WyIR Inventory Reconciliation

How to reconcile public vaccine inventory in the Wyoming Immunization Registry

ADMINISTERED

Explanation	Category	Reason	Example from the WyIR
DO NOT USE: All vaccine doses should be accounted for either through a recorded administered vaccine entry to the WyIR or through one of the appropriate, relevant and acceptable Categories below.	Administered	Administered but not linked to a vaccine (DO NOT USE)	**DO NOT USE**
DO NOT USE: All vaccine doses should be accounted for either through a recorded administered vaccine entry to the WyIR or through one of the appropriate, relevant and acceptable Categories below.	Administered	System non-user aggregate reporting only (DO NOT USE)	**DO NOT USE**

EXPIRED

Explanation	Category	Reason	Example from the WyIR — Category	Example from the WyIR — Reason
Use to **REMOVE** doses when vaccine has exceeded its labeled (or federally declared [COVID-19] extension) expiration date.	Expired	Expired	Expired	Expired
Use to **REMOVE** doses when open multi-dose vials (Ex. polio(IPV) and COVID-19) have additional product remaining after puncture and the expiration date has been met.	Expired	Expired Open Multi-dose Vials	Expired	Expired Opened Multi-dose Vials

RECALL (Use Only as Directed by the Immunization Unit)

Explanation	Category	Reason	Example from the WyIR — Category	Example from the WyIR — Reason
Use only if instructed to do so from the Immunization Unit.	Recall	Vaccine Recall	Recall	Vaccine recall

SPOILED (Use Only as Directed by the Immunization Unit)

Explanation	Category	Reason	Example from the WyIR — Category	Example from the WyIR — Reason
DO NOT USE: Vaccine doses that arrive from an order shipment as non-viable need to be REJECTED from the vaccine order page in the WyIR. Vaccines should not be accepted into the WyIR from an order if there was an issue with cold chain during shipment.	Spoiled	Cold-chain not maintained during shipment	**DO NOT USE**	
Use to **REMOVE** doses if vaccine is deemed non-viable after it has been received from an order shipment delivery and was stored inappropriately at the facility after acceptance.	Spoiled	Failure to Store Properly Upon Receipt	Spoiled	Failure to Store Properly Upon Receipt
Use to **REMOVE** doses if vaccines are deemed non-viable after a temperature excursion occurs involving a natural disaster or power outage.	Spoiled	Natural Disaster / Power Outage	Spoiled	Natural Disaster / Power Outage
Use to **REMOVE** doses if vaccine is deemed non-viable after it was spoiled in a temperature excursion due to inaccurate storage (Ex. Left at room temperature; Frozen vaccines stored in the refrigerator or vice versa).	Spoiled	Not properly stored	Spoiled	Not properly stored

Explanation	Category	Reason	Example from the WyIR	
Use to **REMOVE** doses if vaccine is deemed non-viable after it was spoiled in a temperature excursion in which a storage unit failed for mechanical reasons (does not include storage unit door left open.)	Spoiled	Refrigerator/Freezer Mechanical Failure	Category: Spoiled	Reason: Refrigerator/Freezer Mechanical Failure
Use to **REMOVE** doses if vaccine is deemed non-viable after it was spoiled in a temperature excursion due to freezer/refrigerator temperatures being too cold.	Spoiled	Refrigerator/Freezer Too Cold	Category: Spoiled	Reason: Refrigerator/Freezer Too Cold
Use to **REMOVE** doses if vaccine is deemed non-viable after it was spoiled in a temperature excursion due to freezer/refrigerator temperatures being too warm.	Spoiled	Refrigerator/Freezer Too Warm	Category: Spoiled	Reason: Refrigerator/Freezer Too Warm
Use to **REMOVE** doses if a vaccine is deemed non-viable after it was spoiled in a temperature excursion during transportation. (Ex: From one provider to another or to and from a clinic.)	Spoiled	Vaccine Spoiled in Transit	Category: Spoiled	Reason: Vaccine Spoiled in Transit

TRANSFER (Removing Doses)

Explanation	Category	Reason	Example from the WyIR	
Use to **REMOVE PUBLIC** doses from inventory that are being used as replacement doses previously borrowed from private supply.	Transfer	Restock Private Inventory from Public	Category: Transfer	Reason: Restock Private Inventory from Public
Use to **REMOVE PRIVATE** doses from inventory that are being used as replacement doses previously borrowed from public supply.	Transfer	Restock Public Inventory from Private	Category: Transfer	Reason: Restock Public Inventory from Private
Use to **REMOVE PRIVATE** doses if returning **PRIVATE** vaccine inventory to vaccine vendors/manufacturers.	Transfer	Return to vendor, non-VFC supplied	Category: Transfer	Reason: Returned to vendor, non-VFC supplied
DO NOT USE: Public Vaccine returns should be submitted and processed in the WyIR using the Order/Transfers functionality.	Transfer	Returned to WyVIP Program	**DO NOT USE**	
DO NOT USE: Public Vaccine returns should be submitted and processed in the WyIR using the Order/Transfers functionality.	Transfer	Returned to depot	**DO NOT USE**	
DO NOT USE: To transfer vaccine to another provider, submit the transfer in the WyIR using the Orders/Transfers functionality. This applies to both **PUBLIC** and **PRIVATE** vaccine managed in the WyIR.	Transfer	Transfer to another provider	**DO NOT USE**	

WASTED

Explanation	Category	Reason	Example from the WyIR	
Use to **REMOVE** doses when vaccine inventory has been physically broken or spilled after a vaccine has been accepted into the facility inventory.	Wasted	Broken/Dropped/Spilled	Category: Wasted	Reason: Broken/Dropped/Spilled
Use to **REMOVE** doses when open multi-dose vials (Ex. polio (IPV) and COVID-19) have additional product remaining after puncture and the viability time-frame has been met.	Wasted	Dose Count Variance Multi-dose Vial	Category: Wasted	Reason: Dose Count Variance Multi-dose Vial
Use to **REMOVE** doses only when vaccine has been drawn up but cannot be administered.	Wasted	Drawn up, not used	Category: Wasted	Reason: Drawn up, not used
Use to **REMOVE** doses only when all other methods and research have been completed to reconcile and vaccine doses cannot be accounted for.	Wasted	Lost and Unaccounted	Category: Wasted	Reason: Lost and Unaccounted

WyIR Inventory Reconciliation Guide

Use to **REMOVE** doses only if a vaccine dose is damaged in transit from one facility to another.	Wasted	Vaccine Damaged in Transit	Category	Reason
			Wasted	Vaccine Damaged in Transit

TRANSFER (Adding Doses)				
Explanation	**Category**	**Reason**	**Example from the WyIR**	
Use to **ADD PUBLIC** doses into inventory that have been borrowed from private vaccine supply.	Transfer	Borrowed from Private Inventory	Category: Transfer	Reason: Borrowed from Private Inventory
Use to **ADD PRIVATE** doses into inventory that have been borrowed from public vaccine supply.	Transfer	Borrowed from Public Inventory	Category: Transfer	Reason: Borrowed from Public Inventory
DO NOT USE: To transfer vaccine to another provider, submit the transfer in the WyIR using the Orders/Transfers functionality.	Transfer	Received from another provider	**DO NOT USE**	

ORDER RECEIVED (Adding Doses)				
Explanation	**Category**	**Reason**	**Example from the WyIR**	
Use to **ADD** doses when COVID-19 multi-dose vials accommodate additional administered doses beyond the labeled amount. (Ex. Moderna COVID-19 booster doses).	Order Received	Dose Count Variance Multi-dose Vial	Category: Order Received	Reason: Dose Count Variance Multi-dose Vial
Use to **ADD PRIVATE** doses into inventory when received directly from a vaccine manufacturer or vendor.	Order Received	Received directly from vendor, not WyVIP supplied	Category: Order Received	Reason: Received directly from vendor, not WyVIP :
DO NOT USE: All **PUBLIC** vaccine doses should be processed through the Order/Transfers page in the WyIR once they arrive at the facility. (This applies to both orders and transfers).	Order Received	Order Received	**DO NOT USE**	
DO NOT USE: All **PUBLIC** vaccine doses should be processed through the Order/Transfers page in the WyIR once they arrive at the facility. (This applies to both orders and transfers).	Order Received	Received from CDC, not WyVIP supplied	**DO NOT USE**	
DO NOT USE: All **PUBLIC** vaccine doses should be processed through the Order/Transfers page in the WyIR once they arrive at the facility. (This applies to both orders and transfers).	Order Received	Received from WyVIP Program	**DO NOT USE**	
DO NOT USE: All **PUBLIC** vaccine doses should be processed through the Order/Transfers page in the WyIR once they arrive at the facility. (This applies to both orders and transfers).	Order Received	Received from depot	**DO NOT USE**	

Updated: 05/20/2022