

Vaccine Shipment Monitor Form

Revision Date: January 10, 2014

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

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

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 Mchy/Cool Warm
 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:

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

Name: _____ (Please print) 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.