



Instructions for Transporting Vaccines

- Only transport the number of vaccines necessary for the current workday (unless instructed otherwise by your supervisor).
- Only transport vaccines inside the vehicle’s passenger compartment.
- Never put vaccines in the trunk of a vehicle.
- Do not leave containers (coolers) in areas exposed to direct sunlight.
- Only use designated coolers approved by Triad Care, Inc.
- Check vaccine temperature upon arrival at the alternative storage facility or clinic site to ensure vaccines remain within the appropriate temperature range. Immediately store vaccines at recommended temperatures.
- Flu vaccine must be stored between 2°-8°C or 36°-46°F.
- Under NO circumstances should the flu vaccine be frozen.
- Record temperatures daily in Triad Care Inc.’s online portal or the travel temperature log.
- Never put ice packs directly on vaccines. Always use cardboard packaging or similar product as a barrier between ice packs and vaccine boxes.

Packing for Transport

- The contents of the cooler should be packed as shown in the diagram.
- For 12-quart coolers, use five frozen 16 oz. water bottles, moistened with water just before packing.
- Place three bottles across the bottom of the cooler and two bottles stacked vertically.
- Insert a cardboard box, with a thermometer placed horizontally inside.
- After the cooler reaches 36°- 46°F, insert vaccines.
- Keep vaccines in boxes or bags of the same LOT number.



Note: Pack vaccines inside cardboard box and fill spaces with crumpled paper or other filler if necessary to help prevent shifting of contents during transport.

- Keep vaccines in the large, insulated container (cooler) used for transport until needed.
- Streamline workflow and minimize product exposure to temperatures outside of 36-46°F and mishandling, by designating one staff person to dispatch or repack vaccines from the main cooler to workstations.
- Drawing up vaccines should only occur at the clinic site, with every attempt made to minimize exposure to temperatures outside 36-46°F. If using a multidose vial, the vial is to be returned to the insulated cooler as quickly as possible to avoid prolonged exposures to temperatures outside of 36-46°F.

I understand Triad Care, Inc.’s protocol and expectations for appropriate storage and handling of vaccines. If I have questions regarding proper storage, handling, or transport of vaccines, I will contact my supervisor or Triad Care, Inc. directly (336-541-6475) before making any decisions.

Printed Name: _____

Signature: _____

Date: _____