

How to Add Extra Multi-Dose Vial Doses to Inventory
 How to Reconcile Spoiled Vaccine from Inventory
 How to Process a Vaccine Return in



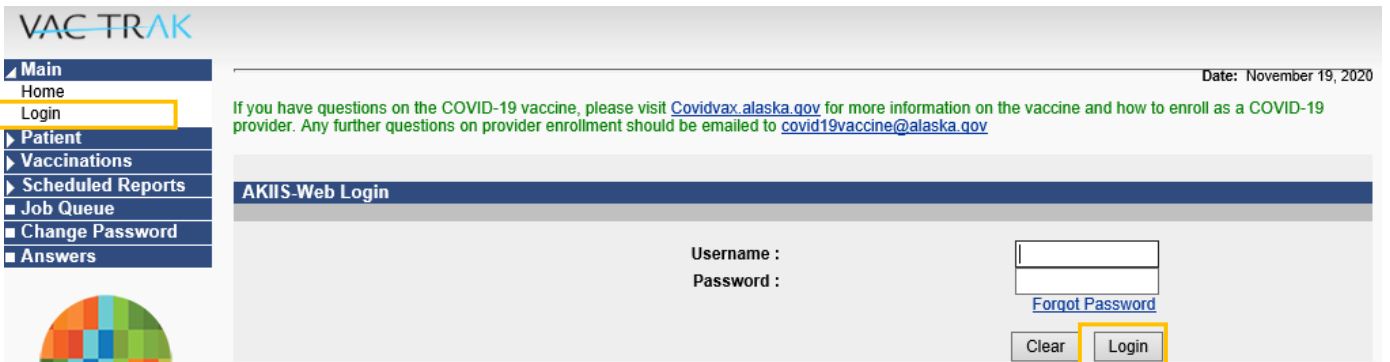
State of Alaska's Immunization Information System

Note: Only Vaccine Coordinators and Backup Vaccine Coordinators can order vaccine and perform inventory management tasks in VacTrAK. To be designated as a VC or BuVC, have your facility administrator fill out the [Request to Add or Modify User Form](#) and submit it to VacTrAK@alaska.gov

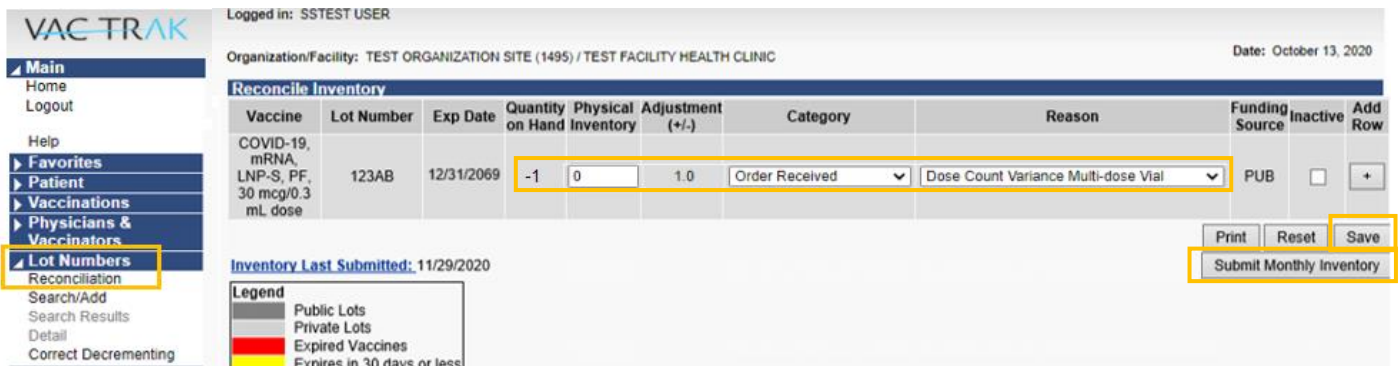
How to Add Extra Multi-Dose Vial Doses to Inventory

(due to the extra 6th and 7th Pfizer doses and 11th Moderna doses pulled from a vial)

- Login to <https://vactrak.alaska.gov>



- Click on **Lot Numbers**
 - Click on **Reconciliation** to view your **Reconcile Inventory** page
 - Type in your current **Physical Inventory** (including the extra doses). The **Adjustment** column will equal the additional doses
 - Click on the drop down arrows to choose the **Order Received Category** and **Dose Count Variance Multi-dose Vial Reason**
 - Click on **Save** if more adjustments are needed. Click on **Submit Monthly Inventory** if finished



How to Reconcile Spoiled Vaccine from Inventory

- **Type** in current **Physical Inventory** (minus the spoiled doses). The **Adjustment** column will equal the spoiled doses
 - Click on the drop down arrows to choose the **Spoiled Category** and the appropriate **Reason**
 - For COVID vaccine temporarily stored at 36-46°F and not administered within the allowed time period (5 days for Pfizer and 30 days for Moderna), choose the **Refrigerator/Freezer Too Warm Reason**
 - Click **Submit Monthly Inventory**

Logged in: SSTEST USER
 Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC
 Date: October 13, 2020

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	123AB	12/31/2069	20	16	-4.0	Spoiled	Refrigerator/Freezer Too Warm	PUB	<input type="checkbox"/>	+

Inventory Last Submitted: 11/29/2020

Print Reset Save
Submit Monthly Inventory

How to Process a Return for Spoiled Vaccine

- Click on **Orders/Transfers**
 - Click on **Create/View Orders**
 - Click on **Vaccine Return**

Logged in: SSTEST USER
 Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC
 Date: October 20, 2020

Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	221432	9999	10/02/2020		Pending State Approval
-->	221472	9999	11/19/2020	11/19/2020	Shipped

Select	Order Number	PIN	Submit Date	Backorder Date

Select	Order Number	PIN	Submit Date	Denial Date

Select	Transfer Number	PIN	Submit Date	Sending Organization/Facility	Status

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Status
-->	158301	999997	10/02/2020	SOA EPI DEPOT RETURNS	Approved

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Reject Date	Rejected By	Status

Create Order **Vaccine Return**

- Type in the number of **doses** you are returning
 - Click **Submit and Print Vaccine Return**

Logged in: SSTEST USER
 Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC
 Date: October 20, 2020

Transfer Quantity	Vaccine	Funding Source	Lot Number	Usable Quantity Available	Wasted Quantity	Wastage Cost	Expiration Date	Return Reason	Option
4	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	PUB	123AB	16	4		12/31/2069	Refrigerator/Freezer Too Warm	Remove

Cancel **Submit and Print Vaccine Return**

- **Print** the Vaccine Return page

Vaccine Return								
Transfer Number: 158341 Sending Organization: TEST ORGANIZATION SITE Sending Facility: TEST FACILITY HEALTH CLINIC Receiving Organization: SOA EPI DEPOT RETURNS								
Transfer Quantity	Vaccine	Funding	Lot Number	Usable Quantity Available	Wasted Quantity	Wastage Cost	Expiration Date	Return Reason
4	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	PUB	123AB	16	4		12/31/2069	Refrigerator/Freezer Too Warm

- **Pack** the printed page and vaccine in a box with padding so that the vials don't break in transit. The box does not have to be cold
- **Mail** the box of vaccine to:
Immunization Program
3601 C St. Suite 586
Anchorage, AK 99503