

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 (CCB).

Complete all sections of the form except those that are labelled “CDC Use Only”. Directions are included below for parts of the form that require explanation. If you have questions, contact your AHS Zone Contact.

Part A

Date Excursion Occurred and Location of the Excursion: You will need to fill these fields out on the top of each page. The location and date of the cold chain excursion are how Communicable Disease Control (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.

Vaccine returned to storage between +2.0°C and +8.0°C: Record the date and time that the vaccine was back in the target temperature range (between +2.0°C and +8.0°C).

Last temperature recorded before the excursion: Check your temperature monitoring log for the last temperature that was recorded before the temperature went below +2.0°C or above +8.0°C. Fill in what that temperature was and the date and time it was recorded.

Current temperature at time excursion identified: Record the current temperature from the Min/Max thermometer at the time the excursion was identified. Also record the date and time the excursion was identified.

Maximum temperature recorded during the interval: In addition to the current temperature, the Min/Max thermometer displays the highest temperature and the lowest temperature reached during the period of time since the thermometer was last reset. Fill in the highest (maximum) temperature that the vaccine was exposed to since the thermometer was last reset.

Minimum temperature recorded during the interval: From the Min/Max thermometer, fill in the lowest (minimum) temperature the vaccine was exposed to since the thermometer was last reset.

Time out of cold chain: Record the amount of time that the vaccine was out of the target range (between +2.0°C and +8.0°C). If unknown, record the maximum amount of time that was possible. If unsure how to calculate this, contact your AHS Zone Contact for help.

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 exposed to. Report these doses using a separate Part B of the Cold Chain Excursion Report Form. Clearly mark on the top of the separate Part B (under “Location of Excursion”), that these were the vaccines which were previously exposed to a cold chain excursion.

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

PART B

Record all of the vaccine doses that were involved in the cold chain excursion. 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 an extra Part B 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).

Fill out the last page ONLY if you are an AHS facility and the cold chain excursion involved purchased product.