

National vaccine storage guidelines – APPENDIX 6 – Checklist and temperature chart for mobile or outreach immunisation clinics, or emergency storage of vaccines

Ensure these documents are taken to the outreach immunisations clinic/s.

Step	What to do	Done ✓/X
1	Remove ice packs/gel packs from the freezer: <ul style="list-style-type: none"> Place the number of packs you require for your cooler on the bench to 'sweat' (see <i>Strive for 5</i> Section 8.2 'Freezing and conditioning ice packs and gel packs'. Place the ice packs/gel packs in your cooler to chill the inside of the cooler. 	<input type="checkbox"/> <input type="checkbox"/>
2	Place a layer of insulating material on top of the ice packs/gel packs.	<input type="checkbox"/>
3	Reset the minimum/maximum thermometer and insert the thermometer probe inside an empty vaccine box with the product information intact.	<input type="checkbox"/>
4	Make sure the minimum/maximum temperature is between +2°C and +8°C at the time the vaccines are placed in the cooler.	<input type="checkbox"/>
5	YOU ARE NOW READY TO MOVE YOUR VACCINES INTO THE COOLER. Place the vaccines in the cooler in their original packaging with the packaging closed, until they are administered or returned to a PBVR. This prevents damage from exposure to light and ambient temperature. Place the thermometer probe in the centre of the cooler in an empty box. Surround the vaccines with packing material and place conditioned ice packs/gel packs on the top before closing the cooler. Ensure that vaccine stock is not in direct contact with the ice packs/gel packs, to minimise risk of freezing. Close the cooler lid and fix the digital thermometer display to the outside of the cooler. Keep the cooler out of direct sunlight.	<input type="checkbox"/>
6	Record the date, time, and minimum/maximum temperatures on the temperature chart. Then record temperatures at the following times: <ul style="list-style-type: none"> Every 15 minutes for the first 2 hours. Hourly thereafter, provided the temperatures are stable. Note: Consider removing ice packs/gel packs if temperature is below +2°C as freezing of vaccines can occur in the first 2 hours of storage in a cooler.	<input type="checkbox"/>
7	Ensure that ice packs/gel packs do not become displaced and have direct contact with vaccines — this may freeze the vaccines and render them unviable. Remove vaccines from the cooler only as they are required.	<input type="checkbox"/>
8	Only move vaccines back to a PBVR in which the temperature is between +2°C and +8°C.	<input type="checkbox"/>

Note: Change your thermometer battery every 12 months and record the date it is changed. Test the accuracy of your thermometer using the 'slush test' method every 12 months (see Section 4.6 'How to check the accuracy of a thermometer ('slush test') and record when the accuracy check is done.

When the vaccines are returned to the PBVR

Step	What to do	Done ✓/X
1	Record the PBVR temperature and reset.	<input type="checkbox"/>
2	Ensure that the PBVR temperature has returned to between +2°C and +8°C before returning vaccines.	<input type="checkbox"/>
3	Transfer vaccines to PBVR.	<input type="checkbox"/>
4	If a data logger has been transported with the vaccines, download the data before using any vaccines.	<input type="checkbox"/>
5	If there are temperatures outside the +2°C to +8°C range, isolate vaccines, clearly mark them ' Do not use ', and keep them refrigerated in the PBVR between +2°C and +8°C. If a cold chain breach has occurred, report it to your state or territory health department. Include all the information outlined in Appendix 3 'Cold chain breach protocol'.	<input type="checkbox"/>
6	Continue to monitor the PBVR closely (e.g. hourly for 4 hours) to ensure that the temperature is consistently stable, then return to twice daily monitoring.	<input type="checkbox"/>