

# Disposal of Damaged, Unused or Expired Pfizer-BioNTech COVID-19 Vaccine at PCN Designated Sites

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8.12.2020

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## 1. Glossary of terms

**Foundry:** a web-based stock control system that is used at PCN Designated Site.

**Nominated Responsible Person:** named and suitably trained team member at each vaccination site who has been delegated operational responsibility for oversight of ordering, receipt, storage and safe handling of vaccines and medicines by the PCN Clinical Director aided by the Primary Care Lead Pharmacist.

**PCN Clinical Director:** accountable for the safe and secure handling and management of medicines on all vaccination sites operating within or under the jurisdiction of their employing legal entity.

**PCN Designated Site:** An approved local vaccination site that meets the core requirements for COVID-19 vaccination according to the Enhanced Service Specification.

**Primary Care Lead Pharmacist:** the pharmacist lead for a locality in primary care, as agreed by the Regional Chief Pharmacist and often being the CCG lead pharmacist, who is responsible for supporting the PCN Clinical Director to deliver the governance requirements.

**Suitably trained members of staff:** Staff that have completed the requisite national training and been assessed as competent to undertake the task.

## 2. Purpose

This Standard Operating Procedure (SOP) describes the method to be used to safely dispose of damaged, unused or expired Pfizer-BioNTech COVID-19 vaccine that has been consigned for destruction at PCN Designated Sites.

## 3. Responsibility

Suitably trained members of staff at PCN Designated Sites are responsible for the disposal of Pfizer-BioNTech COVID-19 vaccine which has not left the site according to this SOP.

## 4. Procedure

- 4.1. Damaged, unused or expired vaccines should be disposed of immediately. This includes any diluted or concentrated vaccines that have been removed from the fridge and have not been used in the session.
- 4.2. Ensure the label of the vial packaging is defaced or destroyed before disposal. This is due to the risk of theft of empty packaging.
- 4.3. Vials must be disposed of in a sharps box or according to local waste management policy and procedures.
- 4.4. Any broken vials should be managed in accordance with SOP PVH6 Handling of Spillages and breakages.
- 4.5. Record the destruction and reason on the Foundry stock control system. Providing vaccine discarded information is required on a daily basis, even if no waste has occurred. The codes are given in the table below.
- 4.6. Follow local procedure for informing designated waste contractor that there is waste for collection.

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## SOP PVH5

Specialist Pharmacy Service

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ID	Name	Description	Vaccine/ Medical	Consumables	PPE
1	Contamination	The item (e.g. vaccine, diluent) has been contaminated	X		X
2	Site Fridge/Freezer Malfunction	The item was stored in a temperature controlled environment that failed	X		
3	Transport Breakdown	The item was in transit between locations when the vehicle it was in broke down, resulting in a temperature excursion	X		
4	Excess Stock	Where a vaccination team reach the end of an allotted shift or job, and have surplus vaccines that cannot be returned to stock	X		
5	Expired shelf-life	Where the expiry date for the product in its current state has been exceeded	X		X
6	Waste at Point of Care	Where the prepped dose was refused by the patient	X		
7	Improper Storage	The item had not been stored in accordance with instructions (e.g. left out of fridge)	X	X	X
8	Damaged/Dropped	The item is broken (e.g. vial dropped onto concrete floor)	X	X	X
9	Lost/ Stolen	The item has gone missing and is assumed lost or stolen	X	X	X
10	Refused at Delivery	The item has been delivered in a form that is unusable (e.g. temperature excursion or damaged item)	X	X	X
11	Reconstitution/ dilution /prep error	A mistake was made when drawing up the vaccine, making the dose unusable	X		

## 5. Document history

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