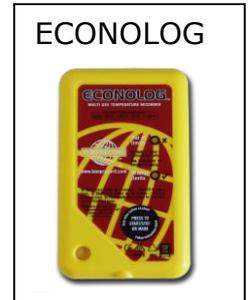


# Please remove these National Cold Chain Audit logger instructions and **read immediately**

**ALWAYS** leave the temperate logger attached to the vaccine box!



## A: Unpacking Instructions

1. Determine the temperature status of the logger by checking which light is flashing:

NB. There is **one flash every 10 seconds** either green or red

- If **GREEN Within limits** light is flashing, follow instructions in **section B**
- If **RED Out of limits** light is flashing, follow instructions in **section C**
- In the event that **no lights are flashing**, treat as RED and follow instructions in section C

## B: Green *Within limits* light is flashing

1. Place the vaccines in the vaccine fridge **leaving the logger attached to the vaccine box**
2. Write the **latest** return date as **two weeks** from when the vaccine arrived at your organisation, in the *Logger latest return date* box and complete *Vaccine unpacked date/time* in section E
3. Tape this form and the prepaid CourierPost envelope that has been provided to the front of your vaccine fridge (or keep in another prominent place)
4. Return logger, following instructions in section D, on whichever date is **earliest**:
  - When all the vaccines are used in the box of vaccine which is attached to the logger OR
  - The logger *Latest return date* in section E

## C: Red *Out of limits* light is flashing

(temperature has moved outside 2-8°C during the delivery period):

1. **Quarantine all vaccine in the delivery in your vaccine fridge. DO NOT USE. Keep these vaccines separate from the other vaccines in your fridge.**
2. Call your local Immunisation Coordinator as soon as possible (contact details are in your Cold Chain Management Policy). If you are unable to contact your coordinator, please call IMAC on ph 09 923 2075. You will be given advice on how to proceed. Document action in your cold chain folder.
3. Fill out section E and file this form in your cold chain folder

As part of your service’s cold chain accreditation requirements, these loggers must be returned according to the instructions in this leaflet.

## D. When it’s time to send the temperature logger back:

1. Complete the sender’s details on the pre-addressed, pre-paid CourierPost envelope
2. Cut off completed bottom of section E page 2 and place in envelope along with the logger
3. Peel top sticker (Customer Copy) from the front of the envelope and place below on sticker image
4. Seal envelope and call CourierPost on 0800 COURIER (0800 268 743). Advise CourierPost of envelope collection point
5. File this form in your cold chain folder

## E: Admin

Logger latest return date:

You may want to put a recall/task/reminder in your practice management system for the logger return date.

### For practice records, please complete:

Vaccine unpacked date/time:

Logger ID:

Actual returned date/time:

(under barcode on logger)

### If vaccine quarantined, please also complete:

Person contacted:

Date/time of contact:

Outcome:

Attach CourierPost label here:



**Thank you for your help in maintaining the potency of New Zealand vaccines.**

Cut here and return section below with logger.

✂-----✂

PLEASE PRINT

Practice name:	Vaccine unpacked date/time:	Actual returned date/time:	Logger ID: (under barcode)