

Quick Reference Guide: Inactivating and Reactivating Vaccine Inventory

Last Revised: 01/2024

This guide outlines the process to inactivate and reactivate vaccines in Wyoming Immunization Registry (WyIR) Inventory.

Inactivating Vaccines

To inactive a vaccine in WyIR inventory, follow the steps below.

- Log in to the WyIR
- Go to Lot Numbers under the Main menu
 - Select "Reconciliation"
- Click on the "Inactive" box to the right of the appropriate vaccine that needs to be inactivated (multiple vaccines can be selected at a time)
 - It is best practice to only inactivate lot numbers with zero (0) doses on hand
- Once vaccine(s) are selected click "Save"

| Vaccine | Lot Number | Exp Date | Quantity | Physical | Adjustment | Category | Reason | | Funding | Inactiv | Add |
|--|------------|-------------|----------|-----------|------------|-------------------------|-----------------------|---|---------|---------|-----|
| | | | on Hand | Inventory | (+/.) | | | | Source | | Row |
| LNP-S, bivalent, PF, 10 mop/0.2 m done (Pfrat) | TESTING456 | 11/30/2023 | 99 | | 0.00 | No Category Required 🕶 | No Reason Required | ~ | PUB | | ٠ |
| er COVID-19, mRN/ LNP-S, bivalent, PF, 3 mcp/0.2 mi | TESTING123 | 11/30/2023 | 100 | | 0.00 | No Category Requirec 🕶 | No Reason Required | * | PUB | | • |
| DTaP (Infantis) | X0942 | 08/22/2022 | 0 | | 0.00 | No Category Required V | No Reason Required | ~ | PUB | | • |
| DTaP, 5 pertussis | C5980AB | 04/06/2024 | 5 | | 0.00 | No Category Required V | No Reason Required | ~ | PRVT | 0 | - |
| DTaP,IPV,Hb,Hep | B U7124AA | 07/13/2024 | 10 | — | 0.00 | No Category Required | No Reason Required | ~ | PUB | 0 | Ē |
| (Vaxelis) pard DTaP-step B-#V | 49777 | 09/05/2022 | | | 0.00 | -No Category Required w | "No Reason Required.» | | PUB | | H |
| (Pediatix) DTaP-Hep B-/PV | 10193 | 04/00/2022 | | | 0.00 | No Cologon Remined as | No Resear Reprint | | 000 | - | H |
| (Pediarix) DTaP-IPV | ingra | www.ww.cues | , v | | 0.00 | | No Reason Required | ÷ | PUB | - | - |
| (Quadracel or Kintx) | 23704 | 01/17/2023 | 0 | | 0.00 | No Category Requirec 🗸 | No Reason Required | * | PUB | | • |
| Hep A, pediadol, dose (Vagla or Havris) | 7HJ74 | 08/21/2022 | 0 | | 0.00 | No Category Required 🗸 | No Reason Required | * | PUB | | • |
| Hep B, adolescer or pediatric (Recombinant HB) | 7574E | 12/29/2022 | 0 | | 0.00 | No Category Requirec 🕶 | No Reason Required | * | PUB | | ٠ |
| Hit (PRP-OMP) | T030709 | 04/14/2023 | 0 | | 0.00 | No Category Requirec 🗸 | No Reason Required | ¥ | PUB | | • |
| fers HPV9 (Gardasil 9 | T026167 | 12/04/2022 | 0 | | 0.00 | No Category Requirec 🗸 | No Reason Required | ~ | PUB | | • |
| influenza, injectable, quadrivalent | W0001234 | 06/30/2024 | 10 | | 0.00 | No Category Requirec 🗸 | No Reason Required | ~ | PRVT | | • |
| eports Preumococcal conjugate f (Prevna) VAR | VAX - SDV | 03/31/2023 | 0 | | 0.00 | No Category Requirec 🗸 | No Reason Required | ~ | PUB | | • |
| Tdap (Adacel or Boostrix) | CM7KN | 01/29/2023 | 0 | | 0.00 | No Category Required 🗸 | No Reason Required | ~ | PUB | | • |
| varicella (Variva) | T041505 | 12/09/2022 | 0 | | 0.00 | No Category Requirec v | No Reason Required | ~ | PUB | | |

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Wyoming Department of Health Immunization Unit (307) 777-7952 <u>www.immunizewyoming.com</u> • A message will populate that says "Your changes have been saved successfully, but no information has been submitted to the state. If you would like to submit your inventory for review, please select "Submit."

| ▲ Main Home Logout Select Application | Your chan submit you | ges were sa ur inventory | aved succ / for revie | essfully w, pleas | , but no i se select | nformation "Submit. | n has been submitted t | to the state. If you would like to | | | |
|--|---|--------------------------------|--------------------------|----------------------|-------------------------|------------------------|------------------------|------------------------------------|------------------------|---------|------------|
| Select Organization | Reconcile Invente | огу | | | | | | | | , L | |
| Select Pin | Vaccine | Lot Number | Exp Date | Quantity on Hand | Physical Inventory | Adjustment (+/-) | Category | Reason | Funding Source | nactive | Add Row |
| Document Center Help Dashboard | COVID-19, mRNA, LNP-S, bivalent, PF, 10 mcg/0.2 mL dose (Pfizer) | TESTING456 | 11/30/2023 | 99 | | 0.00 | No Category Required 🗸 | No Reason Required |) PUB | | + |
| Favorites Patient Waitlist | COVID-19, mRNA, LNP-S, bivalent, PF, 3 mcg/0.2 mL dose | TESTING123 | 11/30/2023 | 100 | | 0.00 | No Category Required 🗸 | No Reason Required |) PUB | | + |
| Vaccinations | DTaP, 5 pertussis antigens (Daptacel) | C5980AB | 04/06/2024 | 5 | | 0.00 | No Category Required 🗸 | No Reason Required 🗸 | PRVT | | + |
| Exec. Dashboard Organization | DTaP,IPV,Hib,HepB (Vaxelis) | U7124AA | 07/13/2024 | 10 | | 0.00 | No Category Required 🗸 | No Reason Required | PUB | | + |
| Facilities Physicians & Vaccinators | influenza, injectable, quadrivalent | W0001234 | 06/30/2024 | 10 | | 0.00 | No Category Required 🗸 | No Reason Required | PRVT | | + |
| Lot Numbers Reconciliation Aggregate Vaccine Counts Search/Add Search Results Detail Correct Decrementing Scan Sheet | Legend Public Lots Private Lots Expired Va Expires in 3 | s ccines 30 days or less | 08/11/2022 | | | | | S | Print Re bmit Month | iset S | Save |

• After the selected vaccine(s) are inactivated, they will no longer show up on the "Reconcile Inventory" page.

Reactivating Vaccines

It is rare that a vaccine will need to be **Reactivated** but if it needs to be, please follow the steps below.

- Go to Lot Numbers under the Main menu
 - Select "Search/Add"
 - In the **Inactive** drop down, drop down menu, select "Inactive" Note, you can select any
 - parameters that you need
- Click on "Search"
- Click on the vaccine that needs to be reactivated
- Click "Edit" in bottom right corner
- Deselect the **Inactive** box

| Home | | | | | Bar | code Scanner: NOT I | READY (click here) |
|----------------------|------------------|------------------------|------------------|----------------------------------|------------------|---------------------|--|
| Logout | Lot Number Mai | ntenance | | | | | |
| Select Application | Search/Add Lot N | umber - Search Require | ed Before Adding | | | | |
| Select Organization | Vaccine | select | | | × | | |
| Select Facility | Manufacturer | select | | | ~ | | |
| Select Pin | Lot Number | | | | - | | |
| Document Center | Contraineer | | 74710411007 | | | | |
| Help | Facility. | IMMUNI | ZATION UNIT | | _ | | |
| Dashboard | Inactive | Inactive | | | | | |
| Message | Inactive Reason: | All | | | | | |
| Favorites | | Active | | | _ | | Clear Search |
| Patient | | Inactive | | | | | |
| Waitlist | Search Results | | | | | | |
| Vaccinations | Show 25 v entrie | s | | | | Search: | |
| Serology | Facility | Manufacturer ¢ | Lot Number | Vaccine | Funding Source ¢ | Exp. Date • | Inactive ¢ |
| Exec. Dashboard | | GLAYOSMITHKUN | | | | | |
| Ornanization | | E | 345678 | | PUB | 06/6/2014 | Y |
| Eacilities | | | | | | | |
| Physicians & | | GLAXOSMITHKLIN | TEST123 | Hep A-Hep B | PUB | 01/1/2015 | Y |
| Vaccinators | | | | | | | |
| L of Numbers | - | GLAXOSMITHKLIN | ×0040 | 07+0 | 000 | 00/22/2022 | ~ |
| Reconcilation | | E | X0942 | Diar | FUD | 00/22/2022 | , |
| Appregate Vaccine | | OLAYOSMITHNI | | | | | |
| Counts | | F | 4L9E4 | DTaP | PUB | | Y |
| Search/Add | | | | | | | |
| Search Results | | 1111000511 | | COVID-19 vaccine, | DU D | | |
| Detail | | JANSSEN | 1808978 | Vector-nr, rS-Ad26, RE-0.6 ml | PUB | | Y |
| Correct Decrementing | | | | PP, 0.0 mc | | | |
| Scan Sheet | | | | COVID-19 vaccine, | | | |
| Orders/Transfers | | | | vector-nr, rS-Ad26, | PUB | | Y |
| Reports | | | | PF, 0.5 mL | | | |
| Settings | | | | COVID-19 vaccine, | | | |
| Reminder/Recall | | JANSSEN | 203A21A | vector-nr, rS-Ad26, | PUB | 09/19/2021 | Y |
| DTT | | | | PF, 0.5 mL | | | |
| Scheduled Reports | | | | COVID-19 vaccine | | | |
| Job Queue | | JANSSEN | 043A21A | vector-nr, rS-Ad26, | PUB | 09/19/2021 | Y |
| Change Password | | | | PF, 0.5 mL | | | |
| Administration | | | | COVID-19 varcine | | | |
| Campalane | | | 1805018 | | PUB | 05/25/2021 | Y |
| Campaigns | | JOHNSON | | PF, 0.5 mL | | | |
| Answers | | | | in the second second | | | |
| | | MEDIMMUNE, INC. | TEST1234 | intranasal | PUB | 12/31/2014 | Y |
| | | | | 0100011050 | | | |
| | | MERCK | J003805 | 205ter live | PRVT | 02/1/2014 | Y |
| | | | | COVID-19 mRNA | | | |
| | | | | LNP-S, PF, 100 | | | |
| | | MODERNA US,INC. | 027A21A | mcg/0.5mL dose or | PUB | 08/22/2021 | Y |
| | | | | 50 mco/0 25ml | | | and the second |





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- Click "Save"
- Go back to Lot Numbers
 - Click "Reconciliation" (Vaccine should be reactivated)

| Lot Number Maintenance I | DataB |
|----------------------------|-------------------------------------|
| Lot Number Maintenance | |
| Manufacturer: | GLAXOSMITHKLINE |
| Vaccine: | DTaP |
| Lot Number Code: | 180093 |
| Lot Number: | XG942 |
| Facility: | IMMUNIZATION UNIT |
| Doses Used: | 0 |
| Doses Wasted and Returned: | 0 |
| Doses Wasted and Disposed: | 0 |
| Doses Available: | 0 |
| Doses Total: | 0 |
| Expiration Date: | 08/22/2022 |
| Funding Source | PUB |
| Product: | INFANRIX - PFS |
| Vaccine Settings Mapping: | Mapped |
| NDC Number: | (58160-0810-52) |
| Inactive: | Y |
| Inactive Reason: | |
| | |
| | Back Edit |
| | View Lot Log |
| | |
| | Generate Bar Code Add To Scan Sheet |
| | |

| Manufacturer: | | GLAXOSMITHKLINE-S | KB | ~ | |
|----------------------------|---------------------------------------|----------------------|--------------------------------|---|------------------|
| Vaccine: | | DTaP | | ~ | |
| Lot Number Code: | | 180093 | | | |
| Lot Number:: | | XG942 | | | |
| Facility: | | IMMUNIZATION UNIT | | ~ | |
| Doses Used: | | 0 | | | |
| Doses Wasted and Returned: | | 0 | | | |
| Doses Wasted and Disposed | | 0 | | | |
| Doses Available: | | 0 | | | |
| Doses Total: | | 0 Use the buttons be | low to adjust the total doses. | | |
| Expiration Date: | | 08/22/2022 | | | |
| Funding Source | | PUB | | ~ | |
| Product: | | INFANRIX - PFS | | ~ | |
| Vaccine Settings Mapping: | | Mapped | Map Vaccine Setting | | |
| NDC Number: | | 58160-0810-52 | | ~ | |
| Inactive: | | | | | |
| Inactive Reason: | · · · · · · · · · · · · · · · · · · · | select | | ~ | |
| Doses on Hand Adjustme | ent | | | | |
| Dose Adjustment | Adjustment Date | Adjustment Reas | on | | |
| | | | | | Cancel Reset Sav |
| | | Add Doses(+) | | | Subtract Doses(|

To update a lot number, enter your lot number information above. Complete as many of the fields as possible. Required fields are indicated by red to

Still have questions? Please contact: WyIR Help Desk: 833-231-1451 or <u>wyir.helpdesk@wyo.gov</u>





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