

	Name of Activity: Completion of COVID-19 Vaccine Wastage Report Form		
	Role Performing Activity: Saskatchewan Health Authority, Athabasca Health Authority, Northern Intertribal Health Authority, First Nations and Inuit Health Branch Staff Ministry of Health		
<h1>WORK STANDARD</h1>	Location:		Department: Population Health Branch
	Document Owner: Vaccine Management Team		Region/Organization where this Work Standard originated: Ministry of Health Population Health Branch
	Date Prepared: 2021-01-18	Last Revision:	Date Approved:

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

Essential Tasks:	
1.	<p>Definition of Wastage:</p> <p>Expired and Opened: expiry date on product has passed and product is in opened/punctured vials/ampoules/syringes/packages and marked with date it was opened/punctured.</p> <p>Expired and Unopened: expiry date on product has passed and the product is in the original unopened/unpunctured vials/ampoules/syringes/packages.</p> <p>Dose not Administered: dose was prepared in syringe but not administered (regardless of reason) or unused doses in vial due to length of time product can be stored once punctured has passed. (Example: Pfizer-BioNTech diluted at room temperature for more than 6 hours).</p> <p>Defective or Damaged: 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.</p>
2.	<p>Complete the Product Wastage Report Form</p> <ol style="list-style-type: none"> 1. The Product Wastage Report form is available in the Saskatchewan Immunization Manual Chapter 9 at Saskatchewan Immunization Manual/Chapter 9 2. Indicate only one reason for wastage. See definitions above. 3. Products involved in cold chain breaks are not included on the Vaccine Wastage Report Form. 4. For COVID-19 Vaccines submit the report immediately to the Ministry of Health by faxing to 306-787-3237.
3.	<p>For a defective or damaged product</p> <ul style="list-style-type: none"> • Complete the Publicly Funded Vaccine Problem Report available in the Saskatchewan Immunization Manual Chapter 9 at Saskatchewan Immunization Manual/Chapter 9 and fax to the Ministry of Health at 306-787-3237.