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|  | <b>Name of Activity:</b> Management of mRNA COVID-19 Vaccines to Minimize Wastage   |   |
|   | <b>Role Performing Activity:</b> Saskatchewan Health Authority, Athabasca Health Authority, Northern Intertribal Health Authority, Indigenous Services Canada, Ministry of Health |   |
| <b>WORK STANDARD</b>  | <b>Location:</b> COVID-19 Immunization Manual   | <b>Department:</b> Population Health Branch   |
|   | <b>Document Owner:</b> Vaccine Management Team  | <b>Region/Organization where this Work Standard originated:</b> Ministry of Health Population Health Branch |
|   | <b>Date Prepared:</b> 2021-01-18  | <b>Last Revision:</b> 2025-09-18  |

**Work Standard Summary:** This work standard outlines measures to minimize vaccine wastage and the process for reporting COVID-19 vaccine wastage due to vaccine being expired, not administered or defective.

| Essential Tasks: |   |
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| 1.               | Immunization Teams should have a clear plan to manage unallocated vaccine at the end of a clinic each time that vaccine is transported off site for immunization delivery.  |
| 2.               | Transport <b>unused/unopened vials</b> and/or <b>open/punctured vials (if permitted)</b> , to the vaccine storage facility as per guidelines below:<br><br><b>All mRNA COVID-19 Vaccines</b> <ul style="list-style-type: none"> <li>• Open vials may be transported as outlined in the following work standards located in the Ministry of Health’s <a href="#">COVID-19 Immunization Manual</a>:               <ul style="list-style-type: none"> <li>○ <a href="#">WS-Transportation-of-Moderna-COVID-19-Vaccine-in-a-Frozen-and-Thawed-State.pdf</a></li> <li>○ <a href="#">WS-Transportation-of-Pfizer-Comirnatry-COVID-19-Vaccine-in-Ultra-Frozen-and-Thawed-State.pdf</a></li> </ul> </li> </ul>  |
| 3.               | <b>To reduce unpunctured vial wastage:</b> <ul style="list-style-type: none"> <li>• Where there are freezers available, store multidose vials of Pfizer Comirnaty® between -90 °C to -60°C and Moderna Spikevax™ between -50°C to -15 °C for as long as possible and move to the fridge based on booked appointments.</li> <li>• SHA, ISC and NITHA immunization coordinators or designates will:               <ul style="list-style-type: none"> <li>○ Actively monitor each site’s inventory of frozen and refrigerated vials (including expiry dates).</li> <li>○ Facilitate re-distribution of surplus vaccine supply within their networks and communities before ordering from RRPL.</li> </ul> </li> <li>• Sites that order vaccine from RRPL and do not have a freezer should only order enough vaccine to meet expected demand between their routine deliveries (based on booked appointments and most recent trends for walk-in appointments).</li> <li>• <b>To reduce open vial wastage</b>, utilize doses from vials that have already been punctured within a clinic site whenever possible.</li> </ul> |

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| 4. | <p><b>If there is vaccine available at the end of a clinic</b>, the following steps support decisions regarding vaccine management and allocation:</p> <ul style="list-style-type: none"> <li>• Teams pull forward people already booked into the clinic, as available.</li> <li>• If option (a) is exhausted, contact eligible recipients from the standby list created by the local schedulers (if applicable).</li> <li>• On site immunization teams may immunize their peers (the immunization team members), if eligible.</li> </ul>  |
| 5. | <ul style="list-style-type: none"> <li>• If vaccine is unable to be used following the guidelines above, complete a Product Wastage Report Form available at the Ministry of Health’s <a href="#">COVID-19 Immunization Manual</a>.</li> <li>• Follow the process below in steps 6 to 7.</li> </ul>  |
| 6. | <p><b>Wastage definitions:</b></p> <ul style="list-style-type: none"> <li>• <b>Not Administered:</b> product has been stored in a refrigerator or at room temperature and the duration allowed within the vaccine-specific storage condition has passed or unused doses in syringe or vial due to length of time product can be stored once punctured/diluted has passed. (Examples: un-punctured Pfizer vial stored in fridge for longer than 10 weeks)</li> <li>• <b>Expired:</b> the expiry date printed on product label or as indicated by the manufacturer has passed and product is closed in the original package (ensure “closed” is checked off on form) or opened/punctured (ensure “open” is checked off on form).</li> <li>• <b>Defective or Damaged:</b> Issue with product integrity or function such as leakage from needle hub, label is missing or is illegible, or product appears to contain foreign particulate matter that will not dissolve or is discoloured.</li> </ul> |
| 7. | <p><b>Complete the Product Wastage Report Form</b></p> <ul style="list-style-type: none"> <li>• The Product Wastage Report form is available at the Ministry of Health’s <a href="#">COVID-19 Immunization Manual</a>.</li> <li>• Indicate only one reason for wastage. See definitions above.</li> <li>• <b>NOTE</b> for Moderna Spikevax™ multidose vials, reflect wastage quantity based on 5 doses per vial.</li> <li>• Products involved in cold chain breaks <b>are not</b> included on the Vaccine Wastage Report Form.</li> <li>• For COVID-19 Vaccines submit the report immediately to the Ministry of Health by faxing to 306-787-3237.</li> </ul>  |
| 8. | <p><b>For a defective or damaged product</b></p> <ul style="list-style-type: none"> <li>• Complete the Publicly Funded Vaccine Problem Report available at the Ministry of Health’s <a href="#">COVID-19 Immunization Manual</a> and fax to the Ministry of Health at 306-787-3237.</li> </ul>   |