1. **Purpose**

This SOP describes the process of receipt of refrigerated COVID-19 vaccinesand recording of data attributes needed to provide data for the national vaccination programme.

1. **Scope**

This SOP is applicable to the receipt of thawed COVID-19 vaccines at 2OC - 8OC.

1. **Responsibility**

Suitably trained members of staff are responsible for receipt of vaccines, unpacking and checking them, and storing them in the correct location immediately upon delivery.

1. **Procedure**
	1. **Accepting Deliveries**
		1. Process the vaccine delivery immediately to maintain the cold chain.
		2. Check:
	* the number of outer boxes matches the number listed on the delivery note, carrier’s receipt or proof-of-delivery device
	* the shipment is in good condition and no damage is evident
	* the shipment is addressed correctly
	* whether the transit time Spikevax vaccines has exceeded 14 hours. This information will be provided by the delivery driver.

N.B there are no transit restrictions for any other COVID-19 vaccines

* + 1. If any part of the delivery is damaged, already opened, missing or otherwise not as expected report without delay to [insert senior staff job title].

If the delivery appears to be in order, accept the shipment according to the established acceptance-of-delivery process.

* 1. **Physical Examination of Delivery**
		1. Check:
			+ the tamper evident seal is intact
			+ there is no evidence of any damage
			+ the identity, batch number, expiry date and quantities against the delivery note.

and endorse the delivery note to confirm

* + 1. For Spikevax, if the transit time exceeded 14 hours (see 4.1.2) write the journey time in hours on the carton (e.g. “transported for 16 hours”). This information may be needed if the cartons are to be subsequently transported.
		2. If there is any damage or discrepancy, quarantine the stock at the correct storage temperature (refrigerated at 2-8°C) and report without delay to [insert senior staff job title]. If any vials are broken, deal with the spillage following normal SOP for spillages.
		3. Put the vaccines into a refrigerator (at 2-8°C) immediately.
	1. **Logging Receipts on the Stock Control System**
		1. For each order, receive the goods on to the stock control system (Foundry and pharmacy stock management system)
		2. Forward completed delivery documentation to [insert job title].
		3. If a pharmacy stock management system is in use, receipt of vaccine on to the system must capture the following product details:
	+ Date and time received into system
	+ Supplier
	+ Purchase order number
	+ dm+d medicine name (AMP/P) This must be the ‘branded’ level description
	+ dm+d ID code
	+ Pack size and number of vials received
	+ Batch number (this cannot be scanned and **must** be checked by a second person to ensure the correct information is recorded)
	+ Post thaw expiry date

1. **Document history**

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| **Date** | **Version** | **Section** | **Details** |
| 18/08/2022 | 1.0 | All | This is the first version published. This is the first version published. Adapted from and consolidates PVH2, AVH2 and MVH2 |
| 27/03/2023 | 1.1 | 2 and 4 | Removed reference to frozen storage as all vaccines are currently received refrigerated |
| 04/05/2023 | 1.2 | 2 and 4 | Added reference to recording the journey time for Spikevax vaccines |
| 05/04/2024 | 1.3 | 2 and 4 | Amended reference to assumed transport time for Spikevax vaccines. |