

How to Avoid Vaccine Wastage at Vaccination Events

Before the Event

1. Order enough doses for all appointment slots, assuming everyone will show up for the event. Do not register for the event until the order is made and the number of doses is confirmed to avoid over-booking of an event if a full order requested is not approved. **NOTE: Doses for MONG mass vaccine events are allocated by the state. Communicate with the state RIT coordination team regarding possible over- or under-allocation of doses as soon as possible before the event to determine how to adjust as appropriate.**
2. When ordering vaccine for smaller events, consider ordering vaccine that comes in smaller tray sizes and/or smaller dose vials. Four doses left from a 5-dose vial is easier to manage than 9 doses left from a 10-dose vial. Here is a comparison of the current COVID-19 vaccine tray sizes and doses:

Vaccine	Minimum Ordering Quantity	Number of Doses per Vial
Pfizer	1170 doses (195 vials per tray)	6 doses
Moderna	100 doses (10 vials per tray)	10 doses
Johnson & Johnson (J&J)	100 doses (10 vials x 2 cartons)	5 doses

3. If the vaccine will be provided at an offsite event, verify that there is a cold chain plan for safely transporting vaccine to the site, storing the vaccine at the site, and potentially transporting the vaccine back to the storage site and/or a redistribution partner site if there are extra, unopened vials. **NOTE: For MONG mass vaccination events, coordinate with the state RIT coordination team on necessary redistributions of doses from these events.** For guidance on the safe transport of vaccine refer to page 21 in CDC's [Vaccine Storage and Handling Toolkit](#).
4. Look at data from previous events to estimate the number of no-shows. Have a waitlist of people with AT LEAST the number of anticipated no-shows who are eligible to receive the vaccine but are not registered for the event. They should be available to come to the event within 30 minutes of being notified that a dose is available for them.
5. Plan for a worst-case scenario for vaccine storage and/or redistribution in case the event needs to be cancelled after your vaccine has been delivered. In order for one COVID-19 vaccine provider to redistribute vaccine to another provider, both must be approved COVID-19 vaccinators, and a [Vaccine Redistribution Agreement](#) must be in place, and a [COVID-19 Vaccine Redistribution Form](#) must be completed.

During the Event

1. Identify one or more "Vaccine Champions" who are responsible for monitoring vaccine temperatures and preventing vaccine wastage. Everyone who handles vaccine should be reminded of the following:
 - Only thaw the amount of vaccine needed. Thawed vaccine cannot be refrozen!

- Vaccine may be thawed in a refrigerator (between 2°C and 8°C or 36°F and 46°F) or at room temperature (between 15°C and 25°C or 59°F and 77°F).
 - Refrigerator: 25 to 195 vials may take 2 to 3 hours to thaw in the refrigerator. Fewer number of vials will take less time.
 - Room temperature: Thawing will take between 30 minutes and 2 hours.
- When you open and puncture a vial, write the date and time on the vial.

Vaccine	Intact vials may be stored ...	If cap is removed and stopper punctured, vaccine must be ...
Pfizer	At room temperature for 2 hours before mixing with diluent	Used within 6 hours after mixing
Moderna	At room temperature for up to 12 hours	Used within 6 hours
Johnson & Johnson (J&J)	In a refrigerator until its expiration date	Refrigerated and used within 6 hours or (NOT recommended) Stored at room temperature for 2 hours*

* If you do not reach the 2-hour time limit at room temperature, you may transfer the punctured vial to a refrigerated storage unit for the remaining time, up to 6 hours total storage time (time vial was held at room temperature plus time vial held in refrigerator). However, it is **STRONGLY** recommended that vaccine be stored in a refrigerated vaccine cooler instead of being stored at room temperature for any period of time.

2. Only prepare vaccines when you are ready to use them. If possible, keep track of who registered for the event versus who presents. This will require communication between event greeters/screeners and the lead vaccinator.
3. Do not pre-draw more vaccine than there are people immediately available to be vaccinated (1 to 2 vials at a time).
4. If a vaccine dose is within 1 hour of expiration and there are no scheduled appointments, contact the people on the event wait list that can arrive within 30 minutes. If no waitlist individuals can be identified, administer the vaccine to eligible event staff or unregistered people who may have gathered at the event in hopes of leftover vaccine. If no eligible recipients are available (i.e., people on the waiting list developed before the event), administer to other individuals interested in receiving the vaccine regardless of phase eligibility.
5. Be sure that all used and partially used vaccine vials are disposed of in an approved sharps container.

After the Event

Return all unopened vials to the designated storage facility or redistribute to a facility with which the event sponsor has an agreement. **NOTE: For MONG mass vaccination events, proposed redistributions of left over vaccine from an event need to be coordinated with the RIT, and state RIT coordination team as necessary, to assure doses are used primarily for the MONG mass vaccination events within the region allocated.**

IMPORTANT: The individual transporting vaccine back to a storage location or to a redistribution site must be trained in cold chain management and must understand what to do in the event of an emergency.

If absolutely necessary, a partially used vial may be transported to or from an off-site/satellite facility operated by the same provider, as long as the cold chain is properly maintained. However, a partially used vial cannot be transferred from one provider to another or across state lines. Also, vaccine drawn up in syringes may not be transported.