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COVID-19 Vaccine Roll-out

Australian Government Pfizer Vaccine Acceptance Form

This 'Pfizer Vaccine Acceptance Form' has been developed for locations which receive deliveries of Pfizer vaccines (**Sites**) to complete when taking delivery of the Pfizer vaccines to ensure key obligations are managed, the vaccine is accepted as expected and Health is notified of acceptance of the vaccine or any issues that arise.

This Pfizer Vaccine Acceptance Form **must** be completed upon arrival of the vaccine at the Site and sent to Health at COVID19VaccineAcceptance@health.gov.au **by no later than 9pm (local time) on the day of delivery**. However, if there is any issue with the vaccine delivered, Health **must** be notified immediately (and in any event, within 2 hours of the delivery) by calling the Vaccine Operations Centre on 1800 318 208 **and** then by providing this Pfizer Vaccine Acceptance Form by email to COVID19VaccineAcceptance@health.gov.au as soon as possible following that call.

To complete this Pfizer Vaccine Acceptance Form, for each vaccine delivery the Site must fill out:

- the two tables below;
- **either** Part A **or** Part B (depending on where the vaccine is delivered from); and
- Part C.

Please see the instructions in Part A and Part B to determine whether either Part A or Part B is applicable.

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Details of Site receiving the vaccine	
Site ID (if applicable):	
Name of Site:	
Address of Site:	
Authorised contact person at Site:	
Contact details of authorised contact person at Site (email address and phone number):	
Location(s) for vaccine administration (if this delivery of vaccines will be administered at a location(s) other than the Site, please specify that location(s)):	Site only: Other location(s):

Details of vaccine received	
Date of delivery:	
Time of delivery:	
Number of trays delivered:	
Number of vials delivered:	
Batch number of vaccine delivered:	
Delivered by (insert name of organisation and individual making the delivery):	

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PART A – Pfizer Vaccine Acceptance Requirements – Vaccine received directly from Pfizer

This Part A must be completed for **vaccine deliveries received directly from Pfizer**.

Health will advise the Site whether each vaccine delivery will be received directly from Pfizer, or from a DHL storage facility.

For vaccine deliveries from a DHL storage facility, please leave this Part A blank and **COMPLETE PART B INSTEAD**.

Please note: Please provide a 'yes' or 'no' response to each question specified below. If the response to any question is 'no', please specify reason/s in the 'Comments' section provided and contact Health immediately (and in any event, within 2 hours of delivery of the vaccine) by calling the Vaccine Operations Centre on 1800 318 208 to notify of an issue with a vaccine (stating that the vaccine **was delivered in a Pfizer thermal shipper**) and seeking instructions from Health, **and** then providing this Pfizer Vaccine Acceptance Form by email to COVID19VaccineAcceptance@health.gov.au. Until instructions are received, please place the vaccine securely and safely in quarantine in the thermal shipper(s) they arrived in and ensure that the vaccine is not moved or unpacked.

Requirement	Yes / No	Comments
Delivery Details (vaccine received directly from Pfizer)		
1. Shipment delivered on the expected date and time of delivery	Yes / No	
2. Does the number of trays and vials delivered match with the expected volumes?	Yes / No	
3. Following initial visual inspection of thermal shipper delivered (including any security seals, if applicable), the packaging appears to be undamaged and complete. If answer is no, please provide photographic evidence and detailed description when sending this form to Health	Yes / No	
4. If the temperature logger included with the packaging indicates a cold chain breach, do not open the thermal shipper and call Health's Vaccine Operations Centre immediately on 1800 318 208 to seek instructions (stating that the vaccine was delivered in a Pfizer thermal shipper). Until instructions are received, please place the vaccine securely and safely in quarantine in the thermal shipper received and ensure that the vaccine is not moved or unpacked.	Yes / No	

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5. Labelling and packaging of vaccine delivered is in accordance with the 'Labelling and Packaging Specifications' provided separately Yes / No

6. Following a reasonable visual inspection of the internal contents of thermal shipper delivered (including vials and/or trays), the vaccine appears to be undamaged and complete. Yes / No

If answer is no, please provide photographic evidence and detailed description when returning this form

***note visual inspection of any vials being maintained at ultra-low temperatures must be completed in less than 3 minutes to maintain cold chain**

After Delivery

7. Temperature logger located in the thermal shipper has been switched off Yes / No

8. Confirm there are no issues to report to Health. Yes / No

If there is any other issue you are concerned about in relation to the vaccine, please contact Health immediately by calling the Vaccine Operations Centre on 1800 318 208 (stating that the **vaccine was received in a Pfizer thermal shipper**), and then following up by providing this Pfizer Vaccine Acceptance Form by email with an explanation of the issue and attaching any photographs to COVID19VaccineAcceptance@health.gov.au.

9. The following documentation has been delivered with the thermal shipper: Yes / No
- i. 1 Pfizer brochure per thermal shipper containing product storage and handling information including: a dry ice handling insert, safety data sheet for dry ice, and return instructions for temperature loggers and thermal shippers;
 - ii. a blank label to be used following the removal of dry ice from the shipper to indicate that the thermal shipper containers are empty and no longer contain dry ice;
 - iii. 1 return shipping label; and

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- iv. 1 contents label (on inside flap showing how many trays are contained in thermal shipper)
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Storage and handling requirements

- | | |
|--|----------|
| 10. The vaccine: | Yes / No |
| <ul style="list-style-type: none">• has been transferred to:<ul style="list-style-type: none">i. a -75°C (+/-15 °C) ultra-low temperature (“ULT”) freezer; orii. a 2-8°C refrigerator; or• has been retained in the thermal shipper and the dry ice has been replaced. | |
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|---|----------|
| 11. Any emptied thermal shippers and temperature loggers are stored in a clean and secure location until collection | Yes / No |
|---|----------|
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PART B – Pfizer Vaccine Acceptance Requirements – Vaccine from DHL storage facility

This Part B **must** be completed for vaccine deliveries **from a DHL storage facility**.

Health will advise the Site whether each vaccine delivery will be received from a DHL storage facility or directly from Pfizer.

For vaccine deliveries directly from Pfizer, please leave this Part B blank and **complete Part A instead**.

Please note: Please provide a 'yes' or 'no' response to each question specified below. If the response to any question is 'no', please specify reason/s in the 'Comments' section provided and contact Health immediately (and in any event, within 2 hours of delivery of the vaccine) by calling the Vaccine Operations Centre on 1800 318 208 (stating that the **vaccine came from a DHL esky**) to seek instructions, **and** then provide this Pfizer Vaccine Acceptance Form by email to COVID19VaccineAcceptance@health.gov.au. Until instructions are received, please place the vaccine securely and safely in quarantine in the esky(ies) received and ensure that the vaccine is not moved or unpacked.

Requirement	Yes / No	Comments
Point of delivery (receipt from a DHL storage facility)		
1. Shipment delivered on the expected date and time of delivery	Yes / No	
2. Does the number of trays and vials delivered match with the expected volumes?	Yes / No	
3. Following initial visual inspection of esky delivered (including any security seals, if applicable), the packaging appears to be undamaged and complete.	Yes / No	
If answer is no, please provide photographic evidence and detailed description when returning this form. Please include in the "comments" column if this issue has been raised with the DHL support centre and include any applicable reference number provided by DHL.		
4. Confirm that temperature logger included with the packaging indicates that there have been no cold chain breaches during transit (eg for -70°C deliveries confirm that there is a "tick" at the top of the display).	Yes / No	
If the temperature logger included with the packaging indicates a cold chain breach (eg for -70°C deliveries there is a "cross" at the top of the display), do not open the esky and call Health's Vaccine Operations Centre immediately on 1800 318 208 (stating that the vaccine came from a DHL esky) to seek instructions and, if instructed by DHL, call DHL's temperature evaluation team as set out in any		

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DHL materials provided with the vaccine. Until instructions are received from Health, please place the vaccine securely and safely in quarantine in the esky(ies) received and ensure that the vaccine is not moved or unpacked.

5. Labelling and packaging of the vaccine vials delivered is in accordance with the 'Labelling and Packaging Specifications' provided separately Yes / No

6. Following a reasonable visual inspection of the internal contents of the esky delivered (including vials and/or trays), the vaccine appears to be undamaged and complete. Yes / No

If answer is no, please provide photographic evidence and detailed description when returning this form

***note visual inspection of any vials being maintained at ultra-low temperatures must be completed in less than 3 minutes to maintain cold chain**

After Delivery

7. For -70°C deliveries, the temperature logger located in the esky has been switched off (hold "STOP" button for 5 seconds). Yes / No / Not applicable

8. For deliveries with dry ice, the dry ice has been safely disposed of. Yes / No / Not applicable

9. The temperature logger is placed inside the empty esky and that esky is returned to the driver Yes / No

OR

The temperature logger is placed inside the empty esky and the new consignment label has been placed over the old consignment label for pick up within 48 hours

10. Confirm there are no issues to report to Health. Yes / No

If there is any other issue you are concerned about in relation to the vaccine, please contact Health immediately by calling the Vaccine Operations Centre on 1800 318 208 (stating that the **vaccine came from a DHL esky**) and then provide this Pfizer Vaccine Acceptance Form by email with an explanation of the issue and attaching any photographs to COVID19VaccineAcceptance@health.gov.au.

Storage and handling requirements

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11. The vaccine: Yes / No

- has been transferred to:
 - i. a -75°C (+/-15°C) ultra-low temperature (“ULT”) freezer; or
 - ii. a 2-8°C refrigerator; or
- has been retained in the esky and the dry ice has been replaced.

12. Any emptied eskies and temperature loggers are stored in a clean and secure location until collection Yes / No

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PART C – Declaration

This Part C must be completed for all deliveries.

<p>Declaration</p> <p>SIGNED by _____</p> <p>Print name in capitals: _____</p> <p>Role or Title: _____</p> <p>as authorised representative for _____ (organisation responsible for Site).</p> <p>Site: _____</p> <p>_____</p> <p>Date</p>
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Note: giving false or misleading information to the Commonwealth is a criminal offence.