

Accounting for Six Doses of Pfizer-BioNTech COVID-19 Vaccine in Each Vial: Checklist for Jurisdictions

This is a checklist of activities for system changes needed to account for the sixth dose in each vial of Pfizer-BioNTech COVID-19 vaccine. It should be used in conjunction with the announcement: *Accounting for Six Doses of Pfizer-BioNTech COVID-19 Vaccine in Each Vial*.

Timeline Reminder

VTrckS will go down at 9:00 pm February 15 when allocations are routinely made. When systems come back up at 1:00 AM Tuesday February 16, the change will be complete. Please use the checklist below with this timeline in mind.

Communication Actions

- Communicate with your leadership about the impact to metrics (ratio of ordered to allocated vaccines).
- Communicate with providers about the upcoming change and its impact on future orders and inventory management.
- Update and communicate the process for accounting for vials and reporting wastage when a sixth dose cannot be obtained to jurisdictions.

Technical Preparations

Complete technical updates so that changes are effective on February 16.

- Update the immunization information system (IIS) to reflect Pfizer-BioNTech COVID-19 vaccine as a 6-dose vial (e.g., reference tables, NDC characteristics). **Note:** The Pfizer-BioNTech National Drug Code (NDC) will not change.
- Update the IIS to reflect minimum order change from 975 to 1,170.
- Update the IIS to have order quantities divisible by 6.
- Approve or cancel any Pfizer-BioNTech orders that are on hold or in rejected status in VTrckS before VTrckS goes down to implement the change at 9pm ET on Monday, February 15.
Note: Any orders in on hold or rejected status at 9 PM ET on February 15 will not be able to process further.
- Update allocation information in jurisdiction systems (e.g., IISs) for allocations that have not yet been ordered.

Note: Do **not** adjust on-hand inventory.