






Important: IMMEDIATELY UPON RECEIPT, please read these instructions then complete the reverse side of this form (TT4USB) and fax to BCCDC Pharmacy at 604-707-2581 as soon as the shipment is received.


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

1. Remove the TempTale 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 temperature. Proceed to STEP 3.
 - b) If no “sunshine”  symbol appears, this likely indicates the TempTale was not started at BCCDC or stopped accidentally during transit – **QUARANTINE the contents of the shipment immediately in the refrigerator and label. DO NOT USE.** **Contact the Biologicals Desk at 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 for 3 seconds.

A “stop sign”  will appear on the top right hand corner of the LCD display window indicating the device has now stopped recording 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) also appears on the LCD display, this indicates the shipment was exposed to temperatures outside of the +0.5°C to +8°C range.

QUARANTINE the contents of the shipment 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 the shipment is urgent but has a bell you may choose to plug the TempTale4 USB into a local PC USB port and save both files to your computer and then contact BCCDC Pharmacy (604-707-2580). 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 three separate displays, one after another. These numbers indicate
 - a) average temperature,
 - b) high temperature,
 - c) low temperature

Record the information from (a) through (c) on the TT4USB form. NOTE: Pressing the “START” button again will repeat the display of these readings. Complete the entire form.

5. Fax the TT4USB form immediately to BCCDC Pharmacy at 604-707-2581.
6. **Return the TempTale monitor(s) immediately to BCCDC in the provided prepaid bubble envelope.** Enclose a copy of the completed TT4USB form.
7. Once BCCDC receives the device, the information is downloaded and a consult is provided back as early as possible, if required.

TT4 USB: Temperature Monitoring Device Form

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

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

Section I (to be completed by BCCDC Shipping Department)

Shipper: _____

Area next to vaccine(s) Client: _____

Container: _____ of _____ Manifest #: _____

Start Time: _____ Date Packed: _____

TT4 #: _____ Reefer: Courier: Box Type _____

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

 **READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING BELOW.**

Date received _____ Time Received _____ Time Unpacked _____

TempTale4 Bell Symbol: **Yes**  [Store and segregate as per 3(b) – see reverse instructions] **No**

Press the “Stop” button on the TempTale 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 _____

Lowest Temp _____

For Office Use Only:	
Duration of Highest Temp _____	minutes hours
Duration of Lowest Temp _____	minutes hours

Name: _____ Phone: _____ Fax: _____

(Please print)

Fax this form IMMEDIATELY to 604-707-2581. If there is a bell symbol, Refrigerate vaccine and label “QUARANTINE” until advised by BCCDC. If the shipment is urgent but has a bell you may choose to plug the Temptale4 USB into a local PC USB port and save both files to your computer and then contact BCCDC Pharmacy (604-707-2580). If no bell symbol, vaccine is OK for use. You will NOT receive a phone call from BCCDC.

BCCDC Recommendations:

(For shipment with a bell symbol)