

### Cold Chain Incident Checklist

**\*\*\*Below +2°C or above +8°C – REPORT IMMEDIATELY!\*\*\***

#### **Step 1** → DO NOT USE VACCINE

- Place the “DO NOT USE VACCINE,” stop magnet on the refrigerator door
- *NOTE: Never use or discard any vaccine until directed from Public Health*

#### **Step 2** → Check to see if the refrigerator and thermometer are working properly

- Is the refrigerator plugged in and is the door closed tightly?
- Are the thermometer readings clear and do they show current, minimum and maximum temperatures? Does the battery need to be replaced? Is the sensor placed correctly in the refrigerator (center of middle shelf)?

#### **Step 3** → Contingency Plan

- If the **current** temperature is too low or too high, place bagged vaccine in a monitored insulated container with icepacks, cooling blankets and thermometer to limit further exposures. Record time moved on temperature log book. **\*\*Vaccines must to be moved to alternate monitored/approved vaccine storage location as indicated on your contingency plan if the refrigerator does not stabilize between +2°C to +8°C within a couple of hours \*insulated containers will only hold 2-8°C for a short period of time**

#### **Step 4** → Report the cold chain incident to Public Health

- Cold chain line: 1-800-265-7293 ext. 4500

#### **Step 5** → Complete the Cold Chain Incident Description Form

#### **Step 6** → Fax the following to Public Health at 519-823-4903:

- Vaccine Inventory Form – Please complete all areas of this form. If there are multiple lot numbers for one product, please clearly indicate how many doses are for each lot number
- Cold Chain Incident Description Form
- Temperature Logs – Please include previous 2 weeks of temperatures

#### **Step 7** → Wait for further instructions from Public Health

- Public Health will advise which vaccines are suitable or not suitable for use.

#### **Step 8** → Continue to monitor your refrigerator temperatures

- To receive more vaccines from Public Health, your refrigerator needs to be within +2°C and +8°C for 7 days.