Vaccine Packing Checklist

Packing of Vaccines for Transport
Insulated containers must demonstrate the ability to maintain temperature between +2°C to +8°C and must be large enough to store vaccines and packing materials. External surfaces must be intact, strong, durable, clean, and the lid tight fitting. The container must be clearly identified as containing valuable, fragile and temperature sensitive vaccines.
Vaccine should be packed in layers using the following materials: refrigerated and/or frozen packs, insulating barrier (e.g., bubble wrap, crumpled brown packing paper, Styrofoam peanuts), vaccine, a temperature monitor, and filler materials (may be the same as those used as insulating barriers) to prevent shifting of the contents during transport. The number and placement of refrigerated or frozen packs inside the container will depend on container size, outside temperature, and jurisdictional variations in storage and handling materials. Frozen ice / gel packs: • Must be stored in freezer a minimum of 24 hours and completely frozen prior to use. • Use of bagged or loose ice is NOT acceptable. Refrigerated gel packs: • Must be stored between +2°C to +8°C. • Must be stored in refrigerator a minimum of 24 hours prior to use.
Be sure to place an insulating barrier (e.g., bubble wrap, crumpled brown packing paper, styrofoam peanuts) between the refrigerated or frozen packs and the vaccines to prevent accidental freezing.
Pack vaccines in their original packaging on top of the barrier. Do not remove vaccine vials from boxes. Be sure to fill any spaces between vaccine boxes with crumpled paper or other filler to prevent shifting of contents in the insulated container.
Use a properly placed min/max thermometer, data logger, or cold chain monitor near the vaccine. The temperature monitoring device should be placed in the middle of the vaccines and should not come in contact with the refrigerated or frozen packs.
Record vaccine type(s), lot numbers, brand names, quantity, date, time and originating facility on a packing slip on the inside of the container.
Attach labels to the outside of the container to clearly identify the contents as being valuable, fragile and temperature sensitive biological products that require refrigeration immediately upon shipment arrival.

Receiving Vaccines
Unpack, examine and refrigerate vaccines immediately upon arrival.
Read and document the current, minimum and maximum temperatures.
Check for evidence of physical damage, freezing or excessive heat. If present, immediately label the products as “DO NOT USE”, quarantine under cold chain conditions and contact your Site Vaccine Coordinator for further direction.
Crosscheck the contents with the packing slip to be sure they match. Remove **all contents** of the shipping container before returning or storing the shipping container to ensure that all vaccines have been removed and stored appropriately. If there are any discrepancies with the packing slip immediately notify the designated Site Vaccine Coordinator.
Check the vaccine expiration dates to ensure that you have not received any vaccine or diluent that is already expired or that is short dated.
Return documents to the originating source as per Zone guideline.
Placement in refrigerator - “First in, First out” rule applies. Utilize oldest inventory first, but rotate stock according to expiry date so that the vaccine closest to the expiration date will be used first.

Packing of Vaccines for the Clinic Setting
Vaccines should not be in direct contact with frozen ice packs.
Only the amount of vaccines likely to be used should be placed in the insulated container. This will reduce magnitude of loss if exposed to cold chain excursion.
Vaccines should be kept in their original packaging to protect against breakage, light exposure and direct contact of frozen packs. If less than a full box is required, alternative ways of protecting against breakage, light and / or frozen pack exposure must be implemented.
Diluents that are stored at room temperature must be refrigerated at least 24 hours if placed in insulated cooler with vaccines as room temperature diluents placed in insulated coolers with vaccines may raise the temperature of the cooler. If not cooled in refrigerator, they must be transported separately from vaccines.
Vaccines are to be returned to the refrigerator at the end of clinic.