# Directions for Use of Cold Chain Excursion Report Form (20322)

Refer to the Vaccine Storage and Handling Standard and the Cold Chain Excursion Algorithm https://www.albertahealthservices.ca/info/Page14001.aspx for direction on how to manage a cold chain excursion (CCE).

Complete all sections of the form except those that are labelled "CDC/Office Use Only". Directions are included below for parts of the form that require explanation. If you have questions, contact your AHS Vaccine Storage and Handling Zone Contact.

## Part A

**Date Excursion Occurred:** This field must be completed.

**Location of the Excursion:** This field must be completed. This is the site where the vaccine is currently being stored. For example, if the vaccine is involved in a cold chain excursion during transit from site A to site B, site B is considered the location of the excursion as that is where the vaccine is currently being stored. This is so Communicable Disease Control (CDC) can identify where the vaccine is currently located.

The date and location of the cold chain excursion is how CDC identifies and keeps track of separate cold chain excursions.

**Alberta Vaccine Inventory (AVI) PIN #:** All sites that provide provincially funded vaccines order vaccine through the Alberta Vaccine Inventory system and have an identification number (AVI PIN #). In the AVI system, your site's AVI PIN # can be found in the top right corner of the "Create/View Orders" screen.

**Facility Type:** Check the box that describes the facility reporting the excursion.

**AHS Vaccine Storage and Handling Zone Contact**: Zone contacts can be found on the AHS Vaccine Storage and Handling site https://www.albertahealthservices.ca/info/Page14001.aspx

**Type of Cold Chain Excursion:** Record the type of Cold Chain Excursion by checking off all that apply.

**Description of Excursion:** Include as much information about the excursion as possible, including what was done once the excursion was discovered. This additional information assists CDC when determining appropriate follow up recommendations.

**Vaccine returned to recommended storage temperature:** Record the date and time that the vaccine was back in the recommended temperature range .

**Last temperature recorded before the excursion:** Complete using the last temperature recorded on your temperature monitoring log before the temperature went outside of the recommended temperature range. Include the date and time this temperature was recorded.

**Current temperature at time excursion identified:** Record the current temperature from the temperature monitoring device at the time the excursion was identified. If the excursion involves vaccine left out of the vaccine storage equipment use the actual room temperature to complete this section. Also record the date and time the excursion was identified.

**Maximum temperature recorded during the interval:** Record the highest (maximum) temperature reached during the period of time since the thermometer was last reset*. This is the maximum temperature the vaccine was exposed to.

**Minimum temperature recorded during the interval:** Record the lowest (minimum) temperature the vaccine was exposed to since the thermometer was last reset*. This is the minimum temperature the vaccine was exposed to.

*Min/Max Thermometers are to be reset each time after recording the temperatures on the temperature monitoring log. For other Temperature Monitoring Devices please refer to your instruction manual on how to clear/reset temperature.

**Time out of cold chain/exposed to light:** Record the amount of time in hours and minutes that the vaccine was outside of the recommended temperature range or exposed to light. If unknown, record the maximum amount of time that was possible. If unsure how to calculate this, contact your AHS Vaccine Storage and Handling Zone Contact for help. See example of how to calculate below.

> Example: The current, minimum, and maximum temperatures were recorded at 0900. When the vaccine is retrieved from the fridge at 1400 it is noted that the door has been left open and the fridge temperature has increased to 11.9°C. It takes ½ hour for the fridge temperature to return back to below 8.0°C after the fridge door is closed. It is unknown when the door was left open and for how long. Calculate the time the excursion started from when the last set of temperatures were recorded (0900) to when the fridge returned to an acceptable temperature (1430). The time out of cold chain is 5.5 hours.

**Cause of Cold Chain Excursion:** Record the cause of the cold chain excursion by checking off all that apply.

**Products involved in previous excursions:** Check yes or no. If yes, record the date and location of the cold chain excursion that these products were previously involved in. Report these doses using a separate Part B of the Cold Chain Excursion Report Form and write "previously exposed" in the Location of Excursion field.

**Have any affected products been administered to clients?** In the event a cold chain excursion was not identified right away and the affected products were administered to clients, check yes here. Clearly indicate which products these were (name of vaccines, lot numbers, and number of doses).

## Parts B, C

**Date Excursion Occurred:** This field must be completed on each page

**Location of the Excursion:** This field must be completed on each page

Provide information for all of the vaccine doses that were involved in the cold chain excursion. Vaccines are listed as single dose and multi-dose preparations by manufacturer. For vaccines where there is more than one lot number, record the doses for each lot number separately. If there were more than two lot numbers for any vaccine, report the additional lot numbers and doses on a separate Part B or C page.

**Multi-dose Preparations**: For multi-dose products, count the number of sealed vials and opened vials separately. For the vials that have been opened, record the approximate number of doses remaining.

Do not complete the "CDC Use Only" section (Viable/Not Viable).

Use Part B for reporting Alberta Health Publicly Funded vaccines

Use Part C if you are an AHS facility and are reporting purchased products.