

Vaccine Packing Checklist

Packing of Vaccines for Transport

Insulated containers must demonstrate the ability to maintain temperature between +2°C to +8°C and must be large enough to store vaccines and packing materials.

External surfaces must be intact, strong, durable, clean, and the lid tight fitting.

The container must be clearly identified as containing valuable, fragile and temperature sensitive vaccines.

Vaccine should be packed in layers using the following materials: refrigerated and/or frozen packs, insulating barrier (for example, bubble wrap, crumpled brown packing paper, Styrofoam peanuts), vaccine, a temperature monitor, and filler materials (may be the same as those used as insulating barriers) to prevent shifting of the contents during transport. The number and placement of refrigerated or frozen packs inside the container will depend on container size, outside temperature, and jurisdictional variations in storage and handling materials.

Frozen ice / gel packs:

- Must be conditioned prior to use for transport:
 - Wait until there is a small amount of liquid water inside the ice packs.
 - Shake one of the ice packs every few minutes. The ice is conditioned as soon as it begins to move about slightly inside its container (approximately 15-30 minutes).
- Must be stored in freezer a minimum of 24 hours and completely frozen prior to use.
- Use of bagged or loose ice is NOT acceptable.

Refrigerated gel packs:

- Must be stored between +2°C to +8°C.
- Must be stored in refrigerator a minimum of 24 hours prior to use.

Be sure to place an insulating barrier (for example, bubble wrap, crumpled brown packing paper, Styrofoam peanuts) between the refrigerated or frozen packs and the vaccines to prevent accidental freezing.

Pack vaccines in their original packaging on top of the insulating barrier. Do not remove vaccine vials from boxes. Be sure to fill any spaces between vaccine boxes with filler material to prevent shifting of contents in the insulated container.

Use a properly placed min/max thermometer, data logger, or cold chain monitor near the vaccine. The temperature monitoring device should be placed in the middle of the vaccines and should not come in contact with the refrigerated or frozen packs.

Record vaccine type(s), lot numbers, brand names, quantity, date, time and originating facility on a packing slip on the inside of the container.

Attach labels to the outside of the container to clearly identify the contents as being valuable, fragile and temperature sensitive biological products that require refrigeration immediately upon shipment arrival.

Receiving Vaccines

Unpack, examine and refrigerate vaccines immediately upon arrival.

Read and document the current, minimum and maximum temperatures.

Check for evidence of physical damage, freezing or excessive heat. If present, immediately label the products as "DO NOT USE", quarantine under cold chain conditions and contact your site vaccine controller for further direction.

Crosscheck the contents with the packing slip to be sure they match. Remove **all contents** of the shipping container before returning or storing the shipping container to ensure that all vaccines have been removed and stored

Receiving Vaccines

appropriately. If there are any discrepancies with the packing slip immediately notify the designated site vaccine controller.

Check the vaccine expiration dates to ensure that you have not received any vaccine or diluent that is already expired or that is short dated.

Return documents to the originating source as per zone guidelines.

Placement in refrigerator - "first in, first out" rule applies. Utilize oldest inventory first, but rotate stock according to expiry date so that the vaccine closest to the expiration date will be used first.

Packing of Vaccines for the Clinic Setting

Frozen ice / gel packs:

Must be conditioned prior to use for clinic settings:

- Wait until there is a small amount of liquid water inside the ice packs
- Shake one of the ice packs every few minutes. The ice is conditioned as soon as it begins to move about slightly inside its container (approximately 15-30 minutes).

Vaccines should not be in direct contact with frozen ice packs.

Only the amount of vaccines likely to be used should be placed in the insulated container. This will reduce magnitude of loss if exposed to cold chain excursion.

Vaccines should be kept in their original packaging to protect against breakage, light exposure and direct contact of frozen packs. If less than a full box is required, alternative ways of protecting against breakage, light and / or frozen pack exposure must be implemented.

Diluents that are stored at room temperature must be refrigerated at least 24 hours prior to being packed into an insulated container. Room temperature diluents placed in insulated coolers may raise the temperature of the cooler. If not cooled in refrigerator, they must be transported separately.

Vaccines are to be returned to the refrigerator at the end of clinic.