

## STANDARD OPERATING PROCEDURE

<b>Chapter:</b> Science System and Performance (SSP)	<b>SOP#:</b>
<b>Section:</b> Vaccine Storage and Handling	
<b>Subject:</b> NSHA: Requisitioning and Shipping Products Between Holding Points (Internal Holding Points)	
<b>Approved by:</b>	<b>Approval Date:</b>
<b>Applies To:</b> Public Health Staff	

### INTRODUCTION

Successful immunization programs are dependent upon proper handling and storage of biological products. Careful management of vaccine resources are critical as products are expensive and can be in short supply. The Biological Depot Pharmacy Practicing Assistant and Zone Bio-coordinator can requisition and ship products (vaccines/biologicals) between Holding Points.

The purpose of this standard operating procedure is to outline the process for distributing product from the Biological Depot to a plant, or between two plants that support the proper storage and handling of vaccines using current evidence based information, along with provincial and national guidelines.

### Process for Requisitioning and Shipping Products Between Holding Points

1. The Biological Depot Pharmacy Practicing Assistant or the Zone Bio-coordinator reviews current inventory on hand ([hyperlink to user guide reference sheet](#)).
2. The Zone Bio-coordinator or the Biological Depot Pharmacy Practicing Assistant decides if quantities are required for the holding point.
3. Zone Bio-coordinator or the Biological Depot Provincial Practicing Assistant creates a requisition in Panorama ([hyperlink to PDR user guide reference sheet](#)).
4. The Biological Depot Pharmacy Practicing Assistant or Zone Bio-coordinator will approve the requisition ([hyperlink to PDR user guide](#)).

[reference sheet](#)). If necessary, the order will be placed on back-order until the product arrives from the Supplier. This is communicated to the Zone Bio-coordinator by e-mail.

5. If the order is incorrectly entered in Panorama then the Biological Bio-Depot Pharmacy Practicing Assistant or Zone Bio-coordinator will do a reverse adjustment.
6. When the reverse adjustment is completed then the Biological Bio-Depot Pharmacy Practicing Assistant or Zone Bio-coordinator will create a new requisition.
7. The Biological Depot Pharmacy Practicing Assistant or the Zone Bio-coordinator will locate products, physically pick and pack the products. This process will be completed by pick, pack for the requisition in Panorama ([hyperlink to PDR user guide reference sheet](#)).
8. Biological Depot Pharmacy Practicing Assistant or the Zone Bio-coordinator will arrange for delivery. In the Biological Depot the Biological Depot Pharmacy Practicing Assistant will arrange for delivery with the weekly courier.
9. The Biological Depot Pharmacy Practicing Assistant or the Zone Bio-coordinator will complete ship for the requisition in Panorama ([hyperlink to PDR user guide reference sheet](#)).

#### **Process for Receiving Product between Holding Points**

10. The Biological Depot Pharmacy Practicing Assistant or the Zone Bio-coordinator will physically receive the product (decision point).

#### **Process for Receiving Product packaged with Temp Tale (TT4)**

11. If the product has been packaged with a TT4 the Biological Depot Pharmacy Practicing Assistant or the Zone Bio-coordinator will locate, stop and read the TT4.
12. The Biological Depot Pharmacy Practicing Assistant or the Zone Bio-coordinator will return the TT4 with the courier (decision point).

13. If the temp tale (TT4) did not alarm and the reading validates that there wasn't a cold chain break, the Biological Depot Pharmacy Practicing Assistant or the Zone Bio-coordinator will count and place product in fridge.
14. The Biological Depot Pharmacy Practicing Assistant or the Zone Bio-coordinator will receive product in Panorama ([hyperlink to PDR user guide reference sheet](#)).

#### **Process for Receiving Product not packaged with Temp Tale (TT4)**

15. If the product has not been packaged with a temp tale (TT4) then the Biological Depot Pharmacy Practicing Assistant or the Zone Bio-coordinator will audit the packaging protocol (decision point).
16. The Biological Depot Pharmacy Practicing Assistant or the Zone Bio-coordinator will receive product in Panorama ([hyperlink to PDR user guide reference sheet](#)).

#### **Process for Receiving product when there is a Cold Chain Break**

17. A cold chain break can occur if the packaging protocol is inappropriate or by a temp tale reading. If there has been a cold chain break a cold chain investigation will be completed by the Biological Depot Pharmacy Practicing Assistant or Immunization Coordinator (Refer to SOP Cold Chain Investigation). The product will be placed in a quarantine holding point location ([hyperlink to user guide reference sheet](#)).

## DEFINITIONS

<b>Biologicals Depot</b>	The vaccine storage facility located within Public Health (PH) housing vaccines for district and provincial distribution.
<b>Internal Holding Point</b>	Public health offices and the Bio Depot are set up as internal holding points so that all transactions, including inventory movements, adjustments, physical count data, and quantity of product in inventory will be tracked in Panorama.
<b>Cold chain break (CCB)</b>	Several events can occur during transportation or storage that may compromise the cold chain, thus exposing the vaccine to adverse conditions (temperatures outside the recommended range or adverse light exposure, delays during shipping, storage unit malfunctions, vaccines mistakenly stored at inappropriate temperatures. When a cold chain break is suspected the Biological Depot Pharmacy Practicing Assistant/Immunization Coordinator will follow up the investigation.

## REFERENCES

Nova Scotia Health Authority. (2015). *Immunization toolkit for family practice*. Retrieved from <http://www.cdha.nshealth.ca/public-health/immunization-public-health/immunization-toolkit-family-practice>

Nova Scotia Department of Health and Wellness. (2017). *Nova Scotia immunization manual*. Retrieved from <http://novascotia.ca/dhw/cdpc/documents/Immunization-Manual.pdf>

Public Health Agency of Canada (2015). National Vaccine Storage and Handling Guidelines for Immunization Providers 2015. PHAC, Ottawa, ON.

## HISTORY

CURRENT VERSION
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