

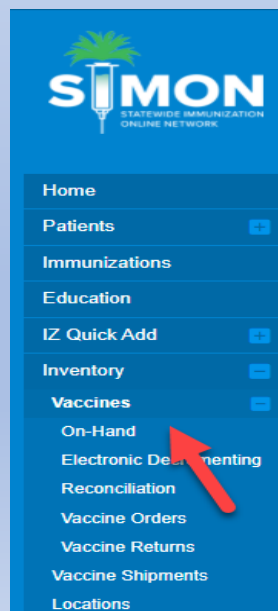
How to find your Depleted/Expired vaccines





Before you start a reconciliation, you should review your Depleted/Expired vaccines

1. From the main menu, select 'Inventory >Vaccines>On Hand'.



2. Change the Status from On Hand to Depleted/Expired

Vaccine Inventory On-Hand [Learn More](#)

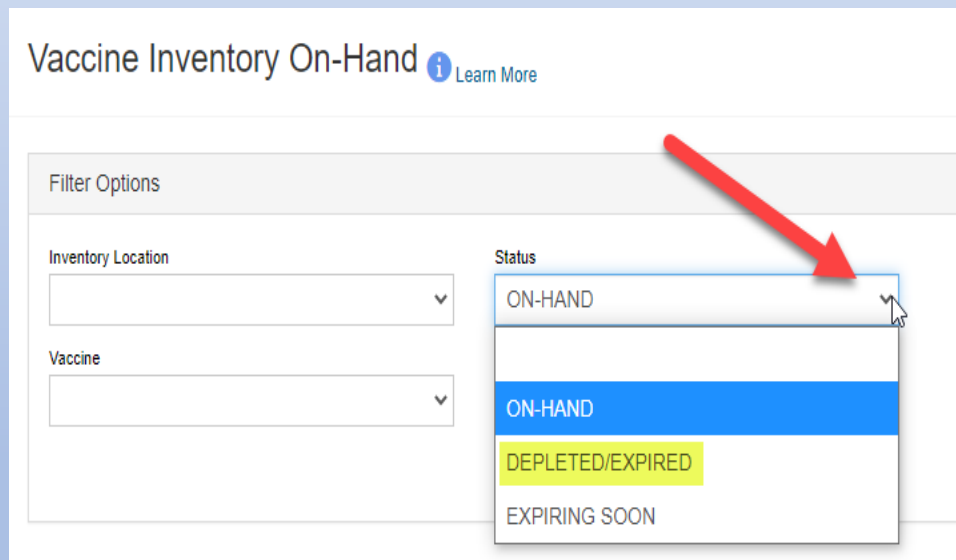
Filter Options

Inventory Location

Vaccine

Status

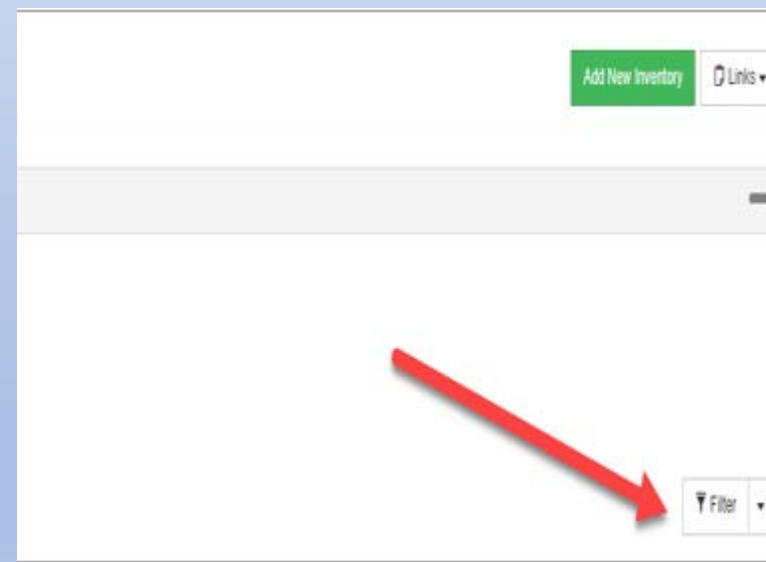
- ON-HAND
- ON-HAND
- DEPLETED/EXPIRED
- EXPIRING SOON



3. Click the filter button

Add New Inventory [Links](#)

Filter



3. Your expired vaccines will show up as “black” numbers in the doses on hand column.

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
[REDACTED]	MENACWY (MENACTRA (0.5 ML X 5 VIALS))	PMC	49281-0589-05	U6559AA	04/01/2021	VFC	1	? Action ▾
[REDACTED]	DTAP-HEPB-IPV (PEDIARIX) (PEDIARIX (0.5 ML X 10 SYR))	SKB	58160-0811-52	K7TF9	05/24/2021	PRIVATE	0	? Action ▾
[REDACTED]	DTAP-HEPB-IPV (PEDIARIX) (PEDIARIX (0.5 ML X 10 SYR))	SKB	58160-0811-52	74FN7	03/01/2021	VFC	2	? Action ▾
[REDACTED]	DTAP (INFANRIX (0.5 ML X 10 SYR))	SKB	58160-0810-52	G5BE3	05/25/2021	VFC	0	? Action ▾
[REDACTED]	DTAP (INFANRIX (0.5 ML X 10 VIALS))	SKB	58160-0810-11	K02AA	02/09/2021	PRIVATE	0	? Action ▾

4. Your VFC and State funded expired vaccines will need to be processed as returns. (see training on Create and Submit a Vaccine Return [on the SIMON website under training resources](#))

5. Privately funded expired vaccines will need to be adjusted off using the adjustment reason Private-Expired

PRIVATE	0	?	Action
VFC	2		EDIT ADJUSTMENT TRANSFER INQUIRY TRANSACTIONS
VFC	0		
VFC	0		

Vaccine Inventory Adjustment ? Cancel Create

Add

Date/Time * 11/22/2021 10:25 AM (HH:MM:AP)

Inventory Location * [REDACTED]

Vaccine | Mfg | NDC * TDAP | SKB | 58160-0842-52

Lot Number * J15.35B

Expiration Date * 09/25/2021

Funding Source * PRIVATE

Doses On-Hand * 0

Reason * [REDACTED]

Modification * [REDACTED]

Doses Adjusted * VTRCKS - BROKEN VIAL/SYRINGE
VTRCKS - VACCINE DRAWN INTO SYRINGE BUT NOT ADMIN
VTRCKS - LOST OR UNACCOUNTED FOR VACCINE
VTRCKS - NON VACCINE PRODUCT (E.G. IG, HBIG, DIL)
VTRCKS - OPEN VIAL BUT ALL DOSES NOT ADMINISTERED
VTRCKS - OTHER - FREEZER TOO COLD/FREEZER TOO WARM
ADD INITIAL INVENTORY
DOSE COUNT VARIANCE MULTI-DOSE VIAL
EXTRA
PRIVATE - BROKE VIAL
PRIVATE - EXPIRED
PRIVATE - MIS HANDLED
PRIVATE - OPTED OUT VACCINATIONS

Clear

6. Once you have entered all required adjustment information identified with the red asterisk *, click the create button at the top of the page.

Vaccine Inventory Adjustment ℹ Cancel Create

Add

Date/Time * 11/22/2021 10:25 AM (HH:MM A/P)

Inventory Location *

Vaccine | Mfg | NDC * TDAP | SKB | 58160-0842-52

Lot Number * H535B

Expiration Date * 09/25/2021

Funding Source * PRIVATE

Doses On-Hand * 0

Reason *

Modification *

Doses Adjusted * VTRCKS - BROKEN VIAL/SYRINGE

Container Id VTRCKS - VACCINE DRAWN INTO SYRINGE BUT NOT ADMIN

Comments VTRCKS - LOST OR UNACCOUNTED FOR VACCINE

Clear

VTRCKS - NON VACCINE PRODUCT (E.G. IG, HBIG, DIL)

VTRCKS - OPEN VIAL BUT ALL DOSES NOT ADMINISTERED

VTRCKS - OTHER - FREEZER TOO COLD/FREEZER TOO WARM

ADD INITIAL INVENTORY

DOSE COUNT VARIANCE MULTI-DOSE VIAL

EXTRA

PRIVATE - BROKE VIAL

PRIVATE - EXPIRED

PRIVATE - MIS-HANDLED

PRIVATE - OPTED OUT VACCINATIONS



Now you are ready to proceed with your Reconciliation and Vaccine ordering.

For additional training resources please check out the SIMON Website at <https://scdhec.gov/simon>