

## Summary of documents to be submitted to PHU

**IMPORTANT:** all documents must be submitted to the PHU in a **single email**.

Email documents to [SESLHD-PublicHealthUnit-IMMTeam@health.nsw.gov.au](mailto:SESLHD-PublicHealthUnit-IMMTeam@health.nsw.gov.au)

### Document checklist

- NSW Health cold chain module Certificate of Completion for all staff members
- Photos of fridge: front view & side view
- Photo of labelled vaccine baskets in fridge
- Photo of fridge power point with sticker "DO NOT turn off power or disconnect this refrigerator"
- Fridge service report (unless fridge purchased <12 months ago)
- Photo of fridge min/max thermometer (inbuilt or portable)
- Fridge min/max temperature chart – current month **and** previous 2 months (unless fridge is <3 months old)
- Photo of data logger device
- Data logger report – 5 minutely temperature data (minimum 72 hours of data)
- Data logger graph (minimum 72 hours of data)
- Photo of power outage equipment: cooler, portable min/max thermometer, insulating material, ice packs, printed 'cooler temperature chart'
- Photo/s of anaphylaxis kit/s in each treatment room (with adrenaline expiry clearly visible)
- Photo/s of room used for vaccine administration