North Carolina Immunization Registry (NCIR)

Reporting Wasted Vaccine (Non-COVID-19 Vaccine)

User Guide

Last Updated: March 22, 2022
Steps to Document Wasted Vaccine
Step 1 of 5: Navigate to Inventory Page

From the homepage, click **Manage Inventory.**
Step 2 of 5: Navigate to Inventory

Click **Show Inventory**.
Step 3 of 5: Select the Correct Vaccine

1. Click on the **State** or **Private** radio button to display only state or private vaccine.
2. Find each **Trade Name** and **Lot Number** for the vaccine that was wasted.
3. Click the **Select** box next to the vaccine so the check appears.
4. Click **Modify Quantity**.

 Audience

Administrator
Step 4 of 5: Enter Wasted Dose Quantity

1. In the Modify Quantity On Hand section, choose ‘Subtract’ from the Action drop down list.
2. Enter the number of doses wasted in the Amount column.
3. Choose ‘Wasted Doses’ from the Category drop down box.
4. This brings up the Reason Wasted and Preventive Action boxes. Document what happened to the vaccine and how it can be prevented. Both of these boxes are required.
5. Click Save.
Step 5 of 5: Review Inventory

You are redirected back to the Show Inventory screen, where you can check to see that the dose(s) were subtracted.
Steps to Run and Send Wasted/Expired Report
Step 1 of 3: Select Date Range for Report

If you wanted to wait to run this report once a month, you could enter the dates to cover a month’s period. This part really depends on how much vaccine is wasted and or expired in your facility.

1. Click on request wasted/expired.
2. Enter the From Date and the To Date. This date range will give you all the wasted and expired transactions for that period.
3. Click Generate to view the report.
Step 2 of 3: View Report

The wasted/expired report will appear as a pop-up.

- Make sure the pop-up blocker is not turned on for the NCIR. You may need to make the report bigger to view. In some computers it will be a small pop up and in others it will be bigger already. The report is viewed through Adobe Reader.
This report shows the doses you documented as wasted. You can print this report for your office’s records.

### North Carolina Department Health and Human Services
Division of Public Health

**WASTED/EXPIRED VACCINE REPORT**

**Date Range From:** 04/15/2008  **To:** 04/15/2008

**Provider Name:** NORTH CAROLINA IMMUNIZATION  **User Completing Form:** Rebecca Sweeney  **Six Digit PIN:** 432444

**Provider Federal ID Number:** 111111111-88  **Phone Number:** (519)715-6770  **Date Reporting:** 04/15/2008

Please return all opened and unopened wasted/expired vaccines.  **Do not return drawn vaccine.** Further instructions can be found at the end of the report.

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Lot #</th>
<th>Total Doses Wasted or Expired</th>
<th>Reason Wasted</th>
<th>Preventive Action for Wasted or Expired Doses</th>
<th>Date Wastage Consumed or Expired</th>
<th>Expiration Date</th>
<th>Date Received &amp; Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTW/P</td>
<td>Interx</td>
<td>13.0</td>
<td>Tray fell on the floor and vials broke.</td>
<td></td>
<td>12/05/2006</td>
<td>02/28/2007</td>
<td>For Immunization Branch use only</td>
</tr>
<tr>
<td>Td/P</td>
<td>Aczel</td>
<td>1.0</td>
<td>broken vial</td>
<td>Will be more careful to not break vials</td>
<td>04/15/2008</td>
<td>08/00/2008</td>
<td></td>
</tr>
</tbody>
</table>
Where to Go for More Help?
Questions?

Contact your Regional Immunization Program Consultant (RIC)
The RIC Coverage Map with contact information is located on the Immunization Branch website:
https://www.immunize.nc.gov/contacts.htm

NC Vaccines Help Desk
1-877-873-6247
https://ncgov.servicenowservices.com/csm_vaccine
<table>
<thead>
<tr>
<th>NCIR Role</th>
<th>Role Definition</th>
<th>Corollary Role in CVMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports Only</td>
<td>This person in NCIR is only able to search for clients and view/print client specific records.</td>
<td>N/A</td>
</tr>
<tr>
<td>Typical User</td>
<td>Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.</td>
<td>Healthcare Provider</td>
</tr>
<tr>
<td>Inventory Control</td>
<td>Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.</td>
<td>N/A</td>
</tr>
<tr>
<td>Administrator</td>
<td>Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.</td>
<td>Location Manager</td>
</tr>
</tbody>
</table>