

## Transport Steps

In limited circumstances, providers or Local Health Jurisdictions (LHJs) may need to transport vaccine. All staff involved in the transport process are responsible for maintaining appropriate vaccine temperatures. This guide details vaccine transport guidelines.

Transporting vaccines is strongly discouraged. If a provider needs to transport vaccine, follow the steps below:

1. Have written justification for the transfer of vaccines.
2. Get approval from the Local Health Jurisdiction for the vaccine transport.
3. Identify and contact people involved in the transport process.
4. Prepare a vaccine transport cooler.
5. Transport the vaccine.
6. Upon arrival, inspect the vaccine temperature and unpack the vaccine.
7. If the temperature is out of range, follow procedures for a vaccine temperature excursion.

## Preparing a Vaccine Cooler

The vaccine coordinator or backup are responsible for preparing vaccine for transport. When finding and packing a vaccine cooler, it is important to follow certain steps. Following the instructions below helps avoid vaccine damage and out of range temperatures. A packing diagram is on the last page of this document.

1. Use a hard-walled cooler or portable refrigerator unit. Foam containers are not allowed. Foam bricks inside the container are not allowed.

**NOTE: Do not re-use any McKesson shipping materials or containers. You may waste or spoil transported vaccine using a McKesson foam container or foam bricks.**

2. Place coolant packs in the bottom of the cooler.
3. Cover cold packs with a layer of bubble wrap and construction paper.
4. Separate public and private vaccine boxes and seal them in Ziploc style bags.
5. Place vaccines in the cooler.

6. Place the thermometer or thermometer probe in the middle of the vaccine in the cooler.
7. Cover vaccine with another layer of bubble wrap.
8. Add more coolant packs and place paper or bubble wrap on top.
9. Add the Vaccine Transport Form on top of the cooler contents.
10. If using a probe, place the attached thermometer on top of the contents.
11. Close the vaccine cooler.

### **Transporting Vaccine**

When vaccine transport takes place:

1. Attend to the vaccine at all times.
2. Do not place the vaccine in the trunk of a vehicle.
3. Deliver the vaccine directly to the facility.
4. Promptly unpack the vaccine and place it into appropriate storage units upon arrival.

### **Receiving Transported Vaccine**

The vaccine coordinator at the receiving practice accepts the transported vaccine. During receiving, the vaccine coordinator must:

1. Document the temperature on arrival.
2. Complete the Vaccine Transport Tracking Sheet.
3. Store the vaccine in an appropriate vaccine storage unit.
4. Return cooler to the courier.
5. Send the Vaccine Transport Tracking sheet to the Local Health Jurisdiction via email.
6. Report temperature changes in the vaccine or improperly packed coolers.
7. If vaccine may have been compromised, label vaccine as "DO NOT USE." Store these vaccines in appropriate conditions separate from other vaccine supplies.

**Other Transport Requirements:**

- Use a thermometer with a valid certificate of calibration.
- Do not transfer partially used multi-dose vials.
- Use a hard cooler or a portable refrigerator unit for refrigerated vaccines.
- Use a hard cooler or portable freezer unit for freezer vaccines.
- Never use dry ice to transport vaccine.
- Do not discard vaccines or diluents unless the immunization program or the manufacturer says so.
- Do not use temperature indicators for vaccine transport.

**Best Practices for Refrigerated Vaccine**

- Condition any frozen gel or coolant packs by leaving them at room temperature for 20-60 minutes. Unconditioned coolant packs may freeze vaccine.
- Cool diluent stored at room temperature before placing it in a transport cooler with vaccines.
- Transport diluents containing antigen with their corresponding vaccines at refrigerator temperature.

**Best Practices for Frozen Vaccine**

- The vaccine manufacturer does not recommend transporting varicella-containing vaccines. See the CDC Vaccine Storage and Handling Toolkit for details.
- Use frozen coolant packs.

**Other Best Practices**

- Use a data logger with a glycol probe for continuous monitoring.

## PACKING DIAGRAM

Container Lid

Packing Slip

Craft Paper

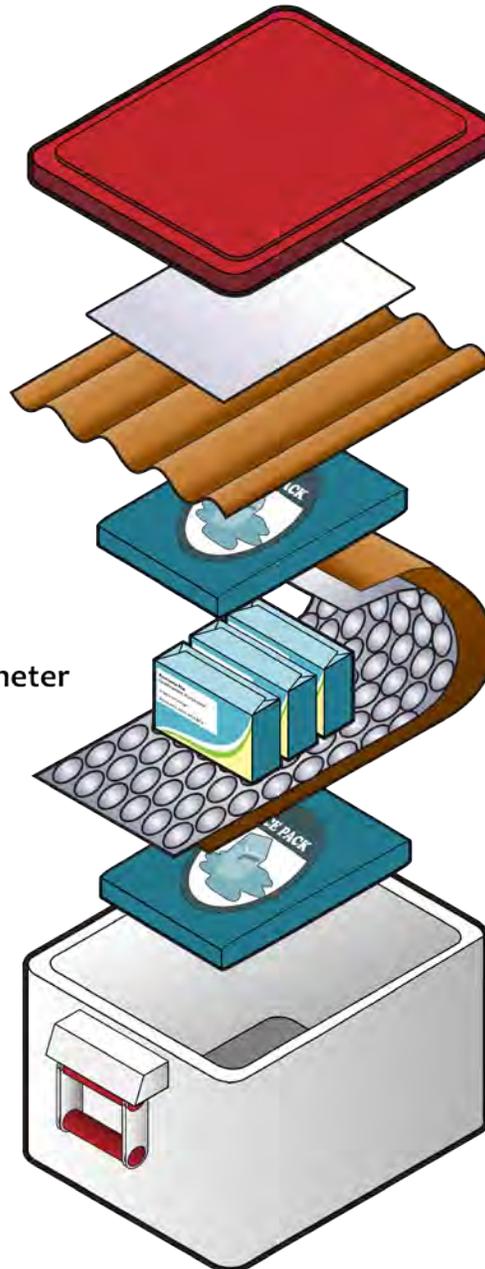
Ice Packs

Vaccine w/Thermometer

Bubble Wrap &  
Craft Paper\*

Ice Packs

Container



\*Surround the vaccine & thermometer with a layer of bubble wrap and paper.