

How to Report Non-Viable Wasted, Spoiled or Expired Vaccine

Managing your inventory in ALERT IIS is required for all providers who receive state-supplied vaccine, including COVID vaccine. Tracking your inventory in ALERT IIS will automatically report wasted, spoiled and expired vaccine

Non-viable vaccine is any vaccine that cannot be administered to patients:

- **Expired** vaccine is past the expiration date.
- **Spoiled** vaccine was stored incorrectly.
- **Wasted** vaccine is opened and cannot be administered.

For expired vaccine (except Jynneos and punctured multi dose vials)

1. Once vaccine expires, a return label will **automatically** be generated and sent to the organization's mailing address.
2. Move vaccine out of the storage unit and hold while you wait for return label
3. Once you receive label, package and ship
4. Optional after the expiration date: In ALERT IIS, use Manage Transfers to electronically send vaccine to "OIP Expired Vaccine Returns". This removes from your inventory list.
Note: If done before expiration date, return labels will **NOT** be generated.

For spoiled vaccine (except Jynneos and punctured multi dose vials)

1. Adjust inventory and use appropriate reason. A return label will **automatically** be generated and sent to the organization's mailing address.
 - a. "Spoilage by Provider"
 - b. "Lost or damaged in transit to Provider"
 - c. "Failure to store properly upon receipt by Provider"
 - d. "Refrigeration failure reported by Provider"
2. Move vaccine out of the storage unit and hold while you wait for return label
3. Once you receive label, package and ship

For wasted vaccine

1. Adjust inventory and use "Other – not usable, Reported by Provider"
2. Dispose in your sharps container or in the way that it is approved by your organization

For Jynneos and punctured multi dose vials

1. Expires or manually adjusted as appropriate (spoiled or wasted)
2. Dispose in your sharps container or in the way that it is approved by your organization

Tipsheets

[How to Manually Adjust Inventory \(PDF\)](#)

[Interpreting the Options: Modify Quantity Screen \(PDF\)](#)

[How to Transfer Vaccine \(PDF\)](#)