



CVP TRAINING SERIES

Office of Immunization
Childhood Vaccine Program
May 29, 2025

Presenter



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Childhood Vaccine Program

Topics Covered



CVP WASTE
DATA



TOOLS FOR
REDUCING
VACCINE WASTE

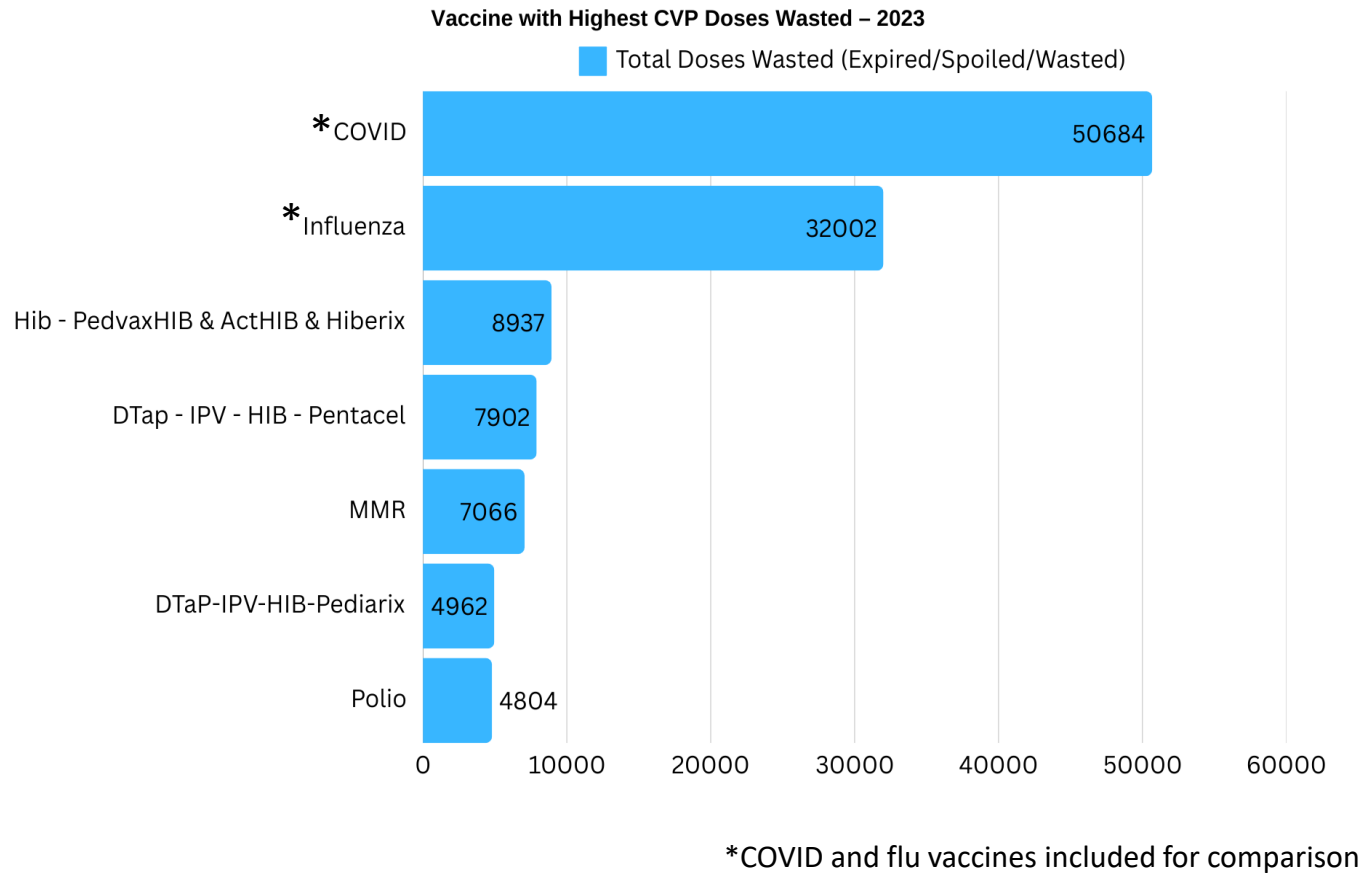


ORDERING TO
PREVENT
WASTE

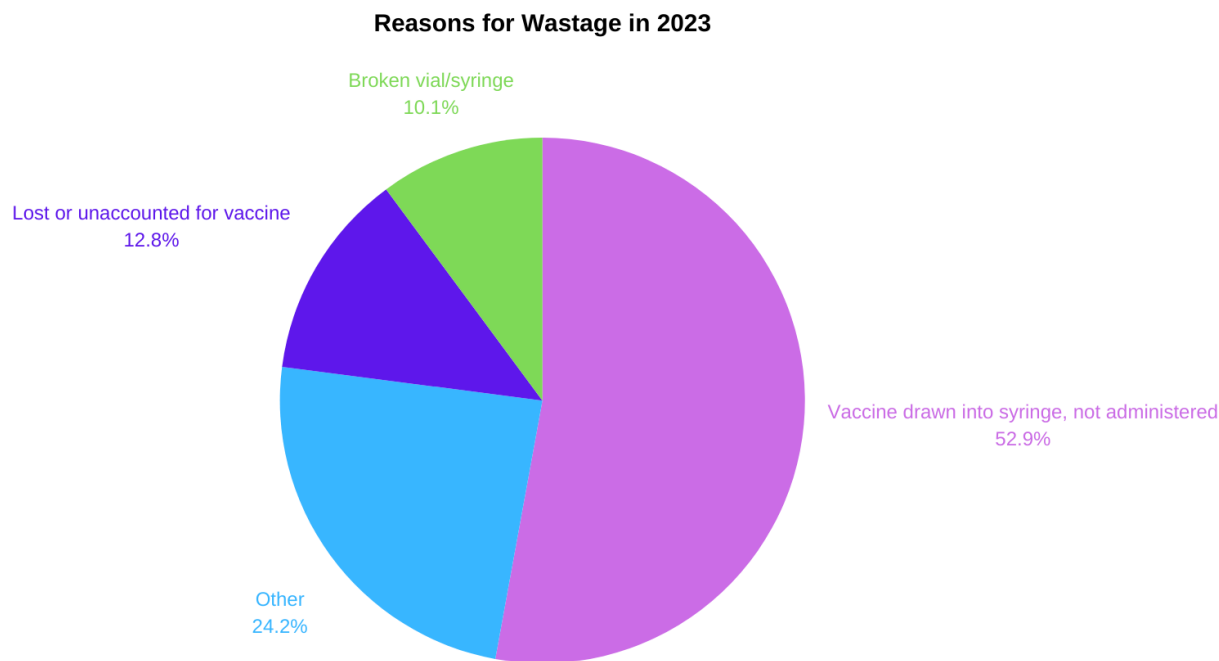
CVP Waste Data



Vaccine with Highest CVP Doses Wasted in 2023

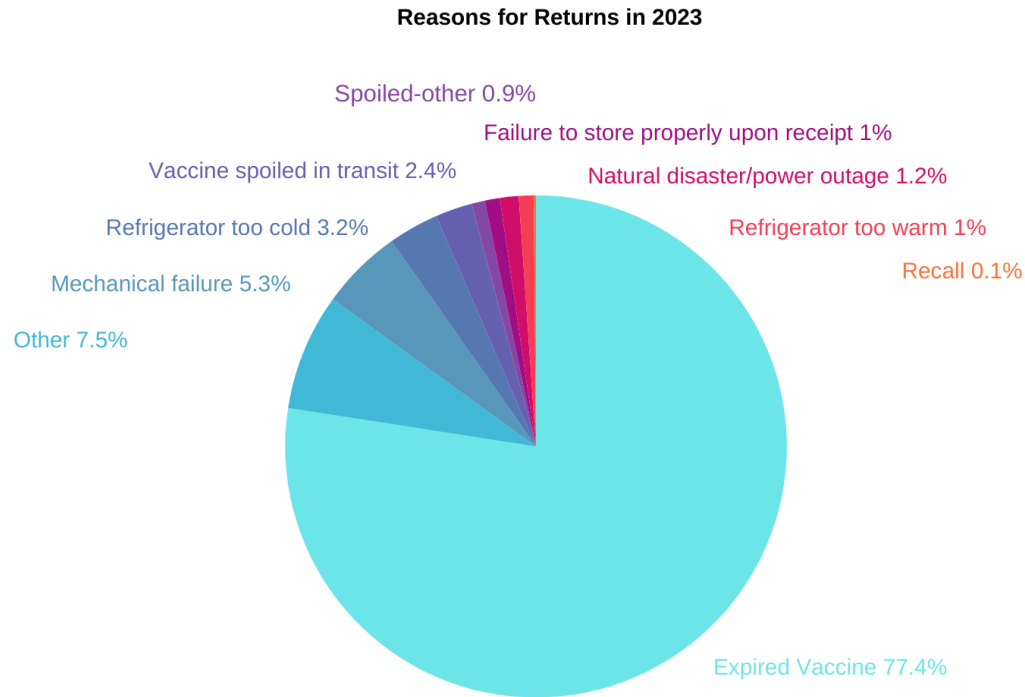


Reasons for Wastage in 2023 – 14,743 total doses



CVP Vaccine Waste 2023		
Reason	Doses	Cost
Vaccine drawn into syringe but not administered	7,795	\$745,120
Broken vial/syringe	1,496	\$126,970
Other	3,564	\$106,004
Lost or unaccounted for vaccine	1,888	\$192,578
Total	14,743	\$1,170,672

Reasons for Returns in 2023 – 49,158 total doses



CVP Vaccine Returns 2023		
Reason	Doses	Cost
Expired vaccine	38,072	\$2,105,613
Spoiled—Other	420	\$39,620
Refrigerator too cold	1,595	\$115,974
Refrigerator too warm	469	\$32,783
Mechanical failure	2,588	\$275,723
Natural disaster/Power outage	595	\$47,902
Failure to store properly upon receipt	475	\$64,898
Recall	71	\$9,840
Vaccine spoiled in transit (Freeze/Warm)	1,173	\$117,478
Other (includes Exp. BUD)	3,700	\$327,248
Total	49,158	\$3,137,079

KNOWLEDGE CHECK #1



Tools for Reducing Vaccine Waste



Reducing Vaccine Waste Toolkit

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

Reducing Vaccine Waste Toolkit

This toolkit covers best practices for managing your clinic's inventory on soon-to-expire vaccine in hopes of reducing vaccine waste within the Childhood Vaccine Program and/or Adult Vaccine Program. Each of these options have corresponding features within the Washington State Immunization Information System (IIS) to help providers navigate reducing vaccine waste.

Rotate Stock:

As stated in the [Vaccine Management Plan](#), it is important to check vaccine expiration dates and rotate vaccine inventory based on expiration dates weekly. By having vaccine with the shortest expiration date up front, shorter-dated vaccine will be used first.

Use Patient Recall Tool in the IIS:

The [Reminder/Recall tool](#) within the IIS can be used to help identify patients who are due or overdue for vaccine. Contact these patients and schedule appointments to utilize the soon-to-expire vaccine. This can help keep your patients up-to-date with recommended vaccines and may increase your clinic or organization's immunization rates.

Running the Vaccine Lots to Expire Report:

The [Vaccine Lots to Expire Report](#) allows you to view lots of vaccine in your inventory that are set to expire in the specified number of days. This is an easy way to view soon-to-expire vaccine in your inventory and to plan in advance using the options listed below to eliminate vaccine waste. The Vaccine Lots to Expire report should be ran monthly to catch soon-to-expire vaccine in your inventory.

This report also highlights vaccine lots in the IIS based on how close they are to expiration.

Advertise Soon-to-Expire Vaccine in the IIS:

The [Vaccine Advertisement](#) function in the IIS allows you to advertise and transfer short-dated vaccine to and from providers. It is another way to locate doses your facility is in need of or has a surplus of vaccine.

Utilizing the Provider Map:

The [Provider Map](#) can be used to identify providers whom you can contact to send or receive short-dated vaccine. The [Vaccine Online Transfer Guide](#) can be found here.

Utilize the Recommended Order Quantity (ROQ) Calculator Before Orders:

The [Recommended Order Quantity \(ROQ\)](#) is the recommended amount of vaccine you should order based on your current inventory and regular usage. Ensure you are updating your accountability/inventory in the IIS monthly. The [downloadable ROQ calculator](#) with instructions can be found using this link.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov. **DOH 348-1076, January 2025**

Rotate Vaccine Stock

- Always check vaccine expiration dates
- Vaccine stock should be rotated **weekly** based on expiration date
 - Vaccine with the shortest expiration date = up front
 - Vaccine with the longest expiration date = in back
- Vaccine with the shortest expiration date will be used first if inventory is correctly rotated

Run the Reminder/ Recall Report in the IIS



Reminder/Recall in the IIS

Why Should I Use Reminder/Recall?

Reminder/Recall helps identify patients who are due or overdue for vaccines. Using Reminder/Recall helps keep your patients up-to-date with recommended vaccines and can help increase your clinic or organization's immunization rates.

What Do I Need to Get Started?

You need the **Run Reminder/Recall** permission on your Immunization Information System (IIS) user account. You may also want the **Manage Reminder/Recall** permission for more advanced options, like saving templates and managing patient cohorts. Reminder/Recall will not show up in your left navigation menu if you do not have one of these permissions.

Contact your IIS System Administrator to add reminder/recall permissions to your account. If you are unsure whether your organization or clinic has a system administrator, contact the Help Desk at 1-800-325-5599 or WAIIISHelpDesk@doh.wa.gov to find out.

Reminder/Recall is a Three Step Process:

Step One: Set up Reminder/Recall Criteria

Step Two: Preview and Edit Patient List

Step Three: Choose Reminder/Recall Output(s)

Step One: Set up Reminder/Recall Criteria

1. Click the **Reminder/Recall** option under the **Reminder/Recall** heading in your left menu.



2. When the Reminder/Recall screen opens, choose the **"For all patients you own"** radio button. Pharmacies or other organizations that do not own patients should choose **"For all patients you have seen at your facility"** option.

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Run the Vaccine Lots to Expire Report

Running the Vaccine Lots to Expire Report

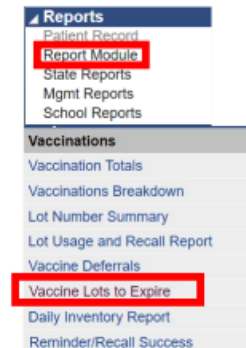
This guide covers how to run the Vaccine Lots to Expire report in the Washington State Immunization Information System (IIS) and how providers enrolled in the Childhood Vaccine Program and/or Adult Vaccine Program can utilize this report to manage their vaccine inventory.

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



Facility Display Name:

Vaccine Lots to Expire Report

of Days to Expire: 90

Facility:

Funding Type:

View By:

☒ District/Region
☐ County/Parish
☐ ZIP Code
☐ Facility

Back Reset **Create Report**

3. Select **Create Report**

Advertise Soon-to- Expire Vaccine in the IIS



Washington State Immunization Information System Quick Reference Guide

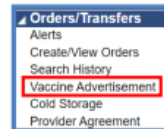


How to Search for and Advertise Vaccines for Transfer

The Vaccine Advertisement function allows you to transfer vaccines to and from other providers. This is a simple and easy way to send and receive vaccines when your facility is either in need of or has a surplus of vaccines or immunization products.

How can I find additional vaccine or immunization products?

You can look for clinic advertisements through the **Vaccine Advertisement** screen within the Immunization Information System (IIS). Your facility must have a PIN and you will need the necessary IIS user permissions to access this function.



1. Click on **Orders/Transfers** heading in the left menu of the IIS. Then click **Vaccine Advertisement** to open the **Vaccine Advertisement** screen.
2. The first page that comes up will default to 'View All Vaccines Advertisements' option.

Vaccine	Lot #	Exp Date	Qty Available	Date Advertised	VFC Pin	Comments	Contact Name	Phone Number	Phone Ext	Email	City	Zip
COVID-19, mRNA, LNP, S, PF, 100 mcg/0.5 mL dose	40L1020	06/30/2021	50	06/10/2021	193189		ABIGAIL DEMING	(360)238-5555		ABIGAIL.DEMING@DOH.WA.GOV	OLYMPIA	98506

3. To request advertised vaccines, contact the provider listed and ask them to initiate a vaccine transfer request in the IIS.

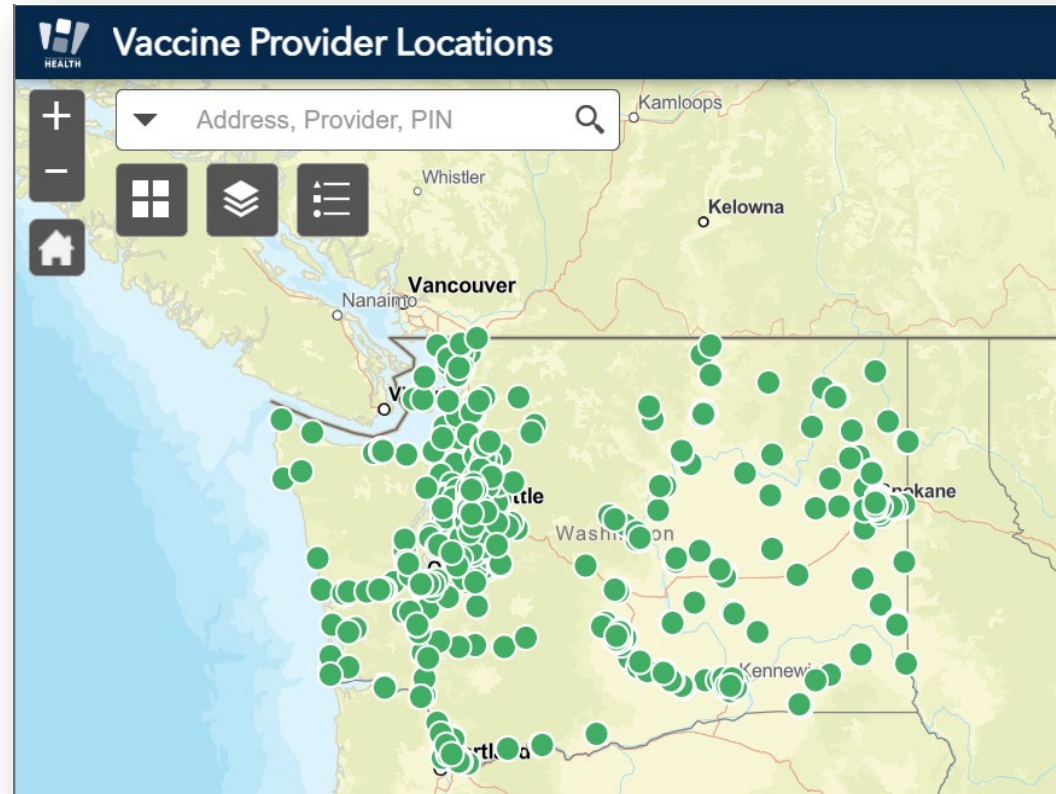


Tip: You can sort the columns by clicking the up/down arrows

Submitting a Vaccine Transfer in the IIS

- Click [here](#) for detailed instructions on how to submit a vaccine transfer in the IIS through the **Create/View Orders** screen.
- Vaccine transfers must be approved by DOH before you can physically move the product.
 - Click [here](#) to review the **Transfer and Redistribution Checklist**
- Click [here](#) to review the vaccine transfer FAQ guide

Utilize the Provider Map



KNOWLEDGE CHECK #2



Ordering to Prevent Waste



Ordering Schedules

- **Economic Order Quantity (EOQ)** = a provider's assigned ordering schedule
 - All providers are on a monthly ordering schedule (although you are not required to order monthly)
 - All providers have a designated timing (1st or 2nd half of the month)

EOQ =

Order Date:	10/27/2023	Order Status:	In Progress
Submitter:	CHEYENNE FONTAINE (CFONTAINE)		
Comments:	<input type="text"/>		
Inventory Last Submitted:	10/11/2023		
Vaccine Administered Report Last Submitted:	12/31/2020		
Please Submit your Monthly Vaccine Administered Report before reconciling your vaccines.			
Last Order Submitted: 10/16/2023 04:46:32 PM			
Order Set:	--select--		
Inventory Transaction Report	Lot Number Summary	Edit Temperature	Doses Administered Report
Order Frequency:	Monthly	Order Timing:	16th to End of Month
Order Schedule:			

Recommended Order Quantity

- **Recommended Order Quantity (ROQ)** = An equation to provide an order quantity that is recommended to place within the ordering schedule for the clinic.
 - ROQ factors in a 30-day safety stock to help ensure a facility does not run out of vaccine.

The Importance of ROQ (Order Quantity)

- **ROQ** works with your ordering schedule to ensure your facility has enough vaccine to carry you to your next ordering time.
- The **ROQ** tool was created to help manage the quantity of vaccines to order during your ordering window while ensuring a safety stock.

How to Manually Calculate Your Order Quantity

- Take a look at our [Economic Order Quantity \(EOQ\)/Recommended Order Quantity \(ROQ\) Guide](#) located on the Vaccine Ordering webpage.

Start with	<div>Order frequency + 1 month safety stock = Order frequency and safety stock total</div>						
Finish with	<div>Order frequency and safety stock total × Doses used last month − Current physical inventory = ROQ (rounded up to next package size)</div>						
If you order every month, multiply doses used last month by 2		If you order every 2 months, multiply doses used last month by 3		If you order every 3 months, multiply doses used last month by 4		If you order every 6 months, multiply doses used last month by 7	

How to Manually Calculate Your Order Quantity

Example: Calculating ROQ for a provider ordering every month

Order Frequency: Monthly Order Timing: 16th to End of Month
Order Schedule: **= EOQ**

Vaccine	Vaccine Name	Funding Source	Doses Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity
HIB (PRP-OMP)	PedvaxHIB	SPLIT	30 X 2 = 60 -	104 = -44 →	0	0 ✓
HPV9	Gardasil 9 -syringe	SPLIT	75 X 2 = 150 -	122 = 28 →	30	20 !
IPV	IPOL	SPLIT	15 X 2 = 30 -	24 = 6 →	10	10 ✓
Meningococcal (MCV4)	MenQuadfi	SPLIT	48 X 2 = 96 -	139 = -43 →	0	20 !

Always round UP to next package size

Order based on need. Add a comment if an order is above ROQ

Use the ROQ Calculator Before Placing Orders

AutoSave Off 348-208-ROQCalculator (37).xlsx Category 1 • Saved to this PC

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

Default Keep Exit New Options Sheet View

Normal Page Break Preview Page Layout Custom Views Workbook Views

Navigation Ruler Gridlines Formula Bar Focus Cell

L37

WASHINGTON STATE
Childhood Vaccine Program
Office of Immunization | (360) 236-2829 | doh.wa.gov/cvp | wachildhoodvaccines@doh.wa.gov

Washington State Department of HEALTH

Calculating Vaccine Order Quantities for the Childhood Vaccine Program

Instructions:

- Download this Excel file to your computer.
- Place all Childhood Vaccine Program orders through the Immunization Information System.
- Calculate your vaccine order by selecting your ordering frequency and enter in the doses used last month and physical inventory
- Recommended Order Quantities are NOT provider specific and do not factor in seasonality or any other reason for increase need
- You may need to adjust the quantity your facility will order from the listed recommended quantity to meet your clinic's specific needs
- PPSV, and TD can be ordered in single dose quantities.

Select Ordering Frequency

Monthly

Vaccine	Doses Used Last Month	Physical Inventory	Recommended Order Quantity	Quantity your facility will order
DTaP			0	
DTaP-Hep B-IPV			0	
DTaP-IPV-Hib			0	
DTaP-IPV-Hib-Hep B			0	
DTaP-IPV			0	
Hepatitis A			0	
Hepatitis B			0	
Hib			0	
HPV			0	
IPV			0	
MCV			0	
MENB			0	
MMR			0	
PCV			0	
Rotavirus			0	
Tdap			0	
Varicella			0	
MMRV			0	
RSV 0.5mL			0	
RSV 1.0mL			0	

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Placing an Order Outside Your ROQ

Include a comment when an order is greater than what is recommended, for example:

- Clinic events
- Back to school demand
- Increased demand
- Scheduled appointments

Order Details									
Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments	
DTaP	DAPTACEL	SPLIT	5	10	60	<input type="checkbox"/>	--select--	✓	Clinic

Maintain a 30-day safety stock in case of emergencies or delays in vaccine deliveries

Avoid stockpiling or creating a build-up of excess vaccine inventory

Ordering Tips

You can always place orders outside of your assigned order schedule

Adjust your ROQ if you're frequently running low on vaccine between orders

KNOWLEDGE CHECK #3



Tools and Resources

- [Childhood Vaccine Program](#)
- [Childhood Vaccine Program Training](#)
- [Vaccine Management Plan](#)
- [Reducing Vaccine Waste Toolkit](#)
- [Reminder/Recall in the IIS](#)
- [Vaccine Lots to Expire Report](#)
- [How to Search for and Advertise Vaccines for Transfer](#)
- [Provider Map](#)
- [Vaccine Online Transfer Guide](#)
- [Packing Vaccines for Transport \(CDC\)](#)
- [Recommended Order Quantity Guide](#)
- [Downloadable ROQ calculator](#)
- [Vaccine Order Schedule Information: EOQ and ROQ](#)
- [ROQ Guidelines](#)

Questions?



Childhood Vaccine Program Main Contact Information

WAChildhoodVaccines@doh.wa.gov

Phone: (360)236-2829

Fax: (360)236-3811



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