

# Stopping and reading your TagAlert®

Receiving a delivery and stopping the TagAlert® device

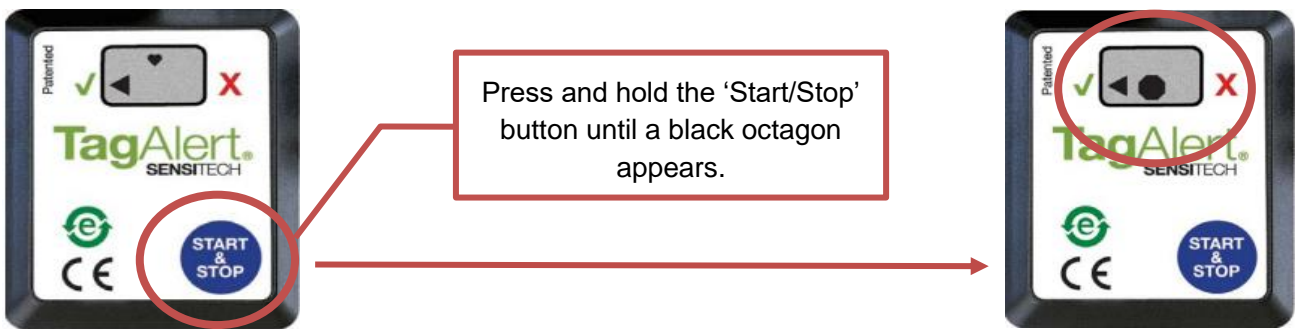
## OFFICIAL

Vaccines must be received by practice staff who are educated in cold chain management. Vaccines must be refrigerated within the 15 minutes following receipt of delivery.

To access the Department of Health's Cold Chain Management eLearning modules, visit <https://www.health.vic.gov.au/immunisation/cold-chain-management>.

## Follow these steps:

1. Sign the delivery docket and return to the courier. If requested, allow the courier to photograph the TagAlert® device.
2. Remove the TagAlert® immediately and stop the device by pressing and holding the 'Start/Stop' button until a black octagon appears.



3. Read the TagAlert®. Is the arrow pointing to the **Green ✓** or the **Red X**?



If the TagAlert® arrow is pointing to the **Green ✓** the vaccines are safe to use. **Immediately unpack the vaccine into the vaccine fridge.**

No further action required.



If the TagAlert® arrow is pointing to the **Red X** the TagAlert® has alarmed. The vaccine is not okay to use straight away, **immediately unpack and isolate the vaccine in the vaccine fridge.**

Complete the TagAlert® breach report form, see over page for further instructions on reporting a TagAlert® breach.

# Reporting a TagAlert® breach

Reading the TagAlert® and completing the TagAlert® breach report form

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Before completing the TagAlert® breach report form the vaccine must be unpacked and isolated in the vaccine fridge.

Ensure the TagAlert® has been stopped and photograph the device. To stop the device press and hold the 'Start/Stop' button until a black octagon appears.

## Follow these steps:

1. Locate the TagAlert® breach report form, your TagAlert® should have been attached to the form on delivery.
2. After stopping the device (see over page for instructions on stopping your TagAlert®), record any numbers present on the screen under Step 3 of the report form. These numbers represent any alarm parameters that have breached during device activation. For the example below, you would write '3, 4'.



**Step 3: Record any numbers present on the screen**  
These numbers represent any alarm parameters that have breached during device activation. For example, using the TagAlert™ pictured above you would write '3, 4'.

**3,4**

A photograph of the TagAlert breach report form. The form is titled 'SINGLE USE ONLY TagAlert® breach report form'. It contains five steps: Step 1: Stop and read your TagAlert®, Step 2: Record the time, Step 3: Record any numbers present on the screen, Step 4: Record the sequence, and Step 5: Complete your Onelink account and contact details. The form includes fields for recording time, numbers, and sequence, and a QR code for step 4.

3. You need to retrieve a sequence of numbers from the device to allow the Department of Health to establish when, during the delivery the parameter was breached. To do this, press the 'Start/Stop' button. Record the number that first appears next to 'Step 4 – box 1' on the report form, record the second number/s to appear, next to 'Step 4 – box 2' then record the third and final number/s to appear, next to Step 4 – box 3. The screen should go blank for approximately 2 second in between the numbers changing. See example sequence and transferring this to the TagAlert® breach report form below.



Press the 'Start/Stop' button



**Step 4: Record the sequence**  
Press the 'Start/Stop' button and record the numbers that appear on the screen.

First number to appear: **3**

Second number to appear: **1**

Third and final number that appear: **1,4**

4. Complete your details under 'Step 5' of the form and submit to [customerservice@onelink.com.au](mailto:customerservice@onelink.com.au) with the photograph and a copy of the packing note (invoice).
5. Wait for advice from the department before discarding or administering compromised vaccine.

To receive this document in another format, [email the Immunisation Unit](mailto:immunisation@health.vic.gov.au) <immunisation@health.vic.gov.au>.

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Available at [Cold chain monitoring during vaccine transport](https://www.health.vic.gov.au/immunisation/cold-chain-monitoring-during-vaccine-transport) <https://www.health.vic.gov.au/immunisation/cold-chain-monitoring-during-vaccine-transport>