

# Vaccine Transportation Checklist

**\*All vaccines MUST be stored between 2°C and 8°C at all times\***

- ☐ Vaccine MUST be transported in a cooled insulated container. Coolers may be styrofoam, soft or hard sided. Soft sided containers may be in the vaccine fridge or containers should be cooled.
- ☐ Upon arrival place ice packs from freezer compartment of HU fridge into the coolers. Place the Min/Max thermometer probe (in an empty vaccine box) in the cooler and close the lid.
- ☐ When the cooler is between 2°C and 8°C (which may take over 30 minutes), place a layer of bubble wrap or cryopack over the ice packs and load the vaccine.
- ☐ Please ensure that you have recorded the amount of vaccine you are taking on the Inventory Tracking Sheet which is in your clinic log book.
- ☐ If you are taking full vials out of a shoe box, please mark that box with an X to show at a glance that it has been opened.
- ☐ Ensure that the digital Min/Max thermometer probe (in an empty vaccine box) is placed in the centre of the vaccine. Do not place next to ice packs.
- ☐ Note the temperature at the time of removal from the HU office and upon arrival at the clinic and then every 3 hours throughout the clinic on the *Cold Chain Monitoring* form, which can be found in clinic expanding file or in vaccine room.
- ☐ Do not place the cooler in the trunk of the car or in direct sunlight when transporting.
- ☐ At the end of the clinic, place the vaccine back in the labelled fridge, ensure that all partial vials are in a paper bag with the clinic date on the bag (and that each partial vial is appropriately marked).
- ☐ Ensure that the amount returned is recorded in the Inventory tracking log in the clinic log book,

Thank you for you helping to ensure the safety of our vaccine!