A. Pfizer

1. If a vial yields less than labelled doses (6):
   a. Re-affirm all appropriate steps to prepare vaccine have been taken as per the guideline.
   b. Exercise clinical judgment or report to your local health authority practice lead to determine usability.
   c. If the vaccine has been administered, and if usability is questionable, please refer to the updated Guidance Document on the Management of Inadvertent Vaccine Errors.

2. Completing the sub-numbered dose survey
   a. Complete survey and report to IBCOC (IBCOC_Operations@phsa.ca) only if an excessive rate of sub-dose vials is observed.
   b. A rate would be considered excessive if >5% of vials yield less than labelled number of doses.

B. Moderna

1. If a vial yields less than labelled doses (13-15):
   a. Re-affirm all appropriate steps to prepare vaccine have been taken as per the guideline.
   b. Exercise clinical judgment or report to your local health authority practice lead to determine usability.
   c. If the vaccine has been administered, and if usability is questionable, please refer to the updated Guidance Document on the Management of Inadvertent Vaccine Errors.

2. Completing the sub-numbered dose survey
   a. Complete survey and report to IBCOC (IBCOC_Operations@phsa.ca) only if 12 or fewer doses can be extracted from a vial.

For sub-numbered dose vials of non-mRNA vaccines, consult with your local health authority clinical practice lead to determine whether the doses can be administered.
### C. Example of Completed Survey

<table>
<thead>
<tr>
<th>Clinic name/Date</th>
<th>COVID-19 vaccine</th>
<th>Lot Number</th>
<th>Expiry Date (mm-dd-yyyy)</th>
<th># of vials used on day of report</th>
<th># of vials from which expected number of doses are retrieved</th>
<th>Syringe Brand &amp; Supplier</th>
<th>Syringe Lot</th>
<th>Needle Brand &amp; Supplier</th>
<th>Needle Size &amp; Gauge</th>
<th>Needle Lot #</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Clinic, 10 May 2021</td>
<td>Pfizer</td>
<td>EY4825</td>
<td>August 1, 2021</td>
<td>49</td>
<td>38</td>
<td>Maverin/ Shenzhen Antmed</td>
<td>2010222</td>
<td>SOL-CARE/SOL Millennium</td>
<td>1&quot;, 25</td>
<td>5011018</td>
<td>Vaccine prepared correctly.</td>
</tr>
</tbody>
</table>

Any questions or requests for revision of this document should be sent to IBCOC_Operations@phsa.ca

### List of Amendments

<table>
<thead>
<tr>
<th>Date</th>
<th>Section</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 23, 2021</td>
<td>All</td>
<td>Guidance updated to reflect new reporting criteria for Pfizer and Moderna vaccines.</td>
<td>Keren Massey</td>
</tr>
</tbody>
</table>