It is critical to account for every dose of COVID-19 vaccine. All measures should be taken to prevent and minimize COVID-19 vaccine wastage. However, there may be situations when doses cannot be used and must be accounted for in IRIS inventory. The CDC COVID-19 Vaccination Program Provider Agreement requires providers to report the number of doses wasted, unused, spoiled, or expired to IRIS. Health care providers can use the following instructions to adjust COVID-19 vaccine inventory in IRIS. Contact the IRIS Help Desk at 800-374-3958 with questions regarding vaccine inventory.

1. Select the ‘manage inventory’ link under the Inventory section on the left menu panel.

2. Select the ‘Show Inventory’ button.

3. Search for the appropriate vaccine lot number. After locating the lot number, select the blue trade name link.

4. On the Edit Inventory page, navigate to the Modify Quantity On Hand section.
   a. Select the action of ‘Subtract’.
   b. In the ‘Amount’ field, enter the number of doses being adjusted.
   c. In the Reason dropdown menu, select the adjustment reason code of ‘Open vial but not all doses administered’ or ‘Vaccine drawn into syringe but not administered’. ONLY these reason codes should be used to document COVID-19 vaccine wastage.
   d. Select the ‘Save’ button.
5. The page will update and the message, ‘Inventory was updated successfully’ will display in red at the bottom of the page. The Quantity on Hand will display the updated value.