



# How do I document wasted vaccine?

# Things You Should Know

Wastage of any state supplied vaccine must be documented in CT WiZ.

Wastage includes:


- A broken vial/syringe
- A partial vial of vaccine
- A vaccine that was drawn but never administered

Wasted vaccine does not need to be returned to the manufacturer and can be disposed of properly.

If your vaccine has expired, or is no longer viable due to a temperature excursion, please complete a vaccine return for all unopened, full vaccines to be returned to the manufacturer. Do not complete an adjustment for these doses.

# Adjust Vaccine - Wastage

Vaccine  Funding Source

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="button" value="Clear"/>
7500 REFRIGERATOR 1 (AGGREGATE REPORTER)	HEP A, PEDIADOL, 2D (HAVRIX (0.5 ML X 10 SYR))	SKB	58160-0825-52	BZJH7	11/18/2025	BLENDED PUBLIC CVP	1			<input type="button" value="Action"/>
7500 REFRIGERATOR 1 (AGGREGATE REPORTER)	HIB (PRP-T) (ACTHIB (5 PACK - 1 DOSE VIAL))	PMC	49281-0545-03	U029145	03/29/2024	BLENDED PUBLIC CVP	50			<ul style="list-style-type: none"><li>EDIT</li><li><b>ADJUSTMENT</b></li><li>TRANSFER</li><li>INQUIRY</li><li>TRANSACTIONS</li></ul>

Showing 1 to 2 of 2 entries

Click on the **Action** button for the wasted vaccine.  
Then click on **Adjustment**.

# Information on Wastage

Vaccine Inventory Adjustment Cancel Create

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**Add**

1

Date/Time	08/08/2018	12:00 AM	(HH:MM A/P)
Inventory Location	REFRIGERATOR		
Vaccine   Mfg   NDC	HEP B, PED/ADOL   MSD   00006-4981-00		
Lot Number	1223		
Expiration Date	07/31/2019		
Funding Source	VFC		
Doses On-Hand	30		
Reason	VTRCKS - BROKEN VIAL/SYRINGE <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>		
Modification	SUBTRACT <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>		
Doses Adjusted	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">4</span>	1	
Container Id			
Comments	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">5</span>	FUSSY PATIENT	



Clear

1. Enter the **Date** and **Time** of the wastage.
2. Select the **Reason** for the wastage from the dropdown.
3. Under **Modification**, select subtract. *Note, certain adjustment reasons will automatically select the modification.*
4. Enter the number of doses wasted under **Doses Adjusted**.
5. Enter a **Comment** describing why the vaccine was wasted
6. When finished, click **Create**.

This removes the vaccine from your on-hand inventory.

*All vaccine adjustments are reviewed by DPH Vaccine Coordinator*

# How to get help

- Click on the  located at the top of the page to get a description of whichever screen you are on.
- Some pages have a  link. Click on this to see short "How To" videos. These appear on a separate page so you can play videos while navigating through CT WiZ.
- Visit the CT WiZ training page [here](#). The training page has numerous documents and step by step videos to help you.
- Still can't find an answer to your question? After you exhausted all of the above options, submit a help desk ticket to get the quickest answer. You may do so by clicking [here](#).

