

HANDLING INSTRUCTIONS OF SMALLPOX VACCINE  
SHIPMENT INFORMATION PAPER  
(DHL)

1. **PURPOSE:** To give detailed instructions on the receiving and processing of the Anthrax Vaccine.
2. **GENERAL INFORMATION:** The Secretary of Defense has assigned the Army as the Executive Agent for the Anthrax Immunization Program. The Surgeon General of the Army is responsible for command and control of this program. This paper details the necessary receiving and handling instructions to be followed by each activity. This vaccine must be handled as a critical medical materiel item requiring the utmost control.
3. **SMALLPOX VACCINE INFORMATION:** The vaccine must be refrigerated and maintained at temperatures between 2 to 8 degrees Centigrade (36 to 46 degrees Fahrenheit). The refrigerator must be monitored electronically or manually and recorded on a routine basis. The NDC for this vaccine kit is 008-0346-F2. For more information visit our web site: [www.vaccines.army.mil](http://www.vaccines.army.mil)
4. **SHIPPING INFORMATION:** All shipments will originate from CDC, National Pharmaceutical Stockpile Program; in Atlanta, Ga.. Shipment tracking information for DHL is available via the Internet at [www.dhl.com](http://www.dhl.com) or 800-225-5345 (1-800-CALL DHL). USAMMA Distribution Operations Center (DOC) will notify each receiving activity with the shipment tracking number (air bill number).
5. **RECEIPT INFORMATION:** Upon receipt of the package:
  - a. Inspect the package and contents for damage. If damaged, contact DOC immediately.
  - b. If contents are in satisfactory condition, receive and process documents in accordance with local procedures.
  - c. Open shipping container and remove the handling instructions, DHL envelope, DHL airway bill, and Customs Invoice from the top of the box. Set aside and remove everything else to get to the kits. Remove TempTale© from top of kits and immediately do a red light/green light check. Count vials and place kits in monitored refrigerator immediately.  
\*\*\*If multiple boxes are received segregate kits by box. Annotate box and TempTales© to identify which TempTale© belongs to which box of kits, i.e. Box #1, Box #2, Box #3. If one of the boxes has become compromised in shipment, the receiver can readily identify which kits were affected. \*\*\*
  - d. Call DOC to confirm receipt of kits and provide the DHL Worldwide Priority Express airbill number for the TempTale©.
  - e. Complete Customs Invoice for return of TempTale©. Place monitor in the provided pre-addressed, DHL envelope, and send it back to DOC. **Return the envelope Worldwide Priority Express before COB the day of receipt.**

6. **SECURING SHIPMENT: DO NOT FREEZE!** Vaccines must be refrigerated at temperatures between 2 to 8 degrees Celsius (36-46 degrees Fahrenheit).

**THE RECEIVING ACTIVITY WILL NOT RELEASE THE VACCINE FROM REFRIGERATED STORAGE UNTIL THEY RECEIVE AUTHORIZATION FROM USAMMA/DOC.**

**Release authorization will be electronically transmitted to the receiving activity once the temperature control monitors are received, downloaded and approved by USAMMA staff pharmacist.**

7. **POINTS OF CONTACT:** Mrs. Bonnie Pereschuk, Mrs. Kandi Barnhart, Mr. Ruben Gueits, Ms. Liz Andrews, Ms. Kym Brown, Mrs. Kitty Reese and Ms. Gretchen Bonson. Distribution Operations Center, DSN 343-4121/4411/4198/4318/4128/4320/4128/7913 or COMM (301) 619-4121/4411/4198/4318/4320/4128, FAX DSN 343-4468/COM 301-619-4468,  
After hours, 24 hour cell phone 301-676-1184.

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**ARMY (Executive Agent for DoD critical vaccines)**

United States Army Medical Materiel Agency (USAMMA)

**Distribution Operations Center (DOC)**

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