Vaccine Shipment Monitor Form

Fax this form to the Provincial Vaccine Depot (PVD) (780) 992-6988 as soon as the shipment is received. Return the TempTale®4 (TT4) ASAP.

TT4’s used by the PVD have “Yellow” labels. Those used by AHS have “Pink” labels.

Section I (completed by PVD)

Location: __________________________ Date Packed: __________ Time: __________

Container: ________ of ________ Packed by: Marilyn □ Elaina □ Jackie □ Stephanie □

<table>
<thead>
<tr>
<th>Shipped by</th>
<th>Container</th>
<th>Gel Packs Cold</th>
<th>#</th>
<th>Ice Packs Frozen</th>
<th>#</th>
<th>Packing</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHL</td>
<td>x</td>
<td>Bottom strips/sheets</td>
<td>5</td>
<td>2</td>
<td>Bottom</td>
<td>Bubble</td>
</tr>
<tr>
<td>Greyhound</td>
<td>Medium</td>
<td>Top blues/sheets</td>
<td>4</td>
<td>Top blue sheets / clear sheets</td>
<td>Paper</td>
<td>x</td>
</tr>
<tr>
<td>Purolator</td>
<td>Large</td>
<td>Sides sheets</td>
<td>4</td>
<td>Sides</td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

TT4: # __________{(Yellow label) “START” Button Pressed: __________________________}

Record Time

Location of TT4 (only if NOT in centre of vaccines) __________________________

Section II (completed by receiver at AHS)

Date received: __________ Time Received: __________ Time Unpacked: __________

Frozen Ice Packs: Hard/Cold □ Muggy/Cool □ Warm □ Cold □
Refrigerated Gel Packs: Cool □ Warm □
Vaccine: Cool □ Warm □

TT4: Bell Symbol □ Yes (see below) □ No

Press the “Stop” button on the TempTale4 and then press the “Start” button. The information appearing in the display window must be recorded below:

0°C Average Temp 0°C Highest Temp Duration of Highest 0°C Lowest Temp Duration of Lowest

Name: __________________________ Phone: __________________ Fax: __________________

If the TT4 displays a bell symbol: press the “Stop” button and then the “Start” button. Record the information displayed and immediately fax this form to (780) 992-6988. Label “DO NOT USE” and refrigerate the vaccines until recommendations are received from Alberta Health.
IMPORTANT INFORMATION REGARDING SHIPMENTS FROM THE PVD

Shipments from the Provincial Vaccine Depot (PVD) contain TempTale®4 (TT4) monitors. These electronic monitoring devices continuously record temperatures while in transit.

Note:
Read the following steps, complete the reverse side of this form and return by FAX to the PVD at (780) 992-6988 as soon as the shipment is received.

Steps to follow immediately upon receipt of shipment:

1. Open cooler and locate the TT4. Look at the display window. A “Sun Shine” symbol in the top left corner indicates that the TT4 is recording temperature. If the “Sun Shine” symbol is not displayed, call Alberta Health (AH) at (780) 992-6980.

2. Firmly press and hold the STOP button located in the bottom right corner of the TT4 for at least 3 seconds. A “Stop Sign” symbol will appear in the top right corner of the display window, which means the TT4 is no longer recording temperature.

3. Follow these steps to view and record the temperature history provided in the display window:
   - Press the START button. Information will appear in the window as five separate displays.
   - Press the START button again to repeat the readings.
   - In space provided on reverse side of this form, record the readings in the order in which they are displayed. Fax the ‘Vaccine Shipment Monitor Form’ to (780) 992-6988.

4. If there is a “Bell” symbol in the bottom right corner of the display, the vaccines in the shipment may have been exposed to temperatures outside the 2° to 8°C range:
   - Record contents of cooler; label “DO NOT USE” and refrigerate vaccines.
   - Complete and fax the ‘Vaccine Shipment Monitor Form’ to (780) 992-6988.
   - Place monitor on the interface and download temperature history information. Refer to the Alberta Immunization Policy for instructions.
   - Call the Alberta Health PVD at (780) 992-6980 for advice regarding the shipment. Record and follow directions from Alberta Health PVD.

5. If the “Bell” symbol does not appear in the bottom right corner of the display, the vaccines may be used without delay. The cooler was maintained between 2° to 8°C during shipment. Complete and fax the ‘Vaccine Shipment Monitor Form’ to (780) 992-6988.

6. Wrap the TT4 in bubble wrap, enclose in a vaccine cooler, and arrange for a courier to pick-up the return coolers as soon as possible for return to PVD.