

How to record Inventory Wasted or Expired

Inventory Update of Wasted and Expired items

Step #	Execution Procedure or Input	Expected Result or Output
1	Hover over Inventory tab and click on Wasted and Expired .	System should show Wasted and Expired Screen
2	Review list of items.	Items on screen should appear for specific program and site.
3	Enter amount in Loss Quantity column. Select a Reason such as: Failure to store properly .	System should show number of Items available and allow you to enter a number in the Loss Quantity column and choose a reason for the loss from the drop down list.
4	In the Explanation of Loss : enter your reason for the loss of the item	System should allow you to enter text in the box next to the Explanation of Loss.
5	In the Steps to Prevent Future Losses : enter what your site will do to prevent future losses of this item	System should allow you to enter text in the box next to the Steps to Prevent Future Losses.
6	Check one or more of the Check all that apply checkboxes.	System should allow you to choose more than one checkbox. Note checkbox(is) chosen:
7	Below the check boxes, there should be a drop down arrow showing two choices. Choose: I have notified the appropriate staff of this loss .	System should allow you choose "I have notified the appropriate staff of this loss".
8	Enter your first initial, last name, and date of the test in the Approved By text box.	System should allow you to enter information in the 'Approved By' text box.
9	Click Save .	System should refresh the screen and return the Wasted or Expired confirmation page. System should update/reduce inventory.
10	Review contents of the Wasted or Expired report/confirmation screen.	System should show in the far left hand side of the screen: Main Report :
11	Click Printer icon located below the Welcome tab on the Wasted or Expired report screen.	System refreshes screen and returns a Print Setup dialog box.
12	Click Print button at bottom of the Print Setup screen.	System should return a quick popup message box stating: Printing :
13	Hover over Inventory tab and click on C-33 Inventory Reconciliation .	System should refresh the screen

Step #	Execution Procedure or Input	Expected Result or Output
14	Review the Expired or Wasted Doses column contents.	System should show the total Expired or Wasted Amounts for each Item recorded in previous steps of this test under the appropriate Item and lot.

Wasted and Expired Screen

3. Check any applicable boxes for the training that was conducted in order to prevent further loss. At least one check box must be checked.
4. Enter your name and click Save.
5. If you are using the form as a packing slip, please mark through any items that you are *not* shipping back in that package.

Note: Because every item is now recorded, there may be cases that do not require extensive explanation and additional training (e.g. damaged vial, broken needle, etc.).

Item ID	Item Description	Lot	Expiration	UOM	Quantity	Units Wasted or Expired	Reason
00000010131TB	SYRINGE 27GX1/2 100	G192A	9/30/2017	Box	49	0	** Please Select **
00008411701TB	TRECTOR TAB 250MG 100	448476	3/31/2014	Tab	1000	0	** Please Select **
00009513502TB	ZYVOX TAB 600MG 20	c121657	9/30/2015	Tab	1	0	** Please Select **
00009513502TB	ZYVOX TAB 600MG 20	DHDGHHJ	12/31/2020	Tab	347	0	** Please Select **
00013530117TB	MYCOBUTIN CAP 150MG 100	T894D	8/31/2015	Cap	1200	0	** Please Select **
00085173301TB	AVELOX TAB 400MG 30	5402HWG	2/28/2015	Tab	269	0	** Please Select **
54879000201TB	ETHAMBUTOL TAB 400MG 100	11111	8/5/2017	TAB	9	0	** Please Select **
55111012701TB	CIPROFLOXACIN TAB 500MG 100	J98728	6/14/2014	Tab	670	0	** Please Select **
61748001205TB	PYRAZINAMIDE TAB 500MG 500	WWWW	6/13/2015	Tab	1	0	** Please Select **
61748001401TB	ETHAMBUTOL TAB 400MG 100	L83983	7/20/2015	Tab	353	0	** Please Select **
61748001410TB	ETHAMBUTOL TAB 400MG 1000	ZZZZZ	6/18/2015	Tab	60	0	** Please Select **
68850000401TB	ETHAMBUTOL TAB 100MG 100	AAAAA	6/11/2018	TAB	68	0	** Please Select **

Explanation Of Loss

Prevent Future Losses

Check All That Apply

- Trained Staff to rotate stock so the earliest to expire is used first
- Trained staff to notify Zoonosis Control Branch and Pharmacy 90 days before expiration so product may be distributed to another site
- Trained staff to take immediate action to correct out-of-range temperatures and to contact DSHS Pharmacy about viability of product
- Due to oversupply of product and decreased patient demand, product could not be used prior to expiration date at this location or other DSHS site.
- See explanation in the "Prevent Future Losses" box.

Approved By: _____ Save

Wasted Expired Drop Down Reasons

Item Number	Item Description	Lot1	Expiration1	UOM1	Quantity on hand	Unused Amount	Reason	Cost each
13533061802Z00	HYPERRAB IMMUN SERUM GLOBULIN 2ML	aaa	5/30/2014	Vial	94	<input type="text" value="0"/>	** Please Select **	3.00
49281019020Z00	IMOGAM IMMUNE SERUM GLOBULIN 300 IU 2ML	nnnn	3/21/2014	Vial	24	<input type="text" value="0"/>	** Please Select **	100.00
49281025051Z00	IMOVAX RABIES VACCINE 1ML	ccc	3/1/2014	Vial	49	<input type="text" value="0"/>	Damaged seal, particulate, etc Expired	50.00
63851050101Z00	RABAVERT RABIES VACCINE 1ML	rrr	4/5/2013	Vial	1	<input type="text" value="0"/>	Failure to store properly Item's integrity compromised (vial broken, container seal compromised, etc.) Mechanical Failure Natural disaster/power outage Parent/Patient Refused after opening Reconstituted Product Prematurely Spoiled in transit from the supplier Storage temperature too cold Storage temperature too warm Theft This is a test	1110.00
Explanation Of Loss								