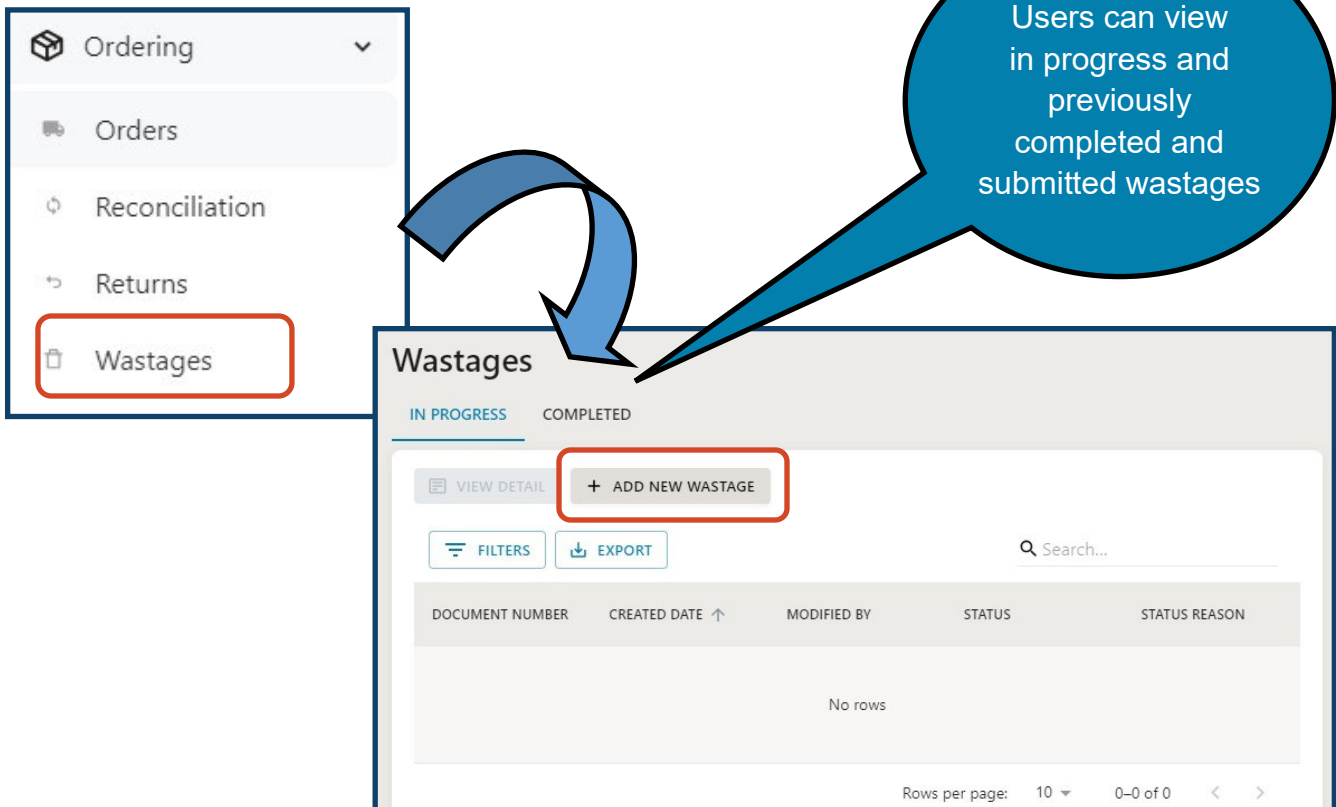
Entering a Vaccine Wastage

Getting Started

Vaccine wastage removes available doses from provider inventory that is no longer viable and cannot be returned to McKesson. These doses include broken vaccine vials, vaccines drawn into a syringe but not administered, lost or unaccounted for vaccine, and partially used multi-dose vials.

Entering a Vaccine Wastage

- 1.) To enter a vaccine wastage, click the **Wastages** from the **Ordering** drop-down in the Main Menu.
- 2.) Click **Add New Wastage**.



Users can view in progress and previously completed and submitted wastages

The screenshot shows the 'Ordering' dropdown menu with 'Wastages' selected. The 'Wastages' page is displayed with tabs for 'IN PROGRESS' and 'COMPLETED'. The '+ ADD NEW WASTAGE' button is highlighted. Below the button are 'FILTERS' and 'EXPORT' buttons, and a search bar. A table with columns 'DOCUMENT NUMBER', 'CREATED DATE', 'MODIFIED BY', 'STATUS', and 'STATUS REASON' is shown with 'No rows' displayed. The footer indicates 'Rows per page: 10' and '0-0 of 0'.

3.) From the **Add Wastage** page, click **Add Row** to begin entering the wastage details.

Add Wastage

REVIEW & COMPLETE SAVE FOR LATER CANCEL

Provider
10 - Bismarck-Burleigh Public Health
Bismarck ND,

Wastage Reason

Document Number

Created Date
1/31/2025

Transaction Date

+ ADD ROW EDIT ROW DELETE ROW

FILTERS EXPORT

Q Search...

VACCINE NAME	EXPIRATION DATE	LOT NUMBER	EXISTING QUANTITY ON HAND	WASTAGE QUANTITY
No rows				

4.) In the **Select Lot** pop-up,

- ⇒ Select the lot number that needs to be returned from the **Lot Number** drop-down.
 - ◆ The list of lots available to select is pop-populated based on the public lot numbers in the provider's NDIIS inventory that have not expired or have expired in the last 12 months AND have greater than zero doses on hand.
- ⇒ Enter the number of doses being returned in the **Wastage Quantity** field.
- ⇒ Click **Ok**.

5.) Repeat step 4 if additional lots need to be included.

6.) Select the reason the doses are being wasted from the **Wastage Reason** drop-down.

- ⇒ All lots being entered must have the same wastage reason. If different lots are being wasted for different reasons, a separate wastage must be created.
- ⇒ If *Other* is selected, a detailed comment is required.

Wastage Reason

Broken Vial/Syringe

Lost or unaccounted for vaccine

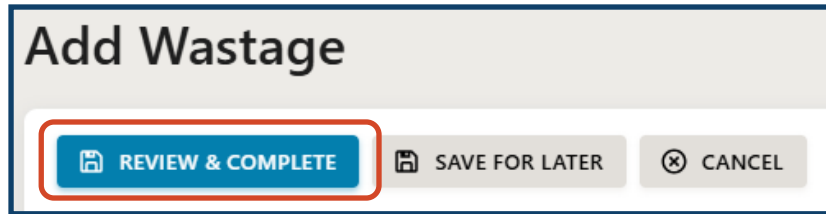
Non vaccine product (e.g. IG, HBIG, Dil)

Open vial but all doses not administered

Other

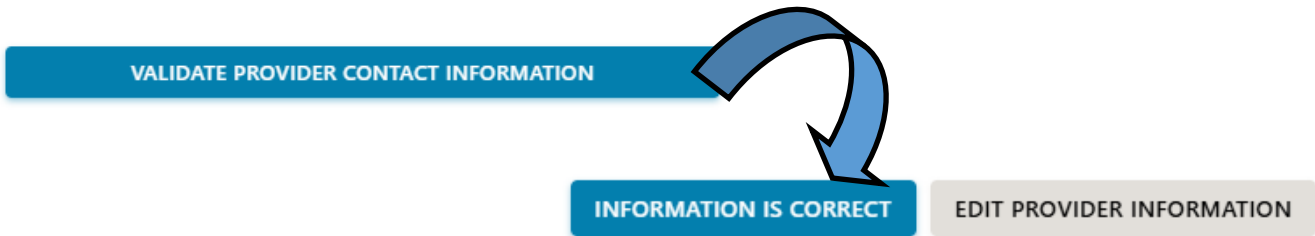
Vaccine drawn into syringe but not admin

7.) When all wastage details have been entered, click **Review & Submit**.

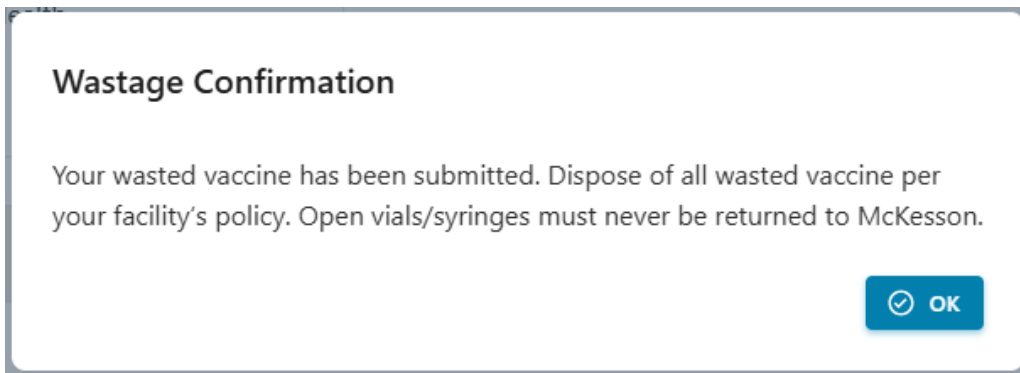


8.) Users must review and validate their provider site's contact information before they can complete the wastage.

- ⇒ If the information is correct, the user can select the enabled button and complete their order.
- ⇒ If changes are needed, the user should select **Edit Provider Information** and they will be taken to their provider site's program enrollment information where updates can be made. The in progress order will be saved while the edits are made.



9.) Once the provider information is validated as correct, users are able to **Complete Wastage**.



Wastages

IN PROGRESS COMPLETED

VIEW DETAIL + ADD NEW WASTAGE

FILTERS EXPORT

Search...

DOCUMENT NUMBER	CREATED DATE ↓	MODIFIED BY	STATUS	STATUS REASON
WAS-231963	1/31/2025	Test1 NDIIS	Assigned to NDHHS	Approved

Rows per page: 10 1-1 of 1 < >

Definition of Vaccine Wastage: Nonviable vaccine that is not able to be returned to McKesson. This includes broken vaccine vials or syringes, vaccine drawn into a syringe but not administered, lost or unaccounted for vaccine, and partially used multi-dose vials. **Vaccine being returned to McKesson must be entered as a vaccine return and should not be entered in this section.**

- ⇒ Saved wastages will show **In Progress** with a status of *Saved by Provider*
- ⇒ Completed wastages will show **In Progress** with a status of *Assigned to NDHHS*
- ⇒ Wastages that have been submitted to CDC will show as **Completed** with a status of *Accepted by CDC*

Wastages

IN PROGRESS **COMPLETED**

VIEW DETAIL

FILTERS EXPORT

Search...

DOCUMENT NUMBER	TRANSACTION DATE ↓	MODIFIED BY	STATUS
WAS-213104	7/2/2024		Accepted By CDC
WAS-227428	7/2/2024		Accepted By CDC
WAS-221888	7/2/2024		Accepted By CDC