

Pfizer-BioNTech COVID-19 Vaccine

Delivery Checklist



COVID-19 vaccine (Pfizer) requires ultra-cold temperatures during shipment and will arrive in a thermal shipping container with dry ice. To unpack the vaccine, staff will need proper personal protective equipment (PPE) and should know how to handle dry ice safely. Training materials from the manufacturer, including videos, are available at www.cvdvaccine.com. Use the following checklist to ensure the vaccine is received, stored, and handled appropriately.

1. Vaccine will be delivered by FedEx or UPS.
2. Examine the shipping container for signs of physical damage.
 - If the thermal shipping container appears damaged — **STOP**. Contact Pfizer with questions or concerns.
 - If the thermal shipping container appears to be in good condition, continue to Step 3.
3. Place the thermal shipping container on the floor to unpack (may weigh up to ~80 pounds).
4. The thermal shipping container contains dry ice Before opening:
 - Collect PPE, including goggles and insulated gloves.
 - Place the thermal shipping container in an area with proper ventilation. A leak in a confined area may create an oxygen-deficient environment and result in suffocation.
5. Open the thermal shipping container.
6. Press and hold the “Stop Shipment” button on the temperature monitoring device (TMD) for 5 seconds.
 - This triggers an e-mail report from the manufacturer on the temperature status of the container during transit. The report will be sent to the provider (facility) e-mail address associated with the order.
 - The LED indicator light on the TMD will change from blinking to a solid light.
7. Proceed based on the color of the LED indicator light.
 - **Green:** Vaccine can be unpacked. Continue to step 8.
 - **Red or no color: STOP!** Wait for the status report on the vaccine.
 - Contact the manufacturer immediately if the status report indicates a temperature excursion has occurred.
 - Continue to step 8 if the vaccine can be used.
8. Wearing PPE, continue to unpack the shipping container following the manufacturer’s guidance. Materials outlining the unpacking process can be found inside the container immediately after opening the lid.
 - Inspect the tray(s) of vaccine for damage. Ensure the correct number of trays were delivered.
 - Place the tray(s) with the vials upright in the storage unit.
 - If storing vaccine at ultra-cold temperatures between -80°C and -60°C (-112°F and -76°F), do NOT open the tray(s) or touch the vials. Return tray to ultra-cold storage within **5 minutes**.
 - If storing the vaccine at refrigerator temperatures between 2°C and 8°C (36°F and 46°F), the vaccine must be used within 120 hours (5 days).
 - » Thawed vaccine cannot be refrozen.
 - Dispose of the dry ice according to the manufacturer’s directions.
9. If using the thermal shipping container to store vaccine,* replenish the container with dry ice pellets (sized 10 mm to 16 mm) within 24 hours of delivery. Unless you have opted out of receiving dry ice when the order was placed, dry ice will be provided for the first re-icing. Close the container using packing tape.
10. Respond to the manufacturer’s status report email regarding ongoing temperature monitoring of the thermal shipping container.
 - If storing vaccine in an ultra-cold freezer or refrigerator, click on the link to opt out of ongoing temperature monitoring.
 - If storing vaccine in the thermal shipping container,* an additional e-mail will be sent. Add additional contacts to be notified of the temperature status of the container. Include after-hours phone numbers.

* CDC recommends using the thermal shipping container for temporary storage only.