

COVID-19 Vaccine End of Day Report

This form is intended to be a tool to communicate COVID-19 vaccine inventory, usage, extra doses, and wastage from your facility to Halton Region Public Health. On days vaccines are used (or wasted), complete this form and email to COVIDVaccine@halton.ca. Please put 'EOD: Vaccine Inventory - Facility Name' in the subject line.

Date:

Facility Name:

Contact Name:

Contact Phone Number:

Vaccine:

Number of Vials on Hand at Start of Day:

Number of Vials on Hand at End of Day:

Dose Administration

Please record how many full doses and how many half doses were administered by your facility in the table below. Note that any doses drawn in excess of the vial must be documented below as extra doses.

Type of Dose	Lot Number	Number of Doses Administered	Number of Extra Doses Obtained from Vial
Full dose			
Half dose – Moderna only			

Dose Wastage

- Wastage must be documented below, even on days when wastage occurs but no doses administered.
- One line per wastage type is required (i.e. if you drop 2 syringes, put both wastages on one line as they are the same type, however, if you drop 1 syringe and have 1 unused syringe, please enter that on two separate lines in the table).
- Less than the expected doses from the vial must be included as wasted doses (i.e. pulling 8 doses from a 10 dose vial would require a wastage of 2 with a reason of '2-Insufficient dose(s) from a single/multi dose vial' or '3 - Dose(s) remaining in a multi-dose vial').

Number of Doses Wasted	Lot Number	Reason for Wastage*

*Wastage Reasons:

- | | |
|---|------------------------------------|
| 1. Kept refrigerated past 'use by date' | 5. Suspected vaccine contamination |
| 2. Defective product | 6. Unused pre-drawn syringe |
| 3. Insufficient dose(s) from a single/multi dose vial | 7. Vaccine administration issue |
| 4. Dose(s) remaining in a multi-dose vial | 8. Temperature excursion at clinic |