

## Properly Wasting Doses in Inventory

When wasting a dose or doses, it is important to be sure to choose the reason that best fits your wastage needs. Please see the instructions below on how to successfully document a wastage along with the explanation of each reason. If you are unsure of which reason you will need to choose please reach out to the GRITS Help Desk at 800-848-3868 or [dph-gaimmreg@dph.ga.gov](mailto:gaimmreg@dph.ga.gov)

1. Go to manage inventory
2. Show inventory
3. Check the box next to the vaccine and lot number that will need to be wasted
4. Click on modify quantity
5. Input the number of doses that have been wasted and removed (**not the number of doses that you have on hand**)
6. Choose a reason for the wastage in the drop-down box (some wastages require a secondary reason)
  - a. **Damaged in transit to provider** (the vaccines were delivered to the office already damaged)
  - b. **Failure to store properly**
    - i. **Left out overnight** (Vaccine was left out overnight.)
    - ii. **Refrigerator door left ajar** (Refrigerator door was left ajar.)
    - iii. **Refrigerator unplugged** - not plugged back in (Refrigerator was shut down or unplugged deliberately for defrosting or other logical purpose and not turned back on or plugged back in.)
    - iv. **Refrigerator unplugged inadvertently** (Refrigerator power cord was pulled or dislodged from electrical outlet inadvertently and not noticed.)
  - c. **Lost or unaccounted for**
    - i. **Fewer than nominal doses in Multi-dose vial** (Fewer than nominal doses extracted from multiple dose vial.)
    - ii. **Missing or unaccounted for** (Vaccine dose(s) missing. Provider was unable to locate or account for missing dose(s).)
  - d. **Wastage**
    - i. **Appears contaminated** (Prepared product was contaminated. E.g., foreign matter was seen, expected clarity or consistency was not seen or expected color was not seen)
    - ii. **Damage vials** (Vial(s) received and accidentally damaged. Damage could not be linked to the shipment of the lot.)
    - iii. **Diluent added when not required** (Vaccine was reconstituted when reconstitution was not required. Diluent was added to a product that should not be diluted)
    - iv. **Erroneously combined in syringe** (Vaccines were combined erroneously. Two separate products that should not be combined were drawn up in the same syringe.)

- v. **Leaked from syringe** (Prepared dose leaked from syringe. Volume of the product was lost to the extent that it was not suitable for administration.)
- vi. **Not needed after prepared** (Dose was not needed after preparation. Product was drawn up in anticipation of need without correct evaluation of patient history or current state of health. Dose was not needed by or was contraindicated for the patient at the time.)
- vii. **Parent or Child refused** (Parent or Child refused an indicated inoculation after the product was prepared and drawn up for administration.)
- viii. **Recall** (Manufacturer requested returning vaccine lot.)

**e. Refrigeration Failure**

- i. **Refrigeration failure - equipment failure** (Equipment did not function properly because of mechanical failure or loss of refrigerant. There was no external cause of damage or power outage, and human error re electrical outlets, power cords and temperature settings was not a factor.)
- ii. **Refrigeration failure - natural disaster** (Refrigeration equipment was damaged or disabled by natural disaster that had direct effect on the equipment. Power outage external to the facility and human error re electrical outlets, power cords and temperature settings was not a factor.)
- iii. **Refrigeration failure - power outage** (Equipment could not function because of power outage. The outage was the responsibility of the utility company. Human error re electrical outlets, power cords and temperature settings was not a factor.)

**f. Stored at inappropriate temperature**

- i. **Temp recorded with an ineligible thermometer** (The thermometer being used is expired or is not valid by VFC Standards.)
- ii. **Temperatures gaps for more than 3 consecutive days** (There were no temperatures recorded for more than 3 consecutive days for vaccine lots.)
- iii. **Temperatures gaps found for 3 consecutive days** (There were no temperatures recorded for 3 consecutive days for vaccine lot.)
- iv. **Vaccine temperatures not recorded** (There were no temperatures recorded for vaccine lots.)

7. Click save