



QUEENSLAND HEALTH IMMUNISATION PROGRAM

VACCINE DELIVERY ISSUES REPORTING FORM

- This form is used to report vaccine delivery issues that may have resulted in vaccines being damaged or temperature-affected.
- The person who unpacked the delivery should complete this form.
- Please take photos of any damage or concerning features.
- Please email the completed form and photos to: QHIP-ADMIN@health.qld.gov.au

Practice name	
VSP number	
Order number	
Date delivered	
Date reported	
Name of person completing this report	

VSP to complete the below	YES	NO
Is this report being made by the person who unpacked the vaccines?		
Was the vaccine delivery assessed for cold chain and/or damage immediately upon receipt from courier and placed into the vaccine refrigerator? <i>If not, please provide additional comments below.</i>		
Comments:		
Were the vaccines packed in an esky?		
Were the vaccines packed in a cardboard box? <i>All vaccines delivered in a cardboard box have been transported in a temperature-controlled truck.</i>		
Was the outer carton or contents damaged on arrival? <i>Please attach photos of damage and provide additional comments below.</i>		
Comments:		
On first inspection when unpacking the order, was the Heat Sensitive Indicator bullseye darker than the outer circle? <i>Please attach clear photo i.e. Taken in a well-lit room preferably on a white background.</i>		
<p>Example:</p> 		
On first inspection when unpacking the order, was the Cold Mark Monitor activated? Bulb colour change of any colour/depth = Activated (a cold chain breach $\leq 0^{\circ}$ has occurred) <i>Please attach clear photo i.e. Taken in a well-lit room preferably on a white background.</i>		
<p>Example:</p> 		

Did the delivery include the packaging materials listed below, and were materials packed in the order listed? *Please tick the items which were included in your order.*

Esky packaging materials:

- ☐ Paper or bubble wrap (top of esky)
- ☐ Ice bricks wrapped in paper
- ☐ Paper or bubble wrap
- ☐ Vaccines & Heat Sensitive Indicator/ Cold Mark Monitor
- ☐ Bubble wrap (bottom of esky)

Cardboard box packaging materials:

- ☐ Paper or bubble wrap
- ☐ Vaccines
- ☐ Heat Sensitive Indicator

Additional comments regarding packaging materials – *please provide comments below.*

Comments:

How many ice bricks were packed in the order? *(If applicable)*

Had the ice bricks or gel packs completely melted?

Did the ice bricks or gel packs have any residual frozen ice or gel material?

Was the Heat Sensitive Indicator or Cold Mark Monitor in contact with the ice bricks?

Any other relevant information or details - *please provide comments below.*

Comments:

Queensland Health Immunisation Program use only:

Yes No

VSP action required

Discard vaccines?

Notify VSP of outcome

Reason for vaccine discard

CMM

Heat affected

Delivery time

Damaged or tampered goods

QHIP action required

1. Email Toll for reorder

2. Email CDU-VCO

3. Email QHIP-ADMIN

Other comments:

The Queensland Health Immunisation Program will assess this Report and will contact you with advice.