

Emergency Vaccine Storage and Handling Plan Checklist

Contact with responsible entity made prior to transport by:	
Date: / /	Time: : AM <input type="checkbox"/> PM <input type="checkbox"/>
Person Transporting Vaccine:	
Transport of REFRIGERATED vaccine	
<input type="checkbox"/>	<p>Assemble packing supplies.</p> <p>Container used to transport refrigerated vaccines:</p> <p style="padding-left: 40px;"><input type="checkbox"/> Portable refrigerator <input type="checkbox"/> Cooler</p> <p>Other supplies:</p> <p style="padding-left: 40px;"><input type="checkbox"/> Conditioned cold packs* <input type="checkbox"/> Certified and calibrated thermometer</p> <p style="padding-left: 40px;"><input type="checkbox"/> Packing material</p> <p><small>* To “condition” cold packs, remove them from the freezer and leave them at room temperature for 1 to 2 hours until edges have defrosted and packs look like they have been “sweating.” Frozen coolant packs that are not “conditioned” can freeze vaccines.</small></p>
<input type="checkbox"/>	Spread a layer of conditioned cold packs (at least 2 inches) at the bottom of the cooler. Cover the conditioned cold packs with a 2-inch layer of bubble wrap/crumpled paper.
<input type="checkbox"/>	Stack vaccine boxes on the bubble wrap/crumpled paper. Vaccines must not touch the cold packs in the cooler.
<input type="checkbox"/>	Place the thermometer/probe next to vaccines on top of the bubble wrap.
<input type="checkbox"/>	Cover vaccine with 2-inch layer of bubble wrap/crumpled paper. Spread conditioned cold packs to cover the bubble wrap/crumpled paper.
<input type="checkbox"/>	Fill the cooler to the top with bubble wrap/crumpled paper.
<input type="checkbox"/>	Place the thermometer’s digital display on top of the bubble wrap/crumpled paper.
<input type="checkbox"/>	Include a list of the vaccines that are stored in the container. Use a Vaccine Transfer Authorization Form (EC-67).
<input type="checkbox"/>	<p>Record temperatures on a Temperature Recording Form (C-105) prior to transport.</p> <p style="padding-left: 40px;">Temperature of storage unit at the time the vaccines are removed: _____</p> <p style="padding-left: 40px;">Time vaccines were removed from storage unit: _____ AM / PM</p> <p style="padding-left: 40px;">Temperature of the transport container when vaccines were placed inside: _____</p>
<input type="checkbox"/>	<p>Record temperatures on a Temperature Recording Form (C-105) upon arrival at the emergency storage location.</p> <p style="padding-left: 40px;">Temperature of transport container at the time the vaccines are removed: _____</p> <p style="padding-left: 40px;">Time vaccines were removed from transport container: _____ AM / PM</p> <p style="padding-left: 40px;">Temperature of the storage unit at the time vaccines were placed inside: _____</p>

Emergency Vaccine Storage and Handling Plan Checklist

Contact with responsible entity made prior to transport by:	
Date: / /	Time: : AM <input type="checkbox"/> PM <input type="checkbox"/>
Person Transporting Vaccine:	
Transport of FROZEN vaccine	
<input type="checkbox"/>	<p>Assemble packing supplies.</p> <p>Container used to transport frozen vaccines:</p> <p style="text-align: center;"> <input type="checkbox"/> Portable freezer <input type="checkbox"/> Cooler <input type="checkbox"/> VaxiPac </p> <p>Other supplies:</p> <p style="text-align: center;"> <input type="checkbox"/> Frozen cold packs <input type="checkbox"/> Certified and calibrated thermometer <input type="checkbox"/> Packing material <input type="checkbox"/> VaxiPac PXC coolant packs </p>
If cooler is used:	
<input type="checkbox"/>	Spread a layer of frozen cold packs (at least 2 inches) at the bottom of the cooler. Cover the frozen cold packs with a 2-inch layer of bubble wrap/crumpled paper.
<input type="checkbox"/>	Stack vaccine boxes on the bubble wrap/crumpled paper. Vaccines must not touch the cold packs.
<input type="checkbox"/>	Place the thermometer/probe next to vaccines on top of the bubble wrap.
<input type="checkbox"/>	Cover vaccine with 2-inch layer of bubble wrap/crumpled paper. Spread frozen cold packs to cover the bubble wrap/crumpled paper.
<input type="checkbox"/>	Fill the cooler to the top with bubble wrap/crumpled paper.
<input type="checkbox"/>	Place the thermometer's digital display on top of the bubble wrap/crumpled paper.
If VaxiPac is used:	
<input type="checkbox"/>	Pack vaccine in accordance with manufacturer instructions.
<input type="checkbox"/>	Include thermometer probe with vaccines. The digital display will remain on the outside of the VaxiPac.
For all transport of frozen vaccine:	
<input type="checkbox"/>	Include a list of the vaccines that are stored in the container. Use a Vaccine Transfer Authorization Form (EC-67).
<input type="checkbox"/>	<p>Record temperatures on a Temperature Recording Form (C-105) prior to transport.</p> <p>Temperature of storage unit at the time the vaccines are removed: _____</p> <p>Time vaccines were removed from the storage unit: _____ AM / PM</p> <p>Temperature of the transport unit at the time vaccines were placed inside: _____</p>
<input type="checkbox"/>	<p>Record temperatures on a Temperature Recording Form (C-105) upon arrival at the emergency storage location.</p> <p>Temperature of transport container at the time the vaccines are removed: _____</p> <p>Time vaccines were removed from transport container: _____ AM / PM</p> <p>Temperature of the storage unit at the time vaccines were placed inside: _____</p>