# APPENDIX 8: Checklist and temperature chart for mobile or outreach immunisation clinics, or emergency storage of vaccines

# Checklist for mobile/outreach immunisation clinics or emergency storage of vaccines

Print this checklist and store it along with the following items for your cooler:

* minimum/maximum thermometer
* temperature chart
* packing material.

| ****Step**** | ****What to do**** | ****Done ✓/X**** |
| --- | --- | --- |
| 1 | Remove ice packs/gel packs from the freezer:   * Place the number of packs you require for your cooler on the bench to ‘sweat’ (see *Strive for 5* Section 9.2 for information about conditioning ice packs/gel packs). * Place the ice packs/gel packs in your cooler to chill the inside of the cooler. | 🞎  🞎 |
| 2 | Remove the ice packs/gel packs from the cooler and place insulating material (bubble-wrap or polystyrene chips) in the bottom of the cooler. | 🞎 |
| 3 | Reset the minimum/maximum thermometer and insert the thermometer probe inside an empty vaccine box with the product information intact. | 🞎 |
| 4 | Make sure the minimum/maximum temperature is between +2°C and +8°C at the time the vaccines are placed in the cooler. | 🞎 |
| 5 | **YOU ARE NOW READY TO MOVE YOUR VACCINES INTO THE COOLER.**  Place the vaccine stock in the cooler with the box containing the thermometer probe in the centre.  **Note:** All vaccines should remain in their original packaging until they are administered or returned to a purpose-built vaccine refrigerator — this prevents damage from exposure to light and ambient temperature.  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. | 🞎 |
| 6 | Record the date, time, and minimum and maximum temperatures on the temperature chart now. Then record temperatures at the following times:   * every 15 minutes for the first hour * hourly thereafter, provided the temperatures are stable.   **Note:** Freezing vaccines occurs most commonly in the first 2 hours of storage in a cooler. | 🞎 |
| 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. | 🞎 |
| 8 | Only move vaccines back to a purpose-built vaccine refrigerator in which the temperature is between +2°C and +8°C. | 🞎 |

**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 *Strive for 5* Section 4.4 ‘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 refrigerator

| ****Step**** | ****What to do**** | ****Done ✓/X**** |
| --- | --- | --- |
| 1 | Record the refrigerator temperature and reset. | 🞎 |
| 2 | Ensure that the refrigerator temperature has returned to between +2°C and +8°C before returning vaccines. | 🞎 |
| 3 | Transfer vaccines to refrigerator. | 🞎 |
| 4 | If a data logger has been transported with the vaccines, download the data before using any vaccines. | 🞎 |
| 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 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 *Strive for 5* Appendix 3 ‘Cold chain breach protocol’. | 🞎 |
| 6 | Continue to monitor the refrigerator closely (eg hourly) to ensure that the temperature is consistently stable, then return to twice-daily monitoring. | 🞎 |

# Temperature chart for mobile or outreach immunisation clinics, or emergency storage of vaccines

| Date | Monitoring times  P = vaccines packed  A = arrived at clinic  D = during clinic  B = arrived at base | Time | Minimum temperature | Maximum temperature | Temperatures outside +2°C to +8°C  Yes/No  If yes, must be notified\* | Signature |
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\* State or territory health department contact number: