**Cold Chain Checklist for Immunisation Providers**

The following checklist has been developed to help Immunisation Providers assess cold chain compliance. Please call or email the Northern Sydney Public Health Unit on 9485 6975 [nslhd-phuimmunisation@health.nsw.gov.au](mailto:nslhd-phuimmunisation@health.nsw.gov.au) if you require any assistance.

**Refrigerator**

* + Is a vaccine specific model (the use of domestic fridges is no longer supported)
  + Is serviced annually and service report is kept on file
  + Is plugged in directly to a wall socket and clearly labelled not to disconnect or turn off
  + Front feet are adjusted higher than the back to allow a slight tilt to ensure door closes freely
  + There is an appropriate gap between the vaccines and the walls of the refrigerator
  + Can safely store the required volume of vaccines, including times of increased demand
  + Has no food or drink kept inside – is for temperature sensitive medications only
  + Vaccine stocks are kept to a minimum for business requirements - do not stockpile.
  + Vaccine stocks are rotated, putting older stock to the front and newer stock to the back
  + Vaccine stocks are kept in their original packaging, protected from light
  + Solid door refrigerator has a map/guide on the door to where vaccines are located inside
  + Alternate monitored fridge storage is available in case of vaccine fridge malfunction
  + Current, minimum and maximum temperatures are checked and recorded twice daily.
  + Fridge temperatures are reset after each check and/or after restocking
  + All deviations outside +2°C to +8°C (excluding ≤ 12°C for ≤ 15 minutes) reported to PHU ASAP
  + A copy of the Cold Chain Breach Protocol is displayed on the fridge <https://www.health.nsw.gov.au/immunisation/Pages/ccb-protocol.aspx>

**Coolers and ice/gel packs**

* Coolers are solid-walled insulated containers with a tightly fitting lid (no smaller than 10L)
* There are sufficient numbers of coolers to contain all stocks of vaccines in case of a CCB
* Sufficient number of ice/gel packs available to keep cooler temperatures in range during CCB
* There is enough insulating material for each cooler e.g. bubble wrap

**Minimum/maximum thermometers**

* Battery operated min/max are in use as a backup for the fridge in case of power outage
* There are sufficient numbers for each fridge and each cooler
* Temperature probes are placed between vaccine stock, ideally in an old vaccine box
* Battery has been changed annually and date of change recorded on the device
* Slush test (refer to Strive for 5 for instructions) has been attended annually

**Data logger**

* An inbuilt/portable data logger is in use for all fridges storing vaccines
* The data logger is placed amongst vaccine stock to best replicate vaccine temperature
* Set data logger to record continuously at 5 minutely intervals, even during power failure
* The data logger and/or battery is changed as per manufacturer’s instructions
* Data logger report is downloaded, saved and reviewed weekly

**Staff Education**

* All staff are aware of the importance of cold chain management for vaccines
* A staff member and back up staff has been assigned for vaccine cold chain management
* All staff involved in the cold chain have completed the NSW Health Vaccine storage and Cold chain management online training module annually <https://nswhealth.seertechsolutions.com.au/public_content/HETICP/HETI/CCMWebv3/story_html5.html>
* A vaccine storage self-audit (refer to Strive for 5 template) has been completed annually