



# **CHECKING VACCINE ARRIVALS**

## **THE VACCINE ARRIVAL REPORT**

**Guidelines for the use of the Vaccine Arrival Report  
in UNICEF shipments**

**UNICEF, April 2002**



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## **CHECKING VACCINE ARRIVALS. THE VACCINE ARRIVAL REPORT**

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## Introduction

### 1.A- Vaccine supply and UNICEF

Supply of vaccines for children in developing countries remains one of the core areas of UNICEF. Today, UNICEF supplies approximately 60 percent of the vaccines used worldwide. The logistics involved in the purchase and distribution of over 2.2 billion doses annually are considerable. UNICEF, through its Country Offices and Supply Division, is key in a distribution network that delivers vaccines from 14 countries of manufacture to over 100 countries worldwide. Due to the temperature-sensitivity of vaccines, all steps during transport and storage must be designed to maintain the cold chain and avoid their damage and loss.

UNICEF Supply Division, manufacturers, forwarders, UNICEF Country Offices and Ministries of Health are all key players in the logistics of vaccine supply, and it is their responsibility to ensure the quality of vaccines to be administered to children.

In 2001, UNICEF was responsible for over 1300 vaccine shipments worth 163 million USD. The introduction through GAVI of Hepatitis B and Hib vaccines in the immunization schedule of an important number of developing countries has resulted in a marked increase in the value of vaccine shipments handled by UNICEF.

It is of great importance that losses do not occur during the shipping and storage of vaccines. This applies especially for combination vaccines (DTP-Hep B and DTP-Hep B+Hib) that are not only expensive compared to traditional EPI vaccines, but also in limited supply.

Every year UNICEF Supply Division deals with cases of shipments in which the cold chain has been compromised during delivery or in which lack of adherence to established procedures (pre-advice, documentation) put at risk the safe receipt of vaccines in countries. Without a feedback mechanism to monitor vaccine deliveries, corrective action is taken only when problems are reported. This lack of comprehensive monitoring limits greatly the capacity to analyse and resolve faults in the system.

### 1.B- Checking vaccine arrivals

The inspection of vaccines on arrival to cold stores is carried out to assure the quality of vaccines at point of delivery, record vaccine id (type, manufacturer, batch, and expiry) and provide indicators for monitoring performance of vaccine deliveries.

The main components of the inspection are:

- ? Inspection of vaccines. This involves checking that the type of vaccine, vial size and quantities are correct (for vaccine/diluent/droppers), monitoring the status of the temperature monitors and the condition of the boxes.
- ? Inspection of vaccine documentation, both that received prior to shipment and with the shipment.
- ? Completion of Vaccine Arrival Report

While inspection of type and quantity is carried out routinely upon arrival to stores and prior to acknowledgement of receipt by the authorities receiving the vaccines, the monitoring of temperature indicators and documents is often not carried out. Discovery at a later stage of activation of temperature monitors creates a problem in determining the condition of the vaccines at the point of delivery to stores, and may lead to disputes over responsibility.



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## The Vaccine Arrival Report

### 2.A- Development

Following extensive documentation of problems related to the shipment of vaccines, the implementation of a vaccine arrival report (VAR) was recommended at Technet 96. Technet is an annual meeting where representatives from UN Agencies, Governments and NGOs discuss logistics issues related to immunization.

The specific recommendation was for UNICEF and WHO to develop a report that would document the condition of arrival of vaccines to countries and serve as a checklist to ensure the quality of the vaccines, develop guidelines for practical use and develop process performance indicators. Health Ministries would be responsible for implementation and reporting to local UNICEF and WHO offices. In the event of anomalies, the report should be sent to Copenhagen/Geneva for corrective action.

The Vaccine Arrival Report was included in the Guidelines on the International Packaging and Shipping of Vaccines, which are used in UNICEF Tenders. However, the implementation was unsuccessful, with very limited response over the years and this concentrated in a few countries. For over three years the VAR form has not been sent with shipments. Without any other established reporting method, communication between countries, Supply Division and WHO on problems in shipments has been carried out in an ad-hoc manner.

The latest revision of the Guidelines on the International Packaging and Shipping of Vaccines (EPI/CCIS/81.4 Rev.8, Revised Sep 2001) includes the basic format of the vaccine arrival report on which the UNICEF form is based (Appendix A).

### 2.B- Plan of implementation

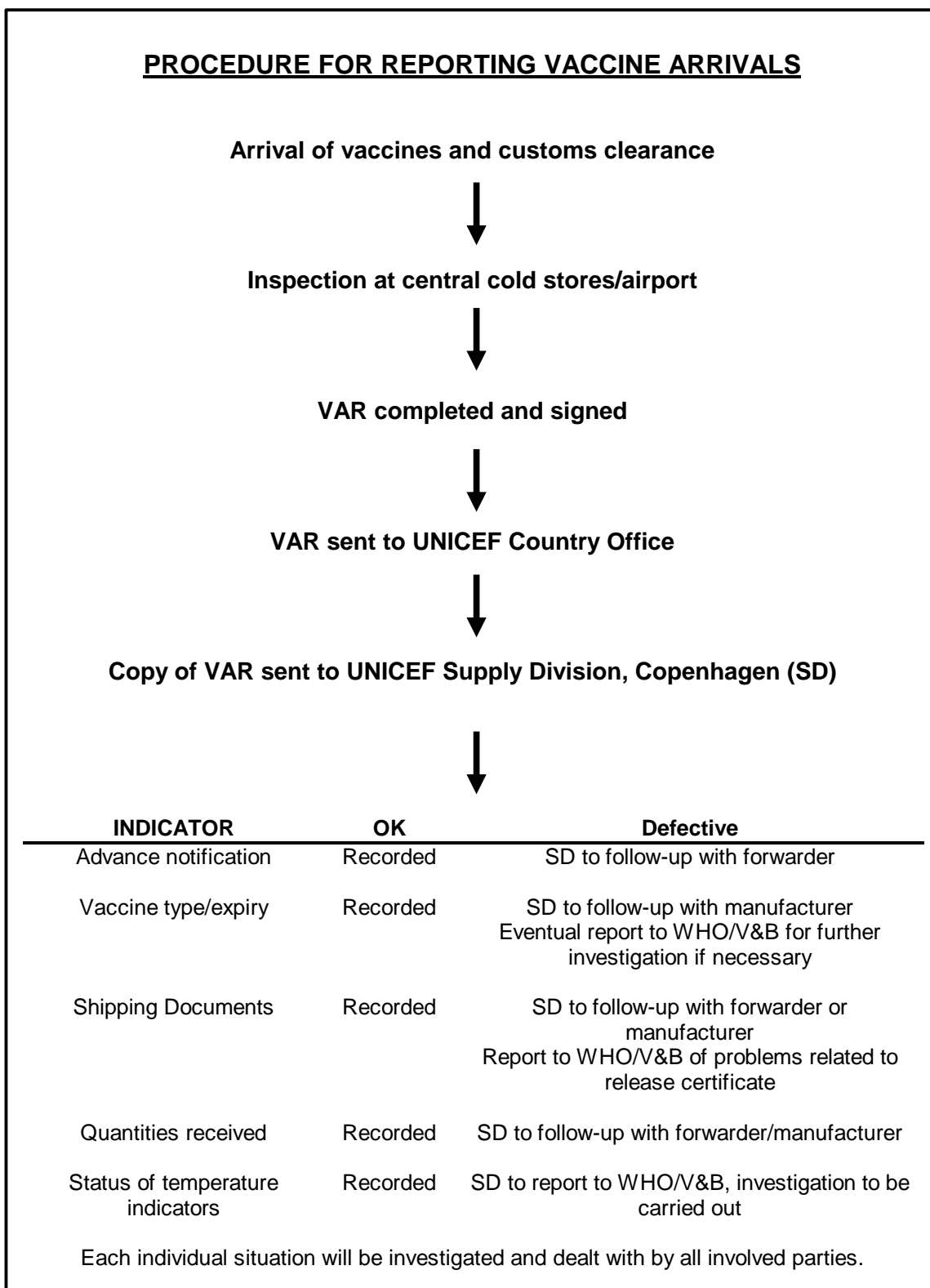
UNICEF will work in the re-introduction and implementation of the VAR during 2002. Its contribution towards current efforts to ensure vaccine quality at country level aims to be:

- Monitor compliance/deviations with shipping instructions
- Monitor maintenance of cold chain during transport
- Ensure adequate record keeping of information related to vaccine
- Form the basis for documenting claims or demanding corrective action

The responsibility of implementing the VAR lies first with the Government department receiving the vaccines, which is responsible for inspection, reporting and acceptance of vaccines. UNICEF Country Offices will be responsible for assistance in implementation as well as for reporting to Supply Division, which will be responsible for record keeping, adequate follow up with manufacturers, forwarders and WHO, and for providing timely feedback to countries.

In order to achieve the results intended, a high level of implementation is required both in individual countries and for regions. The commitment of Government agencies and adequate training of staff are essential to initiate the project, and UNICEF will be responsible for introducing the report to counterparts and initiating appropriate training for staff in UNICEF and Governments. In addition, UNICEF will seek the collaboration of WHO and other partner agencies involved in vaccine management to advocate and assist in the implementation of the report.

The procedure to be followed on implementation can be summarized as follows:





## **2.C- Guide to components of the Vaccine Arrival Report**

The VAR has seven parts for reporting advance notification, flight arrival details, details of vaccine shipment, documentation, status of temperature indicators, general conditions of shipment and signature of staff responsible for the inspection.

The country, report number, place and date of inspection and information on cold store is included in the heading.

A one-page set of instructions for completing the report is also attached at the end of the VAR.

As the standards of packing and temperature vary among vaccines, the VAR is designed to be used for one vaccine only. In the case of combined deliveries, one report should be completed for each type of vaccine.

Diluents for freeze dried vaccines and droppers for Oral Polio Vaccine are part of the vaccine preparation and should always be shipped together with the vaccine. As they are not temperature sensitive as vaccines, only quantity, lot number and expiry date are recorded on the form. This information can be found on the invoice and packing list. Any anomalies can be reported in the section reserved for comments at the end of the form.

In shipments of DTP-HepB + Hib vaccine, one form should be used for DTP-HepB and a separate one for Hib. This is due to the different packing standards and temperature sensitivity of the two components of the vaccine.

In the case of short-shipments (part of the original quantities not delivered), one report should be completed for each part of the delivery. This applies also for short-shipments of diluents and droppers.

### **Heading**

The heading of the report is for the name of recipient country, report number and details of place and date of inspection and storage. The report number is an internal number for organizing records, which should follow the format COUNTRY CODE-YEAR-REPORT NUMBER (e.g. BUR-2002-001). In the case of short-shipments, the numbers for the different deliveries (for one vaccine type only) would be BUR-2002-001.1, BUR-2002-001.2 etc.

### **Part I- ADVANCE NOTICE**

Advance notification of date of shipment (pre-advice) and timely full notification of shipment (including airwaybill, packing list and invoice) are essential to ensure adequate preparedness for receiving the vaccine. In countries in which the release certificate or any other documents are part of the set of documents needed for clearance, these should be made available with the shipping notification.

The minimum period for advance notification is five working days. Depending on the particular circumstances in countries, the period can vary. A shorter notification period is only acceptable after agreement from the receiving country.

The pre-advice is sent upon booking and confirmation of the flight, and is followed by the full set of documents necessary to prepare customs clearance forms, etc. Inadequate advance notification can result in inability to arrange for timely clearance, transport or storage, risking vaccine damage at the airport or costly demurrage charges. In addition, advance notification gives a window of opportunity to change flights in case of strikes, insufficient cold storage space or other unavoidable problems at destination.



While in a majority of vaccine deliveries the consignee is UNICEF, Country Offices can also assist in communicating information on shipments when consignees are Ministries of Health, NGOs, etc. For the purpose of the VAR, the date of receipt of advance notices is date received by the consignee in the order, both in the case of communication directly from the manufacturer/forwarder or from the UNICEF Country Office.

Any comments related to advance notification could be added in the general comments section at the end of the form.

## Part II- FLIGHT ARRIVAL DETAILS

This section records details of expected and actual arrival times for the shipment, as well as name of clearing agent and for whom they act (i.e. MoH/UNICEF, etc).

Due to the difficulties in obtaining departure details and transit times, the VAR concentrates on arrival only. Large or constant deviations in arrival times as per notification, especially when no warning was issued, will be followed-up by UNICEF Supply Division separately with forwarders and airlines.

Normal transit times (from manufacturer to destination) should not exceed 48 hours. If transit times over 48 hours are noted at the time of arrival, this fact can be indicated as a general comment for follow-up by Supply Division. It must be noted that transit times of up to 72 hours are normal for a number of destinations, in cases of limited flight availability or during strikes. Special arrangements for packing and cold storage in transit are put in place for these shipments.

## Part III- DETAILS OF VACCINE SHIPMENT

In this section the identity of the vaccine (type, manufacturer and batch) is recorded for reference. Additionally, the identity is linked to the Purchase Order and any short-shipments noted.

**Purchase Order No.** The number to use is the number of the PO issued by Copenhagen (450....).

**Consignee.** As per Purchase Order.

**Vaccine Description.** Brief description including vial size. The more common vaccines and presentations supplied by UNICEF are shown below.

Vaccine	Short name	Presentations
Bacille Calmette-Guérin	BCG	20 doses (+ diluent)
Oral Polio	OPV	10 and 20 doses
Tetanus Toxoid	TT	10 and 20 doses
Diphtheria Toxoid, Tetanus Toxoid, Whole Cell Pertussis	DTP	10 doses, 20 doses
Tetanus-Diphtheria Toxoids (Adult)	Td	10 and 20 doses
Diphtheria-Tetanus Toxoids (pediatric)	DT	10 and 20 doses
Measles	Measles	1 and 10 doses (+ diluent)
Measles-Rubella	MR	1 and 10 doses (+ diluent)
Measles-Mumps-Rubella	MMR	1 and 10 doses (+ diluent)
Meningococcal groups A and C	Meningitis AC	10 and 50 doses (+ diluent)
Yellow Fever	YF	5, 10, and 20 doses (+ diluent)
<i>Haemophilus influenzae</i> type b	Hib	1 and 10 doses (liquid or freeze dried + diluent) 2 doses (for reconstitution with DTP-Hep B)
Hepatitis B	Hep B	1 and 10 doses
Diphtheria Toxoid, Tetanus Toxoid, Whole Cell Pertussis and Hepatitis B	DTP-Hep B	2 and 10 doses

**Vaccine batch numbers, shipping boxes and number of vials.** Only one vaccine type should be recorded in each report. For each batch of vaccine included in the shipment, indicate the number of shipping boxes, vials and expiry date. The same applies to diluent/droppers when present. This information is included on the invoice and packing list (figure 1).

Diluents for freeze-dried vaccine and droppers for OPV should be considered as integral parts of the vaccine, and always reported on the same form. If expiry date for droppers or diluent is not available, indicate this on the form.

pack no	Dimensions CM	Quant	Description	Batch no	Exp date	Net Weight KG	Gross Weight KG
1/23	51X39X62	1600	POLIO SABIN 20DX100	S3090A5A	03-03-31	11	12,7
24	51X39X62	400	POLIO SABIN 20DX100	S3090A5A	03-03-31	2,8	4,5
25/46	51X39X62	1600	POLIO SABIN 20DX100	S3106B4A	03-03-31	11	12,7
47	51X39X62	100	POLIO SABIN 20DX100	S3106B4A	03-03-31	,7	2,4
48/92	48X28X23	1600	DROPPER-CAPS	55471204		2,6	3
93	48X28X23	500	DROPPER-CAPS	55471204		,9	1,3

Vaccine				Diluent/Droppers			
Lot Number	Number of Boxes	Number of Vials	Expiry Date	Lot Number	Number of Boxes	Number of Units	Expiry Date
S3090A5A	24	37,200 (23 x 1600 + 1 x 400)	31-Mar-03	55471204	46	72,500 (45 x 1600 + 1 x 500)	NA
S3106B4A	23	35,300 (22 x 1600+ 1 x 100)	31-Mar-03				

**Figure 1.** Batch, box and expiry information on a packing list and corresponding fields on the VAR

Separate delivery of diluent/droppers should be considered as short-shipments.

The figures entered in the number of boxes' column should always match the number shown in the packing list. If it does not (wrong quantity shipped or short-shipment), indicate if advance notice of such a change in the quantity was provided.

Counting of the number of individual vaccine packs in each shipping box is not required in the report.

**Short-shipments.** When part of the original quantities to be shipped as per advance shipping notification are not delivered, a case of short-shipment occurs. These happen usually as a result of reduced space availability on a booked flight (due to excess passenger baggage, change of aircraft) or operational errors by manufacturer, forwarder or airline.

Short-shipments caused by the forwarder or the airlines happen after the invoice and packing list have been issued. It is therefore necessary to identify on arrival (with the help of the packing list) the missing boxes and fill in the VAR only for the boxes received.



A separate VAR, identified as a short-shipment by the report number (report number.2, report number.3, etc) should be filled in for subsequent arrivals. A separate pre-advice should be issued by the forwarder for each delivery in a short-shipment, and the date this was received annotated in the form. No other documents are issued, as the original set applies to the whole shipment.

#### **PART IV- DOCUMENTS ACCOMPANYING THE SHIPMENT**

The box containing the shipping documents should be indicated on the packing list (often these will be in box number 1). Verify that all necessary documents are present and fill in the form accordingly.

If the box is not identified in the packing list or the documents made available through other means (courier, pouch), please indicate it in the section reserved for comments.

#### **PART V- STATUS OF SHIPPING INDICATORS**

Results from the inspection of the temperature indicators are an essential part of the report. The temperature monitors should be checked in all boxes before vaccines are put into cold storage.

Currently, four types of indicators are used:

**Vaccine Vial Monitor (VVM)**- The VVM is a round disc of heat-sensitive material placed on a vaccine vial to register cumulative heat exposure. It is present on all vials/tubes of OPV, and from 2001 it is being incorporated in other EPI vaccines. The VVM reflects exposure only for the vial to which it is attached.

**Cold Chain Monitor (CCM)**- The CCM comprises a temperature sensitive indicator for monitoring cumulative heat exposure. It is activated by the manufacturer for monitoring exposure during transit. One CCM is placed in each shipping box.

**Freeze Watch™**- This indicator is used in shipments of vaccines sensitive to freezing. It consists of a white backing card and a small vial of black liquid, both enclosed in a plastic casing. When exposed to temperatures below 0°C, the liquid in the ampoule freezes, causing the ampoule to fracture and stain the indicator paper.

**Recorders** - Temperature recorders provide a continuous reading of temperature inside the shipping box for the duration of the transit from manufacturer to destination. They can be analog or digital, and are presently routinely used only for DTP-HepB vaccines. They are included in DTP-HepB+Hib shipments, but only for use with the DTP-HepB vaccines.

In the case of very large shipments, or when immediate storage in the shipping boxes is required, a representative number of boxes should be checked prior to placing the shipment in the cold store. Complete inspection of all boxes the next day, or as soon as possible thereafter.

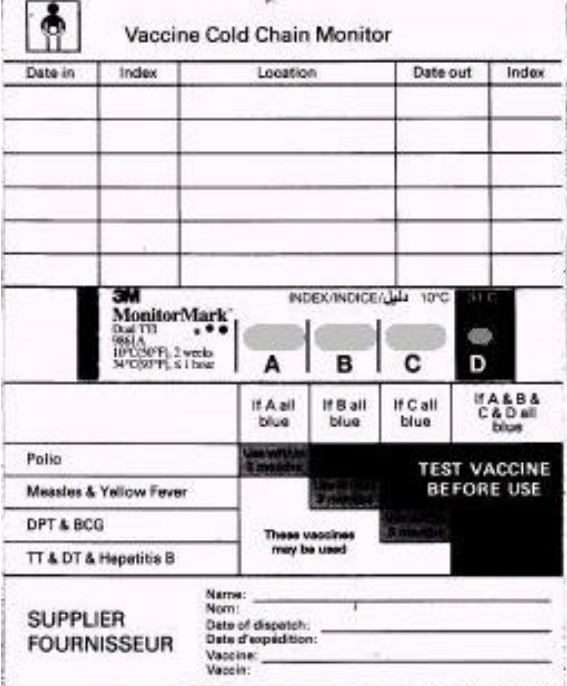
Indicate the number of boxes inspected (this should equal the total number in the shipment), the type of coolant used and details of any temperature exposure if detected. **Only boxes in which the temperature monitors show a change of color that indicates potential damage to the vaccines should be reported on this report.** This happens when:

- ? VVM in stage 3 and 4 (figure 2)
- ? Cold chain monitor card index as per vaccine/threshold table in card (figure 3)
- ? Freeze watch burst (figure 4)

Vaccines in boxes in which indicators show exposure to temperatures that risk damage to the vaccine should be identified clearly in the cold room for further assessment of their condition. **DO NOT DISCARD VACCINES UNTIL ASSESMENT IS COMPLETED.**



Figure 2. VVM stages. In circle, stages to be recorded



**Vaccine Cold Chain Monitor**

Date in	Index	Location	Date out	Index

**3M MonitorMark**  
Dual TTT  
9861A  
10°C/50°F, 2 weeks  
34°C/93°F, 5.1 hour

INDEX/INDEXE/مؤشر 10°C

	A	B	C	D

	If A all blue	If B all blue	If C all blue	If A & B & C & D all blue
Polio	Use within 3 months	Use within 2 months	Use within 1 month	Use within 1 month
Measles & Yellow Fever	Use within 3 months	Use within 2 months	Use within 1 month	Use within 1 month
DPT & BCG	Use within 3 months	Use within 2 months	Use within 1 month	Use within 1 month
TT & DT & Hepatitis B	Use within 3 months	Use within 2 months	Use within 1 month	Use within 1 month

**SUPPLIER FOURNISSEUR**

Name: \_\_\_\_\_  
Nom: \_\_\_\_\_  
Date of dispatch: \_\_\_\_\_  
Date of expedition: \_\_\_\_\_  
Vaccine: \_\_\_\_\_  
Vaccin: \_\_\_\_\_

Keep the Cold Chain Monitor with your vaccine

When the Monitor arrives . . . . .  
complete the top part of the card  
- fill in the date  
- fill in the index (-, A, B, C and/or D)  
- fill in the location

When the Monitor leaves . . . . .  
complete the top part of the card  
- fill in the date  
- fill in the index (-, A, B, C and/or D)

If windows A, B, C & D are all white use vaccines normally.

If the windows A to C are completely blue, but window D is still white it means that the vaccine has been exposed to a temperature above 10°C but below 34°C for the following number of days:

	INDEX		
	A	AB	ABC
At a temperature of 12°C	3 days	8 days	14 days
At a temperature of 21°C	2 days	6 days	11 days

If window D is blue it means that there has been a break in the cold chain of a temperature higher than 34°C for a period of at least two hours. Check the cold chain.

The instruction «use within three months» should not be followed if either the expiry date or any local cold chain policy require a shorter period before use or disposal of the vaccine.

Assembled & distributed by Berlinger Ganterschwil Switzerland

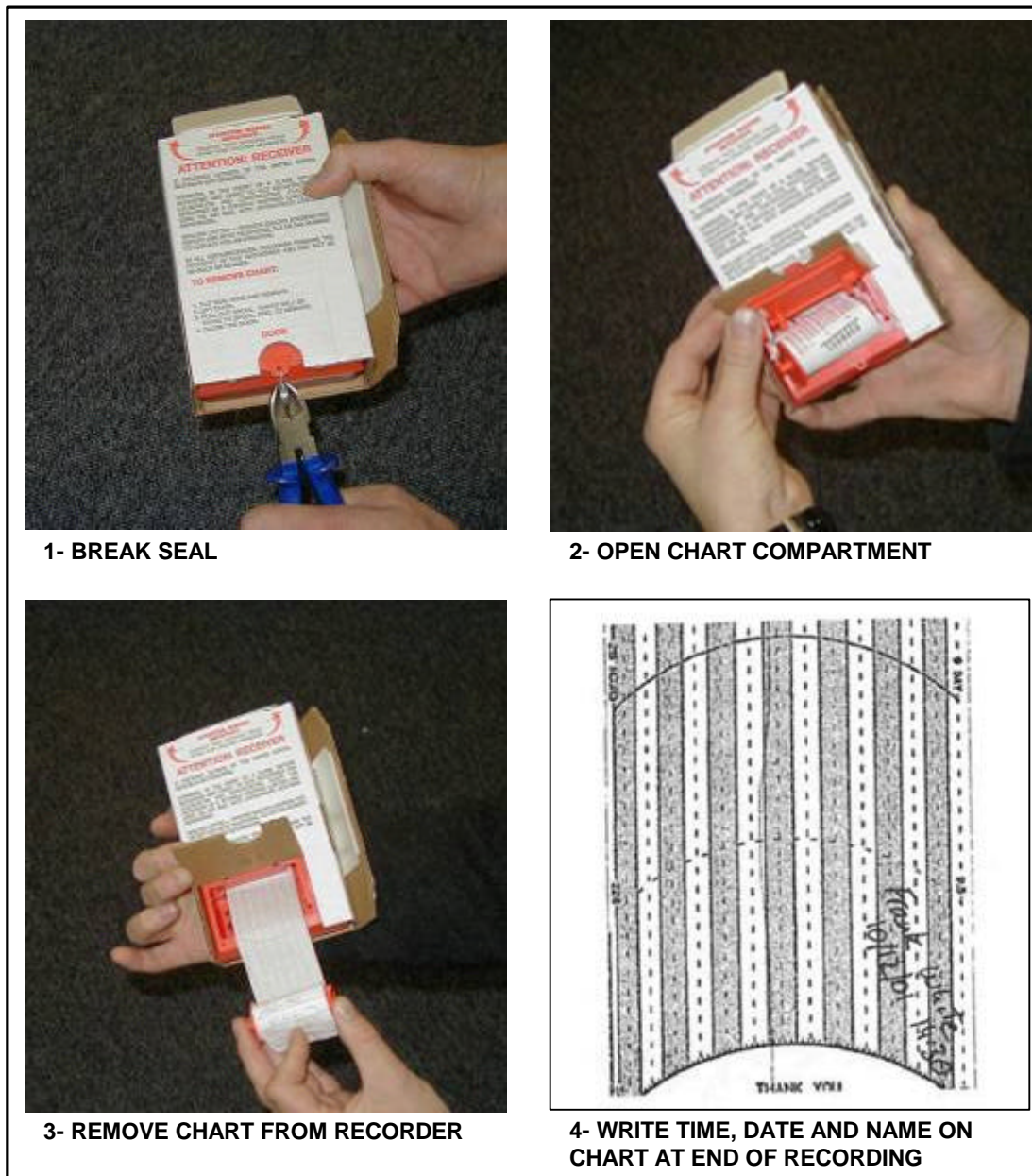
Figure 3. Vaccine Cold Chain Monitor (CCM) card and instructions for use



Figure 4. Freeze Watch indicators. Left- Normal indicator, not frozen, Right- Activated (burst) after exposure to temperatures below 0°C

If temperature recorders are included, indicate the box(es) in which the recorder was shipped, the model and the serial number(s).

Shipments of DTP-HepB and DTP-HepB+Hib include a 10-day temperature recorder in one of the boxes (this is identified on the packing list), for use with the DTP-HepB vaccines. The model currently being used is a Cox<sup>3</sup> strip-chart recorder. On arrival, the chart can be extracted as per instructions in the box to verify transit temperatures. Please attach clear photocopies of the complete chart to the VAR.



**Figure 5.** Opening the Cox3 recorder

If there is evidence of exposure to potentially damaging temperatures, the box and chart should be sent to UNICEF Supply Division for further calibration by the manufacturer.

Any indication from the temperature monitors of exposure to temperatures that may affect the quality of the vaccine will be reported to WHO for further investigation. It is of the utmost importance that any event is reported immediately after arrival.



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## **PART VI- GENERAL CONDITIONS OF SHIPMENT**

The last section covers the general condition of the shipment, labeling and additional comments.

The boxes containing vaccines, droppers and diluents should be received in good condition, both the external carton box and the insulated material within. Damaged boxes should be inspected to verify that the contents are intact.

The labels that must be attached to the shipping box should include a warning for the temperature sensitive nature of the contents (“vaccines rush” or similar), special warnings (“do not freeze” for DTP, DT, Td, TT, Hep B and liquid Hib) and shipment details (Order, Consignee and Box No.).

## **PART VII- NAME AND SIGNATURE**

The form should be signed by the authorized person responsible for the inspection and by the Central Store Manager or the EPI Manager. The first page of the form should also have the initials of the signatories.

Once completed, the report should be sent to the UNICEF Country Office, to be forwarded to UNICEF Supply Division (Immunization Team **Fax: +45 35269421**, email [ccooper@unicef.org](mailto:ccooper@unicef.org)). A space for adding date of receipt of VAR in Country Office and name of the contact person for follow-up is provided for use by UNICEF Country Office.

Any problems reported will be taken to the appropriate levels (i.e. manufacturer, forwarder, WHO, etc) for necessary action and correction.



## **Appendix A.**

### **Vaccine Arrival Report for shipments of vaccines procured by UNICEF**



## VACCINE ARRIVAL REPORT (VAR)

This report is to be filled in by authorized staff, ratified by the Store Manager or the EPI Manager, and forwarded to UNICEF within 3 days of vaccine arrival. Use one report for each vaccine in the shipment.

COUNTRY		Date of report	
REPORT No.			

Place, Date and Time of Inspection	Name of Cold Store, Date and Time vaccines entered into cold store

### PART I-ADVANCE NOTICE

MAIN DOCUMENTS	Date received by consignee	Copy Airway Bill (AWB)	Copy of Packing List	Copy of Invoice	Copy of Release Certificate
Pre-advice					
Shipping notification		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

List other documents (if requested)	
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### PART II- FLIGHT ARRIVAL DETAILS

AWB Number	Airport of Destination	Flight No	ETA as per notification		Actual time of arrival	
			Date	Time	Date	Time

NAME OF CLEARING AGENT: \_\_\_\_\_ ON BEHALF OF: \_\_\_\_\_

### PART III- DETAILS OF VACCINE SHIPMENT

Purchase Order No.	Consignee	Vaccine Description (Type and doses/vial)	Manufacturer	Country

Vaccine				Diluent/droppers			
Lot Number	Number of Boxes	Number of Vials	Expiry Date	Lot Number	Number of Boxes	Number of Units	Expiry Date

(Continue on separate sheet if necessary)

	Yes	No	Comments
Was quantity received as per shipping notification?	<input type="checkbox"/>	<input type="checkbox"/>	
If not, were details of short-shipment provided prior to vaccine arrival?	<input type="checkbox"/>	<input type="checkbox"/>	



Report No.	
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**PART IV-DOCUMENTS ACCOMPANYING THE SHIPMENT**

Invoice Yes <input type="checkbox"/> No <input type="checkbox"/>	Packing List Yes <input type="checkbox"/> No <input type="checkbox"/>	Release Certificate Yes <input type="checkbox"/> No <input type="checkbox"/>	Vaccine Arrival Report Yes <input type="checkbox"/> No <input type="checkbox"/>	Other
Comments				

**PART V- STATUS OF SHIPPING INDICATORS**

Total number of boxes inspected				
Coolant type:	Dry ice <input type="checkbox"/>	Ice packs <input type="checkbox"/>	No coolant <input type="checkbox"/>	
Temperature Monitors present:	VVM <input type="checkbox"/>	Cold Chain Card <input type="checkbox"/>	Freeze Watch <input type="checkbox"/>	Recorder <input type="checkbox"/>

PROVIDE BELOW DETAILS OF STATUS ONLY WHEN PROBLEMS ARE OBSERVED:

Box Number	LOT NO	VVM				Cold Chain Monitor				Freeze Watch Burst?		Date/time of inspection
		1	2	3	4	A	B	C	D	Yes	No	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(Continue on separate sheet if necessary)

TEMPERATURE RECORDER (if applicable, send clear copy of chart together with this report)	Box No.	Model	Serial No.

**PART VI- GENERAL CONDITIONS OF SHIPMENT**

What was the condition of boxes on arrival?	
Were necessary labels attached to shipping boxes?	
Other comments: (continued in separate sheet if necessary)	

**PART VII- NAME AND SIGNATURE**

\_\_\_\_\_  
Authorized Inspection Supervisor DATE

\_\_\_\_\_  
Central Store or EPI Manager DATE

For UNICEF Country Office use only

Date received by Country Office: \_\_\_\_\_; Contact Person: \_\_\_\_\_



## Guidelines for completing the Vaccine Arrival Report (VAR)

The purpose of the Vaccine Arrival Report is to monitor cold chain conditions during transport, compliance/deviations with shipping instructions and ensure adequate record keeping of information related to vaccines. It can also serve as the basis for documenting claims or initiating corrective action if problems occur.

Recipient Governments, UNICEF Country Offices and UNICEF Supply Division are responsible for the implementation of the Vaccine Arrival Report, and for taking corrective action as necessary.

### Components of the report:

**Use one form for each shipment and for each vaccine in the shipment** (in shipments of DTP-HepB+Hib vaccine, one form should be used for DTP-HepB and a separate one for Hib). **In the case of short-shipments (part of the original quantities not delivered), one report should be completed for each part of the delivery.**

The heading of the report is for the name of recipient country, report number and details of place and date of inspection and storage. The report number is an internal number for organizing records, with the format COUNTRY CODE-YEAR-REPORT NUMBER (e.g. BUR-2002-001). In the case of short-shipments, the numbers for the different deliveries (for one vaccine type only) would be BUR-2002-001.1, BUR-2002-001.2 etc.

**Part I- ADVANCE NOTICE:** Indicate dates and details of documents received in advance of the vaccine shipment.

**Part II- FLIGHT ARRIVAL DETAILS:** Fill in details of expected and actual arrival times for the shipment, as well as name of clearing agent and for whom they act (i.e. MoH/UNICEF, etc).

**Part III- DETAILS OF VACCINE SHIPMENT:** Fill in details of the order (purchase order number, consignee, vaccine description etc). For **each batch of vaccine** included in the shipment, indicate the number of **shipping boxes, vials and expiry date**. The same applies to diluent/droppers when present. This information is included in the packing list. **Diluents for freeze-dried vaccine and droppers for OPV should be considered as integral parts of the vaccine, and always reported on the same form. Separate delivery of diluent/droppers should be considered as short-shipments.** The figures entered in the number of boxes' column should always match the number shown in the packing list. If it does not, indicate if advance notice of a change in the quantity was provided.

Counting of the number of individual vaccine packs in each shipping box is not required in the report.

**Part IV- DOCUMENTS ACCOMPANYING THE SHIPMENT:** The box containing the shipment documents should be indicated in the packing list (often these will be in box number 1). Verify that all necessary documents are present and complete the form accordingly. If the box is not identified in the packing list or the documents made available through other means (courier, pouch), please indicate it in the section reserved for comments.

**PART V- STATUS OF SHIPPING INDICATORS:** Inspection of the temperature indicators is an essential part of the report. The temperature monitors should be checked **in all boxes** before vaccines are put into cold storage. In the case of very large shipments, or when immediate storage in the shipping boxes is required, a representative number of boxes should be checked prior to placing the shipment in the cold store. Complete inspection of all boxes the next day, or as soon as possible thereafter, indicating date and time when the complete inspection took place.

Indicate the number of boxes inspected (this should equal the total number in the shipment), the type of coolant used and details of any temperature exposure if detected. **Only boxes in which the temperature monitors show a change of color that indicates potential damage to vaccines (VVM stage 3 and 4, cold chain monitor card as per vaccine/threshold table in card, freeze watch burst) should be reported on this report.**

Vaccines in boxes in which indicators show exposure to temperatures that risk damage to the vaccine should be identified clearly in the cold room for further assessment of their condition. **DO NOT DISCARD VACCINES UNTIL ASSESSMENT IS COMPLETED.**

If temperature recorders are included, indicate the box(es) in which the recorder was shipped, the model and the serial number(s). Please attach a clear photocopy of the chart to the VAR.

**PART VI- GENERAL CONDITIONS OF SHIPMENT:** Indicate if the shipping boxes were received in good condition, if all the necessary labels on the outside of the shipping boxes were present and add any comments.

**PART VII- NAME AND SIGNATURE:** The form should be signed by the authorized person responsible for the inspection and by the Central Store Manager or the EPI Manager. Once completed, the report should be sent to the UNICEF Country Office, to be forwarded to UNICEF Supply Division (Immunization Team **Fax: +45 35269421**, email [mcaron@unicef.org](mailto:mcaron@unicef.org), [ccooper@unicef.org](mailto:ccooper@unicef.org) and [agayoso@unicef.org](mailto:agayoso@unicef.org) ).

Any problems reported will be taken to the appropriate levels (i.e. manufacturer, forwarder, WHO, etc) for necessary action and correction.