

DHL Smallpox Vaccine Receiving And Processing Matrix For Receiving Official

1. **PURPOSE:** To give detailed instructions on the receiving and processing of the Smallpox Vaccine.
2. **GENERAL INFORMATION:** The Secretary of Defense has assigned the Army as the Executive Agent for the Smallpox Immunization Program. The Surgeon General of the Army is responsible for command and control of this program. The delegated receiving Official or Authorized Alternate is responsible for the receipt, processing, storage, security, and subsequent release to the end-user of this vaccine. This matrix details the necessary receiving and handling instructions to be followed by each Receiving Official or Authorized Alternate. This vaccine must be handled as a critical medical materiel item requiring the utmost control. **Due to the sensitivity of this vaccine, the Receiving Official or Authorized Alternate may be held pecuniary liable for any damage or spoilage caused by negligence.**

STEP	CRITICAL EVENT
1	Receiving Official contacted prior to shipment from their Medical Logistics Agency (AFMLO/NAVMELOGCOM) to verify ship-to address and convey any special preliminary receipt instruction to the Distribution Operations Center (DOC).
2	DOC calls Receiving Official or Authorized Alternate prior to shipment and verifies: <ol style="list-style-type: none"> 1. Address and any other alternate receiving officials. 2. Receipt time of vaccine. 3. Expected time of phone call (1500-1630 day of shipment) from DOC w/DHL tracking/Airbill #.
3	DOC provides the Receiving Official a brief on the details and potential risk associated with receipt of this shipment: <ol style="list-style-type: none"> 1. Notify central receiving mail drop off locations of incoming vaccine shipment from DHL, in case it is delivered to wrong area. 2. All personnel in receiving area are aware of the incoming vaccine shipment and a policy is put into place to contact the Receiving Official or Authorized Alternate immediately for signature. 3. Notify Action Officer to prepare duty exemption letter and assure that any import licenses or permits are received from the Food & Drug or Ministry of Health before your package arrives at customs for clearance. 4. Verify that proper refrigeration is available in the receiving area with constant temperature monitoring capability, which is electronically or manually recorded and proper backup if necessary. 5. Call local DHL and inform them of your shipments tracking number. 6. Start tracking or call DHL by 0800 the next day (www.DHL.com) and/or 800-CALL DHL (800-225-5345). 7. Contact DOC if delivery is not made at estimated delivery time.
4	Receiving Official faxed a copy of this matrix and handling instructions a day prior to shipment.
5	UPON Receipt of the vaccine the Receiving Official or Authorized Alternate will: <ol style="list-style-type: none"> 1. Call DOC to confirm receipt. 2. Check for damage (If damaged contact DOC immediately). 3. Remove handling instruction information paper, and DHL envelope (for TempTale return to NPS) from the box. 4. Perform a GREEN LIGHT Check. (DO NOT RELEASE THE VACCINE TO END-USER UNTIL AUTHORIZED BY THE DOC. THIS DOES NOT AUTHORIZE UNIT TO UTILIZE VACCINE) 5. Immediately secure vaccine in the required refrigerated storage environment (2 to 8°Celsius, which is equivalent to 36 to 46°Fahrenheit) DO NOT FREEZE. 6. Call and schedule pick-up from DHL. Put TempTale in the DHL envelope and have ready for DHL pick-up. Send via Priority Overnight. 7. Complete Customs Invoice. Provide DOC with TempTale DHL tracking/air waybill number. 8. Assure stock record accountability for the vaccine is established IAW Service regulations. 9. DO NOT RELEASE THE VACCINE TO END-USER UNTIL AUTHORIZED BY THE DOC.
6	DOC will upon receipt of the OFFICIAL CDC Release DOCUMENT and examination of the TempTale data: <ol style="list-style-type: none"> 1. Phone Receiving Official or Authorized Alternate with results. 2. Fax CDC & DOC Smallpox Vaccine Release Documents to Receiving Official
7	Receiving Official will close shipment with their Medical Logistics Agency.

ARMY: USAMMA Distribution Operations Center (DOC): Mrs. Bonnie Pereschuk, Mrs. Kandi Barnhart, Mr. Ruben Gueits, Ms. Liz Andrews, Ms. Kym Brown, Ms. Gretchen Bronson and Mrs. Kitty Reese DSN 343-4121/4411/4198/4318/4128/4320/7913 (301) 619-4121/4411/4198/4318/4320/4128/7913, Fax DSN 343-4468, Com (301) 619-4468 <SMA-DHL Unit Matrix> Revised 9 December 2002>