





SHIPMENTS CONTAINING TEMPTALE4 TEMPERATURE MONITORING DEVICES


Important: **IMMEDIATELY UPON RECEIPT**, please read these instructions then complete the reverse side of this form (TT4MD) and **fax** it to the BCCDC Biologicals Desk at (604) 707-2581 as soon as the shipment is received.


This shipment contains a *TempTale4* monitor – an electronic monitoring device that continuously records temperature while in transit. **Please follow these instructions:**

1. Remove the TempTale monitor from the shipping box immediately.
2. Check the LCD display window.
 - a) If a “sunshine”  symbol appears in the top left corner, this indicates the device is still recording the temperatures. Proceed to STEP 3.
 - b) If no “sunshine”  symbol appears, this likely indicates the TempTale was not started at BCCDC – **QUARANTINE the contents of the shipment immediately in the refrigerator and label. DO NOT USE.** Contact the Biologicals Desk, tel: (604) 707-2582, who will provide direction regarding vaccine use after review of the refrigerated truck records.

Proceed to STEP 6 to return the TempTale to BCCDC.

3. Firmly press and hold the red “STOP” button located in the bottom right corner of the TempTale device for 3 seconds.

A “stop sign”  will appear in the top right hand corner of the LCD display window indicating the device has now stopped recording the temperatures.

- a) If no other symbol appears on the display window (i.e. only the stop sign is seen), this indicates the shipment was sent under cold chain conditions and is OKAY TO USE. Proceed to STEP 4.
- b) If a “bell”  symbol (alarm) appears in the bottom right corner of the LCD display, this indicates the shipment was exposed to temperatures outside of the +0.5° to +8°C range.

QUARANTINE the contents of the shipment box immediately in the refrigerator – they cannot be used until further notice from BCCDC. Keep these contents segregated from other useable inventory while you await a BCCDC response. If more than one box needs to be quarantined, keep them separated from each other as well. Proceed to STEP 4.

4. Press the green “START” button to view and record the transit temperature history. Information will appear in the window as five separate displays, one after another. These numbers indicate
 - a) average temperature,
 - b) high (Hi-) temperature,
 - c) high (Hi-) temperature duration,
 - d) low (Lo-) temperature, and
 - e) low (Lo-) temperature duration.

Record the information from (a) through (e) on the TT4TMD form. NOTE: Pressing the “START” button again will repeat the display of these readings. Complete the entire form.

5. Fax the TT4TMD form immediately to the Biologicals Desk at (604) 707-2581.
6. Return the TempTale4 monitor(s) immediately to BCCDC in the provided prepaid bubble envelope. Enclose a copy of the completed TT4TMD form.
7. Once BCCDC receives the device, the information is downloaded and a consult is provided back as early as possible, if required.

TT4MD: Temperature Monitoring Device Form for COURIER Deliveries

Fax this form to the BCCDC Biological Desk at (604) 707-2581 as soon as your shipment is received and return the *TempTale4* (TT4) device ASAP.

TT4 Monitors are numbered with a yellow, pink or green BCCDC label affixed to the side of the device.

Section I (to be completed by BCCDC Shipping Department) Shipping Clerk: _____

Area next to vaccine(s) Client: _____

Container: _____ of _____ Manifest #: _____

Start Time: _____ Date Packed: _____
Record Time

TT4 #: _____ TT4 # Recorded on Manifest Audit Copy TT4 Downloaded by: _____

Frozen Ice Pack Used on Top How many? _____ Refrigerated Gel Pack Used on Top

Box Type Used: ThermoSafe Regular Corrugated Box Size _____ Office Initials

Section II (to be completed by receiver at delivery site)

READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING BELOW.

Date received _____ Time Received _____ Time Unpacked _____

Frozen Ice Packs: Hard/Cold Mushy/Cool Warm

Refrigerated Gel Packs: Cool Warm

Vaccine: Cool Warm

TempTale4 Bell Symbol: **Yes** [Store and segregate as per 5(a) – see reverse instructions] **No**

Press the “Stop” button on the TempTale4 and then press the “Start” button to view and record temperature history. Record the temperature information from the display window into the corresponding fields below:

Average Temp _____

Highest Temp _____ Duration of Highest Temp _____ minutes
(circle time unit of measurement) hours

Lowest Temp _____ Duration of Lowest Temp _____ minutes
(circle time unit of measurement) hours

Name: _____ (Please print) Phone: _____ Fax: _____

Fax this form IMMEDIATELY to (604) 707-2581. If there is a bell symbol, refrigerate vaccine and label “QUARANTINE” until advised by BCCDC. If no bell symbol, vaccine is OK for use. You will NOT receive a phone call from BCCDC.