## WASHINGTON STATE · OFFICE OF IMMUNIZATION Adult and Childhood Vaccine Programs



Adult Vaccine Program: waadultvaccines@doh.wa.gov Childhood Vaccine Program: wachildhoodvaccines@doh.wa.gov | (360) 236-2829

### Running the Vaccine Lots to Expire Report

This guide covers how to run the Vaccine Lots to Expire report in the Washington State Immunization Information System (IIS) and how providers enrolled in the Childhood Vaccine Program and/or Adult Vaccine Program can utilize this report to manage their vaccine inventory.

### How Do I Run the Vaccine Lots to Expire Report?

The Vaccine Lots to Expire Report can be utilized by clinics to manage inventory and identify soon-to-expire vaccine.

- 1. Log into the IIS and click on Reports in the left-hand menu:
  - a. Click on **Report Module** in drop down menu
  - b. Click on Vaccine Lots to Expire under the Vaccinations header
- 2. Select the report parameters:
  - a. Select **# of Days to Expire** (we recommended 90 days)
  - b. Select facility\*
  - c. Select PUB for funding type
  - d. Use radial options for how you want your report viewed by
  - e. Select Create Report in bottom right corner
  - f. Your view should look like the image below

\*If you are an organization client user, you may have the ability to filter by specific facilities in your organization\*



Daily Inventory Report Reminder/Recall Success

Facility Display Name:		
Vaccine Lots to Expire Report	90	
	30	
District/Region	select V PUB V	
View By		
County/Parish		
○ Facility		
		Back Reser Create Report

3. Select Create Report

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#### How to Review Your Report

Vaccine Lots to Expire Report												
Report Criteria:							Report Date	December	10, 2024			
Organization: Facility: DN:												
District/Region: Funding Type:	All PUB											
Summary of Voccine Lots that expire on or bef 03/10/2025												
District/Region	Organization	Facility	Lot Number		Manufacturer	Expires	inding Type	Available	Total			
UNDEFINED UNDEFINED UNDEFINED			X002626 2YS34 W1A191M	HPV9 Hep A, ped/adol, 2 dose IPV	MERCK GLAXOSMITHKLINE SANOELPASTEUR	02/12/2025 03/02/2025 02/16/2025	PUB PUB PUB	10 10 12	30 10 20			
UNDEFINED			A146A1	Td (adult), 2 Lf tetanus toxoid, preservative free, adsorbed	MASSACHUSETTS BIOLOGICAL LA	02/10/2025	PUB	0	3			

- 1. Review and verify your Vaccine Lots to Expire Report
  - a. Ensure organization, facility, and PIN are correct
  - b. Ensure funding type is **PUB**
  - c. If doses available are at 0, please <u>inactivate these lot numbers</u> in your reconciliation page
- 2. Take note of 90-day expiration date and expiration date per vaccine (highlighted in red above)
- 3. Review your options to manage your vaccine inventory using the <u>Reducing Vaccine Waste</u> <u>Toolkit</u> before letting vaccine go to waste
  - a. Rotate stock, use vaccine closest to expiration first
  - b. Advertise your soon-to-expire vaccine in the IIS for transfer
  - c. Reach out to other <u>CVP providers in your area</u>
  - d. Remind patients who may be due or past due for vaccination
  - e. Use the downloadable <u>ROQ calculator</u> and <u>guide</u> to know when/how much vaccine to order next