

## Appendix 5: How to Complete the Pharmacy Cold Chain Break Report Form

### Page 1

- The person discovering the cold chain break **or** the person reporting the cold chain break is the **Reporter**. Please include the reporter name, telephone number and fax number as questions or follow up information may be required. The email address is optional as most contact will be by telephone or fax.
- Answer all questions that are applicable to the **type** and **time** of the cold chain break:
  - Type of break: temperature or light excursion (most will be temperature excursions).
  - **Products must be quarantined regardless the type of break.**
  - Questions number 3 and 4: Fridge temperatures are required only if this is a fridge or thermometer malfunction including power outages.
  - Room temperature should always be included if data is available
  - Temperature logs are only required when there is a fridge or thermometer malfunction
- **Description of Break:** Describe how and why the break occurred; including **all** details.
- **Transportation:** If the cold chain break occurred during transportation, answer all questions in that box.
- **Refrigerator type/ Thermometer type:** Complete only if fridge **or** thermometer malfunction occurred.
- Indicate cause of cold chain break and corrective actions to prevent future situations.
- Indicate if the affected products have been administered to clients.

### Page 2

- Print all vaccine information clearly using one line per lot number. Use appropriate vaccine abbreviations.
- Circle the appropriate answer for “multi-dose vial” and “previous cold chain break”
- Page 2 will be faxed back to the Pharmacist indicating if the vaccine is:
  - Viable – usable – maintain on cold chain and use as soon as possible.
  - Discard – not to be used and discarded as per organizational policy.

**NOTE:** The Ministry will fax recommendations directly to the reporting pharmacy.