CDC discourages any vaccine transport. Vaccines should only be transported when absolutely necessary. Call the vaccine manufacturer if you have concerns.

ASSEMBLE PACKING SUPPLIES AND DOCUMENTS

1. **Hard-sided cooler**

2. **Frozen cold packs**
   NEVER USE DRY ICE. Keep enough frozen cold packs in your vaccine freezer to make two layers in the transport cooler.

3. **Data logger**
   Retrieve your backup device's buffered probe from the vaccine freezer and its digital display.

4. **Insulating cushioning material**
   Use 2-inch layers of bubble wrap to prevent vaccines from shifting. Do NOT use packing peanuts or other loose material that might shift during transport.

5. **Transport Log**
   Print a copy of the VFC “Frozen Vaccine Transport Log” (IMM-1116).

6. **Vaccine management plan**
   Find the alternate vaccine storage location in your practice's vaccine management plan.

PREPARE FOR TRANSPORT

If transferring vaccines to another VFC provider, complete the transfer form at MyVFCvaccines.org. (Refer to Provider Operations Manual for details.)

1. Verify that the alternate vaccine storage location can store all of your vaccines.
2. Complete the top portion of the transport log.
3. Record the “Time” and “Temperature of vaccines in freezer before transfer” on the bottom of the transport log.
4. Remove vaccines from the freezer.
5. Complete the “Vaccine Inventory Information” on the transport log before proceeding.

Continued on next page
PACK VACCINES AND PREPARE FOR TRANSPORT

1. **Frozen cold packs**
   - Place a layer of cold packs to completely cover the bottom of the cooler. NEVER USE DRY ICE.

2. **Vaccines**
   - Layer vaccine boxes directly on top of the frozen cold packs.

3. **Buffered probe**
   - Place the buffered probe with the top layer of vaccines.

4. **Frozen cold packs**
   - Spread another layer of frozen cold packs to completely cover the vaccines.

5. **Bubble wrap**
   - Layer bubble wrap to fill the remaining empty space and close the cooler.

6. **Transport log and display**
   - Record the “Time” and “Temperature of vaccine in cooler before departure” on the bottom of transport log.
   - Attach the digital display and transport log carefully to the outside of the cooler.
   - Drive the vaccines to your alternate storage location.

UNPACK VACCINES AT ALTERNATE STORAGE LOCATION

1. Confirm their vaccine storage unit temperatures are within recommended ranges.
2. Record the “Time” and “Temperature of alternate vaccine storage unit” on the bottom of the transport log.
3. Record the “Time” and “Temperature of cooler upon arrival” on the transport log before removing vaccines.
4. If the cooler temperature is **OK, below 5.0°F (-15.0°C)**: unpack and store vaccines in the alternate vaccine freezer.
   - **Out of range, above 5.0°F (-15.0°C)**: label the vaccines “Do Not Use” and store them in the vaccine freezer; alert your supervisor; immediately report the excursion to SHOTS at MyVFCvaccines.org.