



## Appendix 6: Cold chain management checklists

### Receipt of vaccines on delivery

Step	What to do	Complete
1	Vaccines must be received by immunisation staff who are educated in cold chain management.	
2	Sign the delivery docket and return it to the courier.	
3	Check the temperature monitoring device.	
4	Check that the vaccine consignment matches the delivery invoice.	
5	Place the vaccines in a purpose-built vaccine fridge with a data logger and minimise the time that the vaccine fridge door is open.	
6	Rotate vaccines so that the stock with the earliest indication for use is used first.	
7	Do not remove vaccines from their packets – this protects them from light and temperature fluctuation.	
8	Document vaccine delivery and record and reset fridge temperatures	

## Mobile or outreach immunisation clinics, or emergency storage of vaccines

Step	What to do	Complete
1	<p>Remove ice packs/gel packs from the freezer:</p> <ul style="list-style-type: none"> <li>Place the number of packs you require for your cooler on the bench to 'sweat' (see <i>Strive for 5</i> Section 9.2 for information about conditioning ice packs/gel packs).  <a href="https://www.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5">https://www.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5</a></li> <li>Place the ice packs/gel packs in your cooler to chill the inside of the cooler.</li> </ul>	
2	Remove the ice packs/gel packs from the cooler and place insulating material (bubble-wrap or polystyrene chips) in the bottom of the cooler.	
3	Reset the minimum/maximum thermometer and insert the thermometer probe inside an empty vaccine box with the product information intact.	
4	Make sure the minimum/maximum temperature is between 2C and 8C at the time the vaccines are placed in the cooler.	
5	Place the data logger next to the thermometer probe	
6	<p>YOU ARE NOW READY TO MOVE YOUR VACCINES INTO THE COOLER.</p> <p>Place the vaccine stock in the cooler with the box containing the thermometer probe and the data logger in the centre.</p> <p><b>Note:</b> All vaccines should remain in their original packaging until they are administered or returned to a purpose-built vaccine refrigerator — this prevents damage from exposure to light and ambient temperature.</p> <p>Surround the vaccines with packing material and place conditioned ice packs/gel packs on the top before closing the cooler. Ensure that vaccine stock is not in direct contact with the ice packs/gel packs, to minimise risk of freezing. Close the cooler lid and fix the digital thermometer display to the outside of the cooler. Keep the cooler out of direct sunlight.</p>	
7	<p>Record the date, time, and minimum and maximum temperatures on the temperature chart. Then record temperatures at the following times:</p> <ul style="list-style-type: none"> <li>every 15 minutes for the first hour</li> <li>hourly thereafter, provided the temperatures are stable.</li> <li>Reset the min/max temperature after every reading</li> </ul> <p><b>Note:</b> See <b>Appendix 1</b> below – Vaccine temperature monitoring form. Freezing vaccines occurs most commonly in the first 2 hours of storage in a cooler.</p>	

8	Ensure that ice packs/gel packs do not become displaced and have direct contact with vaccines — this may freeze the vaccines and render them unviable. Remove vaccines from the cooler only as they are required.	
9	Download the data logger on return to base. Any cold chain breach vaccines of >5 vials must be isolated in the fridge and advice sought from the VOC on 1800 318 208. If <5 vials, email the VVCC <a href="mailto:vvcc@health.vic.gov.au">vvcc@health.vic.gov.au</a>	
10	Only move vaccines back to a purpose-built vaccine refrigerator in which the temperature is between 2C and 8C.	
11	Protect vaccines from light exposure by keeping them in their vaccine packaging. Store open vial and prepared vaccines in opaque containers.	

**Appendix: Vaccine temperature monitoring form**

Date and Time	Activity	Temp between 2-8 Yes/No	Min	Max	Actual	Signature and comments
	Receipt of vaccines, confirm cold chain maintained in transit					No. of vials:
	Transfer to cooler					
	15 min check					
	15 min check					
	15 min check					
	15 min check					
	Hourly check					
	Hourly check					
	Hourly check					
	Hourly check					
	Hourly check					
	Hourly check					
	Hourly check					
	Hourly check					
	Hourly check					
	Hourly check					
	Hourly check					
	Hourly check					
	Return to PBVF or facility					Remaining vials