

# Vaccine Acceptance check list template

Can be amended to suit practice  
Always adjust to latest guidelines as indicated by the Department of Health and ATAGI.

Vaccine Acceptance Checklist			Reasons/comments
<b>Expected Date of delivery</b>	/ /	<b>Date of Delivery</b> / /	
Shipment delivered on the expected date and time of delivery	Yes/No	If <b>no</b> , reasons, or complication's arising.	
Number of vials expected		Number of vials received	
Does the number of trays and vials match with the expected volumes?	Yes/ No	If <b>no</b> , reasons, or complication's arising.	
Following initial visual inspection of cooler delivered (including any security seals, if applicable), the packaging appears to be undamaged and complete	Yes /No	If answer is <b>no</b> , please provide photogenic evidence and detailed description when returning this for. Please include in the "comments" column if this issue has been raised with the DHL support centre and include any applicable reference number provided by DHL.	
Confirm that temperature logger included with the packaging indicates that there have been no cold chain breaches during transit	Confirmed Yes/ NO	If the temperature logger included with the packaging indicates a cold chain breach do not open the cooler and call Health's Vaccine Operations Centre immediately on 1800 318 208 (stating that the vaccine came from a DHL cooler) to seek instructions and, if instructed by DHL, call DHL's temperature evaluation team as set out in any DHL materials provided with the vaccine. Until instructions are received from Health, please place the vaccine securely and safely in quarantine in the cooler received and ensure that the vaccine is not moved or unpacked.	

Labelling and packaging of the vaccine vials delivered is in accordance with the 'Labelling and Packaging Specifications' provided separately	Yes / No	If <b>no</b> , reasons, or complication's arising.	
Following a reasonable visual inspection of the internal contents of the cooler delivered (including vials and/or trays), the vaccine appears to be undamaged and complete.	Yes / No	If answer is <b>no</b> , please provide photographic evidence and detailed description when submitting this form to the VOC.	
<b>After Delivery</b>			
For deliveries with dry ice, the dry ice has been safely disposed of. The temperature logger is placed inside the empty cooler and that cooler is returned to the driver Or The temperature logger is placed inside the empty cooler and the new consignment label has been placed over the old consignment label for pick up within 48 hours	Yes / No/ N/a	Note any complications	
	Yes/ No N/a		
<b>Storage and Handling</b>			
<b>The Vaccine has been transferred to (circle one)</b>	<ul style="list-style-type: none"> <li>i. a -20°C (-25 to -15°C) freezer; or</li> <li>ii. a 2-8°C refrigerator; or</li> <li>iii. has been retained in the cooler and the dry ice has been replaced</li> </ul>	Note any complication's	

<b>Reporting</b> Are there any issues in the receipt / after delivery	Yes/ No	Yes, immediately report to cold chain manager/ covid vaccine manager / Practice manager.	Reported to:  Time:  Date:
If there is any other issue you are concerned about in relation to the vaccine, please contact the Vaccine Operations Centre on 1800 318 208 (stating that the vaccine came from a DHL cooler) and then provide this Vaccine Acceptance Form by email with an explanation of the issue and attaching any photographs to <a href="mailto:COVID19VaccineAcceptance@health.gov.au">COVID19VaccineAcceptance@health.gov.au</a> .			
Name of person who received the delivery			
Name of person who completed the checklist			
Date			