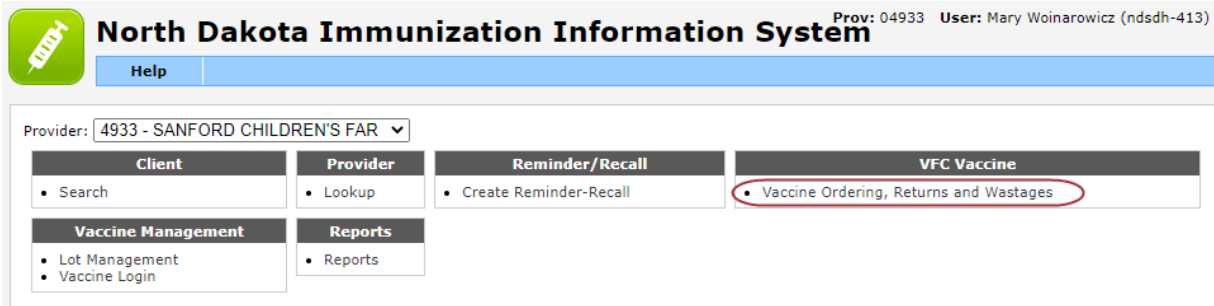


## North Dakota Immunization Information System: How to Create a Vaccine Wastage

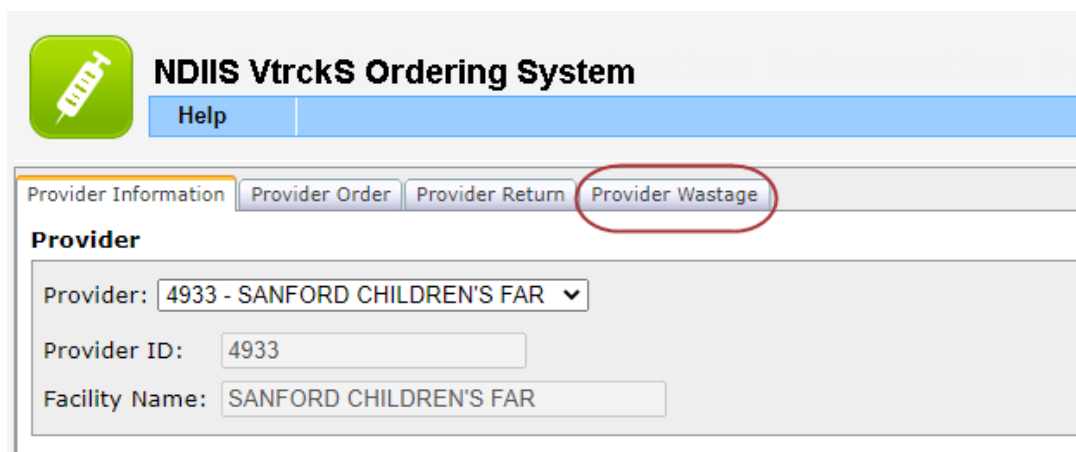
1.) To enter a vaccine wastage, click the Vaccine Ordering, Returns and Wastages hyperlink from the NDIIS homepage



2.) Review and update, if necessary, the shipping address, primary and secondary contact information, and office hours on provider information page

3.) Click the checkbox to certify the provider information

4.) Click on the Provider Wastage tab



5.) Click on the **New Wastage** button from the Provider Wastage screen

Provider Information | Provider Order | Provider Return | **Provider Wastage**

**Wastage History**

Prov ID:4933

WASTAGE ID	WASTAGE DATE	STATUS
104016	11/14/2019	Submitted to CDC
103637	05/23/2019	Submitted to CDC
103515	03/06/2019	Submitted to CDC
103511	03/05/2019	Submitted to CDC
103223	09/18/2018	Submitted to CDC
103038	06/25/2018	Submitted to CDC
102991	06/08/2018	Submitted to CDC
102807	02/12/2018	Submitted to CDC
102576	10/02/2017	Submitted to CDC
102456	08/03/2017	Submitted to CDC
102454	08/01/2017	Submitted to CDC

**Definition of vaccine wastage:** nonviable vaccine that is not able to be returned to McKesson. This includes 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 as wastage.**

Review Selected Wastage

**New Wastage**

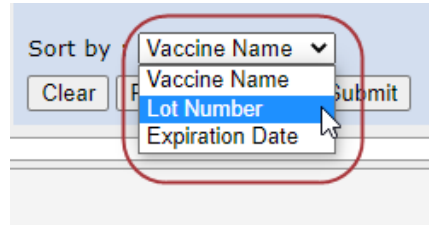
- The wastage screen will be populated with state-supplied lot numbers from the provider's NDIIS vaccine inventory and will include:
  - Lots that have expired in the past 12 months
  - Lots that have not yet expired
  - Lots with greater than zero doses on hand

	VAC NAME	LOT NUMBER	EXPIRATION DATE	NDIIS INVENTORY	DOSE WASTAGE	WASTE REASON	COMMENTS
Edit	DTAP	2N43Z	04/12/2020	3			
Edit	DTAP	D2KX9	11/26/2021	10			
Edit	DTaP-Hib-IPV (Pentacel)	UI966AAA	07/07/2020	5			
Edit	DTaP-Hib-IPV (Pentacel)	UI968ABA	07/20/2020	5			
Edit	DTaP-Hib-IPV (Pentacel)	UJ084AAA	07/24/2020	10			

Sort by : Vaccine Name ▼

Clear Review Save Submit

- The wastage screen is defaulted to list vaccines by Vaccine Name
  - Wastage screen can be sorted by Vaccine Name, Lot Number or Expiration Date
  - To change the sort, use the drop-down box below the order window



6.) To waste a vaccine, click **Edit** next to the vaccine

	VAC NAME	LOT NUMBER	EXPIRATION DATE
Edit	DTAP	2N43Z	04/12/2020

7.) Fill in the *Dose Wastage* field

**Edit Vaccine Wastage**

Vaccine Name:

Lot Number:

Expiration Date:

NDIIS Inventory:

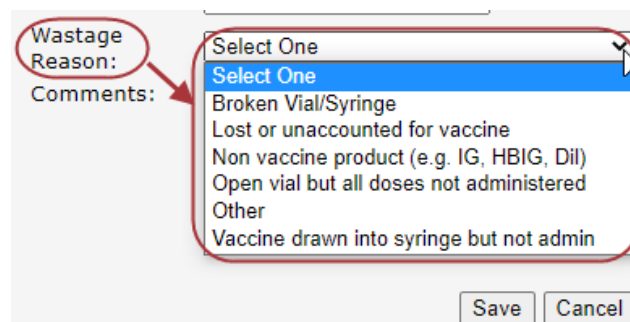
Dose Wastage:

Wastage Reason:

Comments:

8.) Select the Wastage Reason from the drop-down box

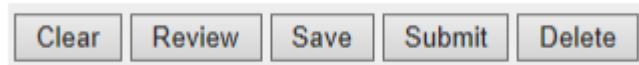
- A comment is required when the "Other" reason is selected



9.) Click **Save**

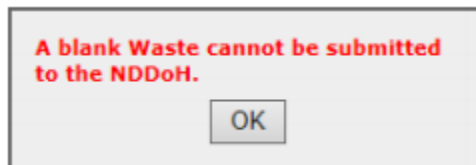
## Wastage Processing Functions

There are five available functions when processing a new wastage:

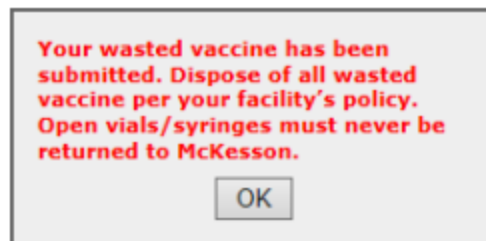


### Functions

- **Clear** will clear all of the information that has been entered into the provider wastage screen but will leave the screen open
- **Review** will open the wastage review screen, which only displays the lots that are being wasted
- **Save** will save all of the wastage information and close the wastage screen
  - Wastage can be seen in the Wastage History window to be updated, added to and/or submitted
- **Submit** will submit the vaccine wastage to the NDDoH
  - Blank wastages cannot be submitted. The “Doses Wasted” and “Wastage Reason” fields must be filled in for at least one lot before a wastage can be successfully submitted.
  - If trying to submit a blank wastage, the following warning box will appear:



- Once the wastage has been submitted, the following instruction box will appear:



- **Delete** will delete the vaccine wastage and remove it from the Wastage History grid