



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 inactivate 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 on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
COVID-19 mRNA, LNP-S, bivalent, PF, 10 mcg/0.2 mL dose (Pfizer)	TESTING454	11/30/2023	99		0.00	--No Category Required	--No Reason Required--	PUB	<input type="checkbox"/>	-
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	<input type="checkbox"/>	-
DTaP (Infans)	X0943	08/22/2024	0		0.00	--No Category Required	--No Reason Required--	PUB	<input checked="" type="checkbox"/>	-
DTaP, 5 pertussis antigens (Daptacel)	C5900AB	04/06/2024	5		0.00	--No Category Required	--No Reason Required--	PRVT	<input type="checkbox"/>	-
DTaP/IPV/Hb, HepB (Varivax)	U7124AA	07/13/2024	10		0.00	--No Category Required	--No Reason Required--	PUB	<input type="checkbox"/>	-
DTaP-Hep B-IPV (Pediaris)	4877T	09/09/2022	0		0.00	--No Category Required	--No Reason Required--	PUB	<input checked="" type="checkbox"/>	-
DTaP-Hep B-IPV (Pediaris)	7P2Y3	04/08/2023	0		0.00	--No Category Required	--No Reason Required--	PUB	<input checked="" type="checkbox"/>	-
DTaP-IPV (Quadracel or Kinrix)	237C4	01/17/2023	0		0.00	--No Category Required	--No Reason Required--	PUB	<input checked="" type="checkbox"/>	-
Hep A, pediatric, 2 dose (Vagta or Havrix)	7HU74	08/21/2022	0		0.00	--No Category Required	--No Reason Required--	PUB	<input checked="" type="checkbox"/>	-
Hep B, adolescent or pediatric (Recombivax HB or Engerix-B)	7574E	12/29/2022	0		0.00	--No Category Required	--No Reason Required--	PUB	<input checked="" type="checkbox"/>	-
Hep (IPV) -CMV (PedvaxHIB)	7036709	04/14/2023	0		0.00	--No Category Required	--No Reason Required--	PUB	<input checked="" type="checkbox"/>	-
HPV9 (Gardasil 9)	7025167	12/04/2022	0		0.00	--No Category Required	--No Reason Required--	PUB	<input checked="" type="checkbox"/>	-
influenza, injectable, quadrivalent	W0001234	06/30/2024	10		0.00	--No Category Required	--No Reason Required--	PRVT	<input type="checkbox"/>	-
Pneumococcal conjugate (Prevnar) VARIVAX - SDV		03/31/2023	0		0.00	--No Category Required	--No Reason Required--	PUB	<input checked="" type="checkbox"/>	-
Tdap (Adacel or Boostrix)	CM7KH	01/29/2023	0		0.00	--No Category Required	--No Reason Required--	PUB	<input checked="" type="checkbox"/>	-
vaccines (Varivax)	7041595	12/09/2022	0		0.00	--No Category Required	--No Reason Required--	PUB	<input checked="" type="checkbox"/>	-

Inventory Last Submitted: 08/11/2022

Print | Reset | Save | Submit Monthly Inventory



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- 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.”

Reconcile Inventory

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
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	<input type="checkbox"/>	+
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	<input type="checkbox"/>	+
DTaP, 5 pertussis antigens (Daptacel)	C5980AB	04/06/2024	5		0.00	--No Category Required	--No Reason Required--	PRVT	<input type="checkbox"/>	+
DTaP/IPV,Hib,HepB (Vaxelis)	U7124AA	07/13/2024	10		0.00	--No Category Required	--No Reason Required--	PUB	<input type="checkbox"/>	+
influenza, injectable, quadrivalent	W0001234	06/30/2024	10		0.00	--No Category Required	--No Reason Required--	PRVT	<input type="checkbox"/>	+

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Legend: Public Lots (Grey), Private Lots (White), Expired Vaccines (Red), Expires in 30 days or less (Yellow)

Buttons: Print, Reset, Save, Submit Monthly Inventory

- 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

Lot Number Maintenance - Search Required Before Adding

Search/Add Lot Number - Search Required Before Adding

Vaccine: --select--
 Manufacturer: --select--
 Lot Number:
 Facility:
 Inactive: IMMUNIZATION UNIT
 Inactive Reason: All, Inactive, Active, Inactive

Buttons: Search, Clear

Search Results

Facility	Manufacturer	Lot Number	Vaccine	Funding Source	Exp. Date	Inactive
	GLAXOSMITHKLINE	345678	DTaP	PUB	06/6/2014	Y
	GLAXOSMITHKLINE	TEST123	Hep A-Hep B	PUB	01/1/2015	Y
	GLAXOSMITHKLINE	X0942	DTaP	PUB	08/22/2022	Y
	GLAXOSMITHKLINE	4L8E4	DTaP	PUB	02/7/2023	Y
	JANSSEN	1806978	COVID-19 vaccine, vector- nr. (S-A235, PF, 0.5 mL)	PUB	07/28/2021	Y
	JANSSEN	1806980	COVID-19 vaccine, vector- nr. (S-A235, PF, 0.5 mL)	PUB	09/18/2021	Y
	JANSSEN	203A21A	COVID-19 vaccine, vector- nr. (S-A235, PF, 0.5 mL)	PUB	09/19/2021	Y
	JANSSEN	043A21A	COVID-19 vaccine, vector- nr. (S-A235, PF, 0.5 mL)	PUB	09/19/2021	Y
	JOHNSON AND JOHNSON	1806018	COVID-19 vaccine, vector- nr. (S-A235, PF, 0.5 mL)	PUB	05/25/2021	Y
	MEDIMUNE, INC	TEST1234	influenza, live, intranasal	PUB	12/31/2014	Y
	MERCK	J003005	zoster live	PRVT	02/1/2014	Y
	MODERNA US, INC	027A21A	COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5mL, dose of 0.5 mL each 0.5mL	PUB	08/22/2021	Y



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

Lot Number Maintenance [Detail]	
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 View Offsite Log
Generate Bar Code Add To Scan Sheet

Lot Number Maintenance [Update]	
Manufacturer:	GLAXOSMITHKLINE-SKB
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 below 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:	<input checked="" type="checkbox"/>
Inactive Reason:	--select--

Doses on Hand Adjustment

Dose Adjustment	Adjustment Date	Adjustment Reason
Cancel Reset Save 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** text.

Still have questions? Please contact:
 WYIR Help Desk: 833-231-1451 or wyr.helpdesk@wyo.gov



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