WASHINGTON STATE · OFFICE OF IMMUNIZATION

Adult and Childhood Vaccine Programs

Washington State Department of **HEALTH**

Adult Vaccine Program: waadultvaccines@doh.wa.gov   Childhood Vaccine Program: wachildhoodvaccines@doh.wa.gov | (360) 236-2829

Running the Vaccine Lots to Expire Report

This guide covers how to run the Vaccine Lots to Expire report in the Washington State Immunization Information System (IIS) and how providers enrolled in the Childhood Vaccine Program and/or Adult Vaccine Program can utilize this report to manage their vaccine inventory.
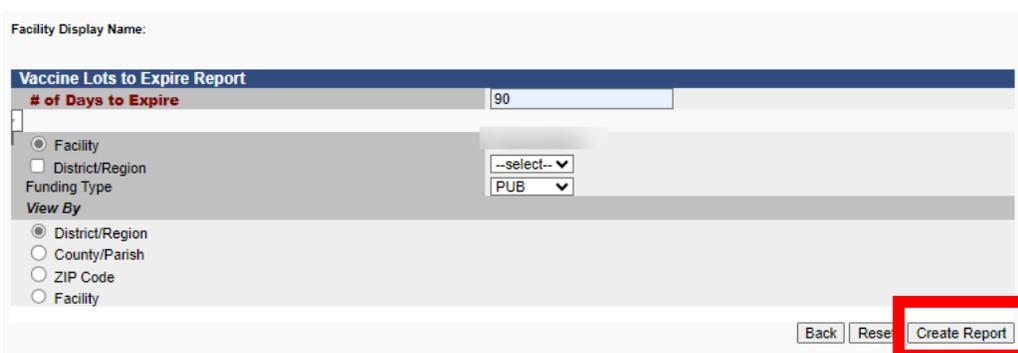
How Do I Run the Vaccine Lots to Expire Report?

The Vaccine Lots to Expire Report can be utilized by clinics to manage inventory and identify soon-to-expire vaccine.

1. Log into the IIS and click on Reports in the left-hand menu:
   a. Click on **Report Module** in drop down menu
   b. Click on **Vaccine Lots to Expire** under the **Vaccinations** header
2. Select the report parameters:
   a. Select **# of Days to Expire** (we recommended 90 days)
   b. Select facility*
   c. Select **PUB** for funding type
   d. Use radial options for how you want your report viewed by
   e. Select **Create Report** in bottom right corner
   f. Your view should look like the image below

If you are an organization client user, you may have the ability to filter by specific facilities in your organization

3. Select **Create Report**

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How to Review Your Report

1. Review and verify your Vaccine Lots to Expire Report
   a. Ensure organization, facility, and PIN are correct
   b. Ensure funding type is **PUB**
   c. If doses available are at 0, please [inactivate these lot numbers](#) in your reconciliation page
2. Take note of 90-day expiration date and expiration date per vaccine (highlighted in red above)
3. Review your options to manage your vaccine inventory using the [Reducing Vaccine Waste Toolkit](#) before letting vaccine go to waste
   a. Rotate stock, use vaccine closest to expiration first
   b. [Advertise](#) your soon-to-expire vaccine in the IIS for transfer
   c. Reach out to other [CVP providers in your area](#)
   d. [Remind](#) patients who may be due or past due for vaccination
   e. Use the downloadable [ROQ calculator](#) and [guide](#) to know when/how much vaccine to order next